

# **MONROE SCHOOL**



## **2024-2025 Parent/Student Handbook**

**Monroe School District #70  
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## **ACCIDENTS**

First aid will be administered to students on an as needed basis. When the situation warrants, supervising staff will complete an Accident/Incident Form to document the situation and the action taken. The office will contact parents/guardians if the accident/incident is determined to warrant parent/guardian contact.

## **ALERT NOW**

Monroe School uses AlertNow, a messaging and notification service which provides Monroe with the ability to deliver hundreds of messages per minute by phone and/or email regarding school closures, important events and deadlines. With this rapid notification system, Monroe is able to communicate with parents quickly in emergency and non-emergency situations, including school events and closings.

## **APPOINTMENTS**

Students may be excused from school for medical, dental or vision appointments with the privilege of making up the work missed. Parents should notify the office of the appointment in advance, if possible. Depending on the grade level, students who miss an extended amount of school time for an appointment may be marked as absent for a half day or for the entire day.

All students must report to the office to sign out when leaving during the school day for an appointment or for any reason. Students must also sign in when returning to school or when returning from an appointment or arriving late to school.

## **ATTENDANCE**

Compulsory school attendance laws state that whoever has custody or control of a school-aged child MUST cause the child to attend the school where the child is assigned. In other words, regular and punctual attendance is the primary responsibility of the parents/guardians. Poor attendance impacts school performance and frequently results in unsatisfactory work and school failure.

School Board policy recognizes two (2) kinds of absences: (1) EXCUSED and (2) UNEXCUSED (Truancy).

Valid Cause for Excused Absence – A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student’s control as determined by the Principal/Superintendent or such other circumstances that cause reasonable concern to the parent/guardian for the student’s safety or health.

Unexcused Absence (Truancy) – A truant child is a child subject to compulsory school attendance and who is absent without valid cause from attendance for a school day or portion of that day.

If it is necessary for your student to be absent, please call the school (697-3120) in the morning between 7:30 and 8:30 AM or leave a voicemail message any time. State law requires that the school attempt to make phone contact with the parents/guardians of each student not in attendance each day.

Within two (2) days of a student’s absence from school, the office must receive notification from parents regarding the reason for an absence. If no notification is received, the absence is considered UNEXCUSED. When students have accumulated fifteen excused “illness” absences for the year, a Physician's note will be required for additional excused absences to be coded as “excused/illness”. Additional absences without a Physician's note- can be coded as “unexcused” and will count towards field trip eligibility, quarterly incentives and/or graduation.

“Pre-planned” absences for events like vacations are not encouraged, however, are sometimes unavoidable. Each request will be handled individually. Parents/guardians need to contact the principal and the student's teacher to discuss potential

pre-planned absences. Homework will be provided at the teacher's timeline. Work is expected to be completed and handed on the first attendance back to school.

Periodically throughout the school year, parents may be mailed a letter outlining the number of absences their child has. The purpose of the letter will be to inform the parents of their child's attendance compared to the average rate of attendance for Monroe School which is greater than 96%. **Letters will indicate that a child has an absentee rate of greater than 10% (an average of an absence once every two weeks).** A copy of the letter will also be placed in the student's file. It is important to understand that students with good attendance commonly have better academic performance.

### **BAND/CHOIR**

Students in grades 5-8 have the opportunity to participate in band and/or choir. Band and choir are elective courses for Jr. High Students. If a student chooses to participate, attendance is mandatory. Failure to attend a rehearsal, concert or event will result in a lower grade. Shirts are issued at the beginning of the school year for band and choir. They are the property of Monroe and need to be treated with care. Shirts will be collected at the end of the year. A fine will be assessed for students who do not return their shirts.

If a student wishes to drop band or choir the student will only be allowed to drop at the end of a semester and must complete the semester in which he/she is currently enrolled. Students who do wish to drop must have the permission of a parent, band director, art teacher and administrator. Band and choir students in grades 6-8 will meet during Flyer Time. Students in grade 6-8, participating in art, will meet either during intervention time or Flyer Time. Students meeting during intervention and/or Flyer Time will need to maintain passing grades in order to continue participation in band, choir or art.

### **BEHAVIORAL EXPECTATIONS FOR STUDENTS**

Establishing a positive learning environment free from disruptive behavior is the responsibility of the entire school staff. Teachers will maintain discipline which is consistent with State and Federal Laws, School Board Policies, and School Rules.

Students in grades K-8 are expected to follow the Monroe Matrix rules and expectations:

- show care and respect to people, places, and things;
- be prepared for class;
- be in assigned places at designated times;

If school personnel determine that specific student behavior is disruptive and/or dangerous, consequences will be provided to the student. Student infractions will be categorized into levels (See Appendix C).

Natural consequences of such disruptive, grossly inappropriate, and/or dangerous behavior will result in disciplinary action. Disciplinary action will be considered on an individual basis. Disciplinary action may include, but is not limited to the following: student conference, parental contact/conference, assigned seat, temporary removal from class, loss of privileges, classroom detention, office detention, suspension, police referral, or expulsion. (See Appendix B for Specific Board Policy Regarding Student Discipline.)

### **BICYCLES**

Bicycle racks are provided for bicycles brought to school. Students are to walk bicycles on school property on school days. Bicycles are not to be ridden on school property during school hours or during school-sponsored activities or events. Monroe Grade School is not responsible for vandalism to or theft of bicycles.

## **BOOK BAGS**

In Grades 5-8, students should keep book bags and other large bags in their lockers. There is insufficient room in the aisles and below desks for such bags. Homeroom teachers may designate a location in each room for students to store extra bags carrying equipment for their participation in after-school activities.

## **BULLYING**

Monroe School District # 70 policy prohibits bullying in the school setting. Students are prohibited from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing or other comparable conduct.

Bullying, intimidation, teen dating violence and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal.

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term bullying means any repeated or unwelcome 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 one or more of the following:

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

Bullying, intimidation, teen dating violence and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, school violence, and cyber-bullying.

Cyber Bullying is defined as using the internet or electronic devices to engage in verbal or social bullying. Spreading rumors on social media sites or sending hurtful text messages are two common examples of cyber-bullying. All students, teachers and staff should contact the office upon hearing or learning of any acts of bullying.

A student who is being bullied is encouraged to immediately report it orally or in writing to the Administration or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the Administration or any staff member. The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation, teen dating violence or

harassment, and will take disciplinary action against any student who participates in such conduct. (See Appendix B for more information.)

The DISCIPLINARY RESPONSE is as follows:

Both parties will be given their due process in the Office to determine the nature and extent of the bullying, and parents will be contacted. Possible disciplinary responses are: • Conference with parent and student • Detention • Suspension • Referral to law enforcement officials (See Appendix B for more information.)

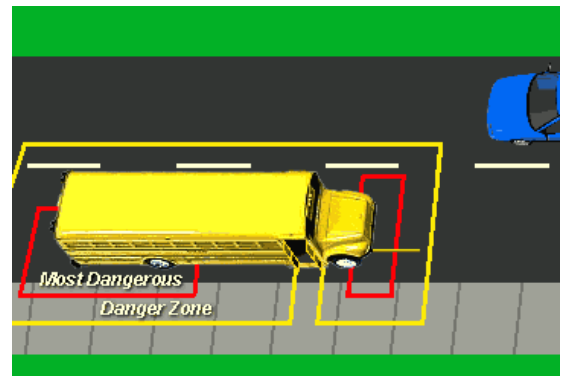
### **BUS TRANSPORTATION**

Transportation is furnished for all students living 1.5 miles from school. District #70 also provides transportation for Grade K-8 students who live on Airland, Airport Road from Airland to Woodfern, and all of Woodale Addition as this area has been declared a 'hazardous area' by the Illinois Department of Transportation.

Students who come to school on the bus should return home on the same bus unless they have parent/guardian permission and approval by the Superintendent or his designee. A student must bring a note to school and have that note signed by the Superintendent, or designee, prior to riding a different bus home. Students who are not authorized to regularly ride the bus may not ride the bus without this approval by the Superintendent.

The following rules apply to all students who ride the bus, including those that from time-to-time are transported to school activities by school bus.

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.



Unless the severity of behavior requires more significant, immediate consequences, the following are general disciplinary guidelines for student referrals from bus drivers:

- 1<sup>st</sup> referral - verbal warning/ parent contact
- 2<sup>nd</sup> referral – office detention/ parent contact
- 3<sup>rd</sup> referral - bus suspension

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

School Board Policy states that students may not use or possess electronic paging devices or two-way radios on school property at any time, unless administration specifically grants permission.

The possession and use of cell phones, watches that act as communication devices, and other electronic devices are subject to the following rules:

1. They must be kept in lock boxes in teacher's classrooms.
2. They must be turned **off** during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher.

In grades 5-8, students who use or possess cell phones or watches that act as a communication device during the day will be issued a detention. School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

**Monroe is not responsible for the loss or theft of any electronic device brought to school.**

### **CHEATING AND PLAGIARISM**

Students are expected to be honest and do their own work. Cheating and/or plagiarism is not allowed. Plagiarism is defined as the act of using the work of another author and passing the material off as one's own creation. Cheating is defined as academic dishonesty, wrongfully giving or receiving help during an academic assessment, homework, classwork, and/or wrongfully obtaining test copies or scores. When a student is determined to be guilty of academic dishonesty, cheating and/or plagiarism, the teacher shall collect the student's paper, work or test and require all parties involved to complete the assignment or an assignment testing the mastery of the same skill per teacher discretion. Only half credit will be given when the task is complete and scored. The teacher shall inform the student of the decision and any disciplinary action which will occur. The student will be given a chance to respond. The parties involved will also receive a detention. The teacher shall notify the parents/guardians.

### **CO-CURRICULAR ACTIVITIES**

The following activities are available for students: Boys' Baseball, Boys' Basketball, Boys' and Girls' Track and Cross Country, Girls Softball, Girls' Basketball, Cheerleading, Girls' Volleyball, Competitive Speech/Choral Reading, and Scholastic Bowl. These activities are authorized by the Board of Education and supported through the active membership of the Association of Monroe Parents and Teachers (AMPT) and the Monroe Boosters.

Monroe Grade School is a member of the Illinois Elementary School Association (IESA), and follows its rules and guidelines for Baseball, Basketball, Volleyball, Track, Competitive Speech, and Scholastic Bowl.

Each student will be given an Athletic Code of Conduct outlining rules specific to participation. This will be signed and returned before the student can participate in practice/events.

Due to the size of Monroe, many of its students participate in two activities at the same time. Dual participation many times results in a limited number of conflicts for the participant over the course of the season. The coaches/sponsors will

work together to help the student determine the activity in which a student should participate if such a conflict arises. As a rule of thumb, a state or IESA sponsored event will take priority over a regularly scheduled competition and participation at any competition will take priority over a practice.

A student must be in attendance for at least half of the school day in order to participate in any co-curricular event/activity that afternoon/evening. This does not apply to competitions held on Saturdays. Emergency situations shall be given due consideration.

Students participating in co-curricular activities are required to participate in the District provided transportation to and from away school sponsored activities when such transportation is provided and as determined by the coach/sponsor. Parent/guardian permission forms are to be completed prior to the time of the activity. Students will be authorized to ride with parents/guardians or an adult designee if requests are signed by the parents/guardians and given to the coach prior to the activity.

Participation in Monroe's co-curricular programs is a privilege. Monroe hires teachers and other staff members to serve as coaches and sponsors for its co-curricular activities. Those coaches/sponsors are given the responsibility of overseeing the programs, which includes the creation of a set of rules for participation. When deciding to participate, each student understands that the coach/sponsor is in charge and that he/she must abide by any and all rules established by the coach/sponsor.

Each student's grades will be reviewed at one-week intervals. A week must have three days of school within a Monday through Friday calendar to be considered a school week. The eligibility check shall be made on the first student attendance day of each week. Any grade 5-8 students receiving the grade of 69% or lower or a U will not be allowed to participate in school sponsored co-curricular activities for the following Monday through Saturday. At the beginning of each grading period, grade percentages will be averaged on a minimum of 3 separate assignments or tests. Eligibility will be determined based on cumulative grades for each grading period.

A child will also be subject to consequences or be counted as ineligible when a parent chooses to remove his/her child from a co-curricular activity for disciplinary reasons at home.

Any student who exceeds the maximum number of absences set by the coach/sponsor will be dismissed for the remainder of the season from that particular event. The parent/guardian will be notified by the coach/sponsor and provided the reason for the dismissal.

### **CONFERENCES**

Parent/guardian/teacher conferences are scheduled at the end of the first grading period and middle of the third grading period. Parents are encouraged to contact teachers throughout the school year to discuss school concerns. Since teachers are typically busy teaching classes during the day, it may be more convenient to contact your teacher via email. Teacher email addresses are listed on the district website.

### **CURRICULUM**

All students are provided with a comprehensive course of study as required by the Illinois State Board of Education. Monroe teachers are working to align the curriculum with the Common Core State Standards. The basic curriculum is designed to assure that students have a thorough understanding of Language Arts (Reading, Writing, Spelling, and Grammar), Mathematics, Science, Social Studies, Physical Education, and Fine Arts.

### **DETENTIONS**

Detentions will be divided into three categories.

- 1) Classroom detentions – will be served with the classroom teacher provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used.



The teacher assigning the detention will complete the necessary notice forms. The parent/guardian is to sign the form and return the form to the teacher assigning the detention on the next school day.

- 2) Lunch Detentions – will be served with either the classroom teacher or in the office. Students will either retrieve their hot lunch or bring their cold lunch to the detention location. The parent/guardian is to sign the detention form and return the form to the teacher or administrator assigning the detention.
- 3) Office detentions – Will be assigned by the building administrators

**Eight detentions will result in loss of field trip privileges. Ten or more detentions will result in more severe consequences-this will include in-school suspensions. A total of 3 in school suspensions will then result in out-of-school suspensions. Detention dates and times will be determined by teachers and administration on an individual basis. The serving of a detention may be scheduled for other days if approved by a teacher or administrator. Students are expected to have homework or other materials to complete during the detention period. If a student skips a detention, another detention will be given to the student. (See Appendix C for more information.)**

### **DISCIPLINE PROCEDURES**

In-School Suspension/Office Suspension means that a student will be given his/her academic work to do, and be credited if correctly completed when due, in a separate area away from the student body. The Superintendent or Principal may designate a space as the isolation area for a student to complete his/her work.

Out-of-School Suspension means a student has lost his/her privilege to attend school for a designated number of days. Students suspended out of school may not be able to earn credit for daily work assigned during this time. The Superintendent or Principal may suspend a student for a designated number of days not to exceed ten days (per suspension).

Expulsion from school means a student will not be permitted to attend school at Monroe for a period of time not to exceed two (2) calendar years, as determined on a case by case basis. No credit for work is earned during this time. Expulsion from school results from Board of Education action.

Due process is afforded to students who are accused of violating school rules. Students have the right to understand which rule they've broken. Students have the right to have the consequences explained to them. Students have the right to respond to the accusations.

Students who are suspended (in school or out of school) or expelled from school may not attend any school activities for the duration of their suspension or expulsion. (See Appendix B for more information.)

### **DISTRIBUTION OF INFORMATION/MATERIALS**

Organizations or individuals who wish to have literature distributed or announcements made regarding available activities available for students must secure permission to do so from the Superintendent. The Superintendent will determine the manner of making the information available to the students. Acceptable information to be distributed typically includes school-related items or items from non-profit organizations offering a service to the students. Free services from for-profit organizations may also be distributed; however the distribution of advertising for private companies, etc. may not be distributed.

### **DRESS CODE**

A student whose dress or appearance may cause a disruption in the educational process may be subject to disciplinary procedures. The Superintendent and staff will determine the "appropriateness" of dress or appearance. At any time, a teacher has the authority to direct a student to wear an article of clothing in the manner in which it was intended. If

determined inappropriate, students may be asked to call home for different clothing or to change into clothing kept in the classroom or office for such situations.

Inappropriate dress includes but is not limited to:

1. Tank tops with straps less than 2 inches thick and tight around the torso, spaghetti straps, halter tops, leggings, yoga pants, spandex shorts, racerback tank tops, pajama pants, bathrobes, slippers, excessively low sagging pants, low cut blouses/shirts, tube tops/skirts, fish-net tops, and excessively short pants, skirts, and/or shorts. Temporary or permanent hair coloring, unusual hair styles, or excessive make-up that distracts from the learning environment.
2. Slacks, jeans, and shirts that are excessively frayed, torn, worn, or have such tears in objectionable locations.
3. Clothing or accessories that display objectionable materials such as offensive images or language, or clothing that advertises tobacco, alcohol, drugs, or gangs.
4. Sweatbands, bandanas, sunglasses or hats worn in school.
5. Chains attached to clothing or accessories.
6. Clothing that exposes a student mid-section or undergarments. Pants and shirts must touch, not only when standing, but when sitting as well, so that no midsection is exposed.
7. School issued sports equipment/clothing unless prior approval is given by the coach.
8. Students are strongly discouraged from wearing flip-flops as they are not made for climbing on the playground equipment or running on the playground during recess time. (Injury has occurred to students in the past who were running for recess and their flip-flop broke.)
9. No skater shoes will be allowed as acceptable shoes for PE. All athletic shoes worn for PE must be able to be tied or secured tight (with Velcro straps, for example) to keep the shoes on the feet while participating in physical activities.

### **DRUGS, ALCOHOL, AND “LOOK-ALIKES”**

Students are prohibited from possessing, using, selling, distributing (or attempting to use, sell, or distribute) any type of material or “look-alike” material that might be considered illegal or dangerous to the health or well-being of others.

These materials might include, but are not limited to: alcohol, prescription medications, controlled substances, hazardous chemicals, or “over-the-counter” medications. Students found in violation of this rule may be expelled for up to two years. (See Appendix B for more information.)

### **EQUAL OPPORTUNITY AND SEX EQUALITY**

Equal education 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 an right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with sex equity or equal opportunity concerns should contact the Superintendent.

### **EMERGENCY DISMISSAL**

If it becomes necessary to cancel classes, Monroe will use its SkyAlert system to notify parents, along with an email and social media post. The radio and television stations will also be notified as soon as the decision is made.

In the event of an EMERGENCY which may affect the safety of the students and EARLY DISMISSAL is necessary, Monroe will utilize its SkyAlert messaging system, along with an email and social media post. Transportation will be provided for bus riders.

If a major catastrophe (tornado/earthquake/etc.) would occur at school or in the immediate area during the school day, all students will be kept at school (or at St. Anthony's Multipurpose Room) under the supervision of school staff, until a responsible adult as identified on each student's Emergency Sheet is able to come to pick up the student.

### **EMERGENCY DRILLS**

During the school year, fire and tornado drills are conducted at different times. Earthquake, lockdown and law enforcement drills may also be conducted. Each classroom teacher will assure that the students assigned to their classroom understand the rules and practice the procedures related to all emergency situations.

The following SIGNALS are used at Monroe Grade School:

- |             |  |
|-------------|--|
| FIRE:       | Long continuous buzzer with flashing lights.           |
| TORNADO:    | Verbal Warning "Tornado, seek safe area and cover."    |
| EARTHQUAKE: | Verbal warning "Earthquake, seek safe area and cover." |

### **FEES, FINES AND CHARGES**

The school establishes fees and charges to fund certain school activities. For this school year, Monroe's registration fees are \$100 per student which also includes any school supplies needed for the year. This amount will increase to \$125 if not paid by October 1<sup>st</sup>. 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 or damaged books, locks, materials, supplies and/or lost equipment. Application for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).
3. The student is considered homeless.

### **FIELD TRIPS**

Teachers may plan field trips to support the instructional program. Students may be required to pay part of the costs involved with a field trip, depending on the circumstances.

Students who demonstrate poor grades, discipline problems, or attendance problems may not be eligible to participate in a field trip. Students who have been involved in disciplinary action due to gross misconduct or disrespect may be excluded from participating in field trips by Administration. Students with eight or more detentions, 1 or more out-of-school suspensions and/or 2 or more in-school suspensions will not be allowed to attend field trips. Students with 1 or more "F's" on the last report card or progress report will not be allowed to attend field trips. (Unexcused absences count as one detention per day of unexcused absences and every 5 tardies counts as a detention) For kindergarten through third grade students, requirements will be established by the classroom teachers as detentions do not apply to them. For students that move in or are not at Monroe the entire year, this number may be prorated. Administration has the final determination of which students attend field trips.

A parental permission slip must be signed and returned to the teacher prior to each trip. Failure to return the slip may result in the student having to remain at school. Students are expected to follow the dress code and to display appropriate behavior while on field trips. Students are to respect and obey all chaperones.

If a student is excluded from participating in a class field trip, the student is expected to be in attendance at school and an alternative learning arrangement will be made for that day to support student success.

If fundraising is needed, any money earned in such a fundraiser becomes profit for the group and is non-refundable.

### **FOOD ALLERGIES**

Please notify the school office if your child has any food allergies. Provide written documentation, instructions, and medications as directed by your physician. If necessary, a Food Allergy Action Plan may need to be created and kept on file in the office. Please educate your child in the self-management of their food allergy including: safe and unsafe foods, how to avoid exposure to unsafe foods, symptoms of allergic reactions, and when to tell an adult they may be having an allergy-related problem. Discourage your child from trading food with others. We have some students VERY allergic to peanut oil and ask families to refrain from sending products made with peanuts whenever possible, especially items containing peanut butter.

### **GANGS/GANG ACTIVITIES**

Students are prohibited from engaging in gang activity. A 'gang' is any group of two or more persons whose purpose includes the commission of illegal or disruptive acts. No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item that is evidence of membership or affiliation in any gang.
2. Committing any act, or using any communications, either verbal (speech) or nonverbal (such as gestures, handshakes, or apparel arrangement) showing membership, affiliation or support in a gang.
3. Using any speech or committing any act in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gang; (b) intimidating or threatening any person; (c) committing any other illegal act or other violation of school district policies; or (d) inciting other students to act with physical violence upon any other person.

### **GRADING INFORMATION**

Students will be evaluated using percentage grades. Each report card key specifies the grading code. Student progress is reported on a nine week basis.

Students in Grades 5-8 will be evaluated using percentage grades for these subjects: Reading, Language, Mathematics, Science, Social Studies, P.E., Music, Band, Chorus and Art. Conduct and Effort will be graded using O, S, N, and U codes.

Students in Grade 4 will be evaluated using percentage grades for these subjects Language Arts, Mathematics, Science, Social Studies. The O, S, N, U Code will be used for Art, Music, P.E., and S, N, U for Conduct, and Effort.

Students in Grades 2-3 will be evaluated using percentage grades for these subjects: Language Arts, Mathematics and The O, S, N, U Code will be used for, Art, Music, P.E., and S, N, U for Conduct, and Effort.

Students in Grade 1 will be evaluated using percentage grades for these subjects: Reading, Language Arts, Spelling and Mathematics. The O, S, N, U Code will be used for Handwriting, Art, Music, P.E., Conduct, and Effort.

Students in Kindergarten will be evaluated using the O, S, N, and U codes for these subjects: Language Skills, Reading Skills, Math Skills, Writing Skills, Development, Conduct, Effort, P.E., Music, and Art.

5th-8th grade students can qualify for the academic excellence banquet, a student's GPA must be 3.65 or higher. This equates to 5 B's or less in core subjects on their quarterly report card grades and cannot get any D or F in any subject.

## **GRADING SCALE**

<u><i>A = Excellent</i></u>	<u><i>B = Above Average</i></u>	<u><i>C = Average</i></u>	<u><i>D = Below Average</i></u>	<u><i>F = Failing</i></u>
A+ = 100-99%	B+ = 92-91%	C+ = 84-83%	D+ = 76-75%	F = 69-0%
A = 98-95%	B = 90-87%	C = 82-79%	D = 74-72%	
A- = 94-93%	B- = 86-85%	C- = 78-77%	D- = 71-70%	

O = OUTSTANDING - WORKS CONSISTENTLY ABOVE EXPECTATIONS

S = SATISFACTORY - WORKS TO MEET EXPECTATIONS

N = NEEDS IMPROVEMENT - NEEDS TO MEET EXPECTATIONS

U = UNSATISFACTORY - FAILS TO MEET EXPECTATIONS

## **GRADUATION CEREMONIES**

Students who successfully complete the Grade 8 requirements and who are not restricted from participation due to disciplinary and/or attendance reasons may participate in graduation ceremonies.

Students who demonstrate poor grades, discipline problems, or attendance problems may not be eligible to participate in graduation. Students who have been involved in disciplinary action due to gross misconduct or disrespect may be excluded from participating in graduation by Administration. Students with twelve or more detentions, 2 or more out-of-school suspensions and/or 3 or more in-school suspensions may not be allowed to attend graduation. Students with 2 or more "F's" during the 4<sup>th</sup> quarter may not be allowed to attend graduation. (Unexcused absences count as one detention per day of unexcused absences while every 5 tardies equals 1 detention) . For students that move in or are not at Monroe the entire year, these numbers may be prorated. Administration has the final determination of which students attend graduation.

## **GRIEVANCE PROCEDURES**

1. The student and parents/guardians should discuss the matter in question with the person or persons directly responsible for the grievances.
2. If no satisfaction is attained after the above-mentioned discussion, the matter should be directed to the Superintendent.
3. If the matter is not yet resolved, student and parents/guardians may have their name placed on the agenda for the next scheduled School Board meeting and discuss the matter with the Board in closed session.

## **HARASSMENT**

Harassment of others is prohibited. Harassment is defined as any physical or verbal intimidation and/or ridicule. Harassment may include, but is not limited to: sexual harassment, ridicule, intimidation, or bullying.

## **HAZING**

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. 'Hazing' means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club or team whose members are or include other students.

## **HOMELESS STUDENTS**

A child of a homeless individual has equal access to the same free, appropriate public education, as provided to other children. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. A

homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

### **HOMEWORK**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

In an effort to match high school coursework expectations, Monroe will continue the Missing-Late Work Detention Policy. Our executive functioning lessons at the beginning of the year support instruction related to students using the assignment notebook, taking notes and organizing binders, folders and lockers.

Monroe Jr. High students will have only two warnings of late or missing work per quarter. After the second warning, the third time the student comes to school without homework completed, they will be assigned a detention. Each missing assignment after that will result in a detention. The expectation is to complete the assignment and master the material. The grading policy for late work will remain in effect. After school study tables are available for 5<sup>th</sup>-8<sup>th</sup> grade students to complete missing or late assignments.

Late work detentions will run during lunch or after school with either the classroom teacher or the administrator supervising students. These detentions will be logged and could potentially prevent students from participating in incentive activities, field trips, extra-curricular activities, or the graduation ceremony at the end of the year.

### **HONOR ROLL**

Students in Grades 5-8 are eligible for the Honor Roll for each grading period. All CORE classes (Language Arts, Math, Science, Social Studies) will be considered for Honor Roll eligibility. (Band, Choir and Art grades must be C or better.)

Honor Roll categories include the following:

First Honor Roll	93% or better in all CORE classes
Second Honor Roll	85% or better in all CORE classes
Special Mention	85% or better in all CORE classes with the exception of one which must be 77% or better

### **IMMUNIZATIONS**

All students must comply with the rules developed by the Illinois Department of Health regarding required immunizations for school children. Current rules for required immunizations may be obtained from the school office, a Doctor's office, or the Peoria County Health Department.

Written evidence of immunization compliance must be on file in the school's office. As per Monroe Board policy 7:100, failure to comply with the state's immunization requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are present to the District. 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, signed by physician/physician assistant and statement of the medical reasons causing the delay.

## **INSURANCE**

School Insurance is available to all students. A packet of information will be available for each student at the time of registration. Parent/Guardian purchase of the insurance is optional. All students involved with athletic programs must carry some form of adequate medical insurance.

## **INTERNET POLICY**

Please see Appendix A at the end of this handbook.

## **INTERVENTIONS**

Monroe School District # 70 has developed interventions for students who need additional support with reading and/or math skills. Monroe uses data from classroom and standardized assessments to monitor student progress in reading and math. Identified students will be targeted for additional assistance and interventions as part of Monroe's mandated curriculum.

At the Jr. High time is provided for interventions and/or "Flyer Time". This time will be used to allow teachers to provide additional interventions to those identified students who need additional support with their reading and/or math skills. The Jr. High teaching staff will coordinate the placement of students into classrooms during this time.

## **LEAVING SCHOOL**

If a student is ill, injured, or has to leave the building for any reason during the school day, the student must seek permission from his/her teacher. After receiving permission from his/her teacher, the student is to report to the office to call his/her parents/guardians.

## **LICE**

To help prevent the spread of head lice, Monroe will use the following procedures.

- A child who is found to have lice will not be allowed to remain at school. He/she will be sent home immediately. Information for treating lice will be sent home with the child.
- The child's hair must be treated with a special shampoo from the pharmacy or from your doctor.
- The child must be accompanied by a parent when returning to school. The child will be checked for lice again before being allowed to remain at school. Nits must be removed for the child to remain at school. If live lice or nits are found, the student will need to return home.
- The parent must bring in the box top from the lice treatment as proof of treatment.
- It is recommended that the child receive a second treatment of the lice shampoo 7-10 days following the initial treatment.

## **LOCKERS (Grades 5-8)**

Student lockers are the property of the school and must be used for the purposes intended: storage of books, school supplies and garments. If school officials have a reasonable suspicion that the student has placed illegal or dangerous or inappropriate materials in the locker, lockers may be searched, with or without the consent or knowledge of the student.

Lockers are to be kept clean at all times. Students are not to attach anything to their locker which may leave dirt, marks, scratches, etc. Rubber magnets are to be used to attach items to lockers. The school assumes no responsibility for lost articles. Lockers may be inspected anytime throughout the year. Homeroom teachers are to be informed of all locker malfunctions.

## **LOST AND FOUND**

Articles found on school premises should be turned in to the main office where the owners may claim their property by identifying it. A large lost and found box is located near the main school entrance. Students should mark all their personal belongings so they can be identified. The school will not assume any responsibility for lost or stolen articles.

## **LUNCH PROCEDURES**

Monroe School is a closed campus for the purpose of student safety. Students will not be able to leave the campus for lunch unless it is under the direct supervision of a parent. Parents wishing to pick their child up for lunch may do so by signing their child out in the office. Students may purchase their lunch at school or they may bring their lunch from home. Food from McDonald's, Subway, etc. shall not be brought into the cafeteria for lunch.

Hot lunches including milk are \$3.00. Students may purchase milk for \$.35 per carton. The cafeteria requests that lunch money be paid on a weekly basis. Students may choose hot or cold lunch on a daily basis. Monroe will use the Skyward lunch system tracking purchases in the cafeteria. Extra lunches may not be charged if there is a zero balance in the account.

Students who are eligible for a free or reduced priced lunch must still pay for an additional lunch/milk they take. These are not part of the free or reduced lunch.

Students in grades 6-8 are allowed to purchase \$1.00 per day of a la carte items. A la carte may include items such as chips, muffins, ice cream, and Rice Krispie Treats. Please check with the cafeteria for current prices. Parents who DO NOT want their child to have any a la carte items should notify the cafeteria. Students cannot purchase snack items after lunch if they have a zero or negative balance in their account.

A student may not use another student's account to obtain meals. Safeguards are built into the program to prevent abuse of the system. With Skyward, parents will be able to access their student accounts online to be able to monitor the progress. Students may also be given notification that their account is low on funds. Students should take those notices home to their parents. The cafeteria staff will notify parents if funds are overdrawn.

Any funds remaining at the end of the school year may be refunded, carried over to the next school year, or transferred into a sibling's account at the parents' request.

Parents are invited to eat a school lunch with their child(ren) at school but need to contact the school in advance. It is requested that parents contact the school by 9 AM of the day they are coming to visit to sign up for a school lunch. This allows the cafeteria to prepare the necessary number of lunches. The cost for an adult school lunch is \$3.00.

No outside or fast food (McDonald's, Subway, etc.) lunches shall be brought into the cafeteria or school. In addition, Monroe is forbidden to sell soda during its lunch period. Students are not allowed to bring soda or energy drinks, such as Red Bull and Rock Star, in their lunches.

## **MAKE-UP WORK**

Depending upon the nature of the instruction your student misses during his/her absence, it may be necessary for your student to meet for instruction either before or after the instructional day. Not all assignments may be done independently of teacher contact. If you have any questions regarding the nature of the work your student needs to complete, please contact the instructor.

Students who are absent are required to meet with teachers to identify what assignments need to be completed due to missed instruction during absence. Students who fail to meet with teachers may receive grades of zero for all missed instructional assignments.



Students are expected to complete all incomplete assignments as directed by the teacher. If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school may not be allowed to make up missed work.

If a parent wants to pick up a student's assignments, the parent should indicate this to the office staff when calling to report an absence. The parent should inform the office that he/she or a designee will come to the office to pick up the student's work between 2:30 - 3:00 P.M. Student work will not be given to other students without parental request.

### **MEDICATIONS**

Board Policy 7:270 - Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

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

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

### **MID-TERM REPORTS**

Parents/guardians of any student in Grades 5-8 who has a D or F midway through each grading period in any subject will be notified in writing. The purpose of this notification is to inform the parents/guardians and to allow the student time to improve before report cards are issued. If parents/guardians want to have additional notice regarding academic progress, they are to meet with the appropriate teacher/s to define a specific academic progress plan. Parents/guardians are encouraged to contact the appropriate teacher/s to work together to help each student succeed.

### **PARTIES**

All birthday surprises must be approved by the teacher one day in advance and conducted at the time designated by the teacher. Birthday items are not to be delivered to the student during the lunch period. Invitations to family parties should not be distributed during school time. Please refrain from sending party (birthday or holiday) invitations to school for distribution. Contact the office for a list of student names and addresses.

Holiday and special event parties may be conducted in Grades K-4. Homemade treats are not allowed. Treats purchased from a store or bakery and brought in their original packaging are allowed. The teachers prefer that those treats be individually wrapped.

### **PESTICIDE NOTIFICATION**

Monroe School has an Integrated Pest Management Plan which incorporates the most safe, effective means of applying pesticides. In the event that we need to utilize pesticides within or near the school building, we have a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. Contact the school office if you wish to be added to the registry.

### **PHYSICAL EXAMS (Also see “IMMUNIZATIONS”.)**

Written evidence of a physical exam by a licensed physician must be provided to the school before a student enters Kindergarten and Sixth Grade. All students new to Monroe must provide evidence of a physical exam. Students without written evidence of a current physical exam may be excluded from attending classes. In addition, eye exams are required for all incoming Kindergarten students and all students new to the district. State law also requires proof of dental examinations for second and sixth grade students.

Sports physicals are required each year for students in grades 5-8 who participate in sports, including cheerleading. Physicals should be turned into the school office. Any student wishing to try out or participate in any sport must have evidence of a physical exam which occurred within one year of the beginning of try-outs. Physical exams only last for one year.

### **RECESS**

All students will have time for a short recess after lunch each day. In addition, elementary grades will also have a morning recess. In all cases, we will make every attempt to take students outside for recess. On days of excessive condition such as extreme rain, snow, or cold (20 degrees or below), students will remain inside for recess and will engage in a variety of activities within the classroom. Students should come to school each and every day prepared to go outside for recess. Students are discouraged from wearing flip flops as they are not conducive to climbing on the playground equipment or running on the playground during recess time.

Jr. High students can use the center equipment. This includes the parallel bars, the uneven bars, the balance beam and the monkey bars. They are to refrain from the large climbing structures during lunch recess time.

Indoor recess expectations for students include: no personal electronic devices, remain seated at desks or tables and stay in assigned classrooms for the recess period.

### **REPORT CARDS**

One of the most important jobs of the teacher is the evaluation of the students. Report cards are sent home four times a year (approximately every nine weeks). Parents/guardians are to sign the report card envelope to acknowledge receipt of the report card. Report card envelopes are to be returned within ten school days after they have been sent home.

### **RETENTION**

In Jr. High, students will be considered for retention at their current grade level if they have failing grades in two or more of the following subjects for the year; Reading, Language Arts, Math, Science and Social Studies. In the elementary grades, students will be considered for retention based on their mastery of the core subjects, with an emphasis on reading, language and math. Students who are in jeopardy of being retained may be referred to Monroe’s student support team for further review.

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on the IAR Assessment, and other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance.

Parents/guardians will be notified at Parent-Teacher Conferences throughout the school year. Once the third quarter grades are calculated, or sooner if possible, parents will be notified regarding the possibility of retention of their child. Parents/guardians, the student, and teachers will be requested to meet to discuss the student's academic performance and present problems. Successfully completing a district approved remediation program will be the only option to retention. The Superintendent shall evaluate the recommendations and have final responsibility for making the retention/conditional promotion/promotion decision.

**RIGHT –TO-KNOW**

In accordance with the ESEA Section 111 (h)(6) PARENTS RIGHT-TO-KNOW, Monroe District must notify every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child’s classroom teacher. This information regarding the professional qualifications of your child’s classroom teacher includes, at a minimum, the following:

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

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you. If you have questions, please contact Dr. Reiley, Superintendent, at 697-3120.

**SCHEDULE (DAILY)**

The following schedule is subject to changes as necessary throughout the year.

	<u>Curriculum</u>	<u>School Improvement</u>	<u>Regular Day</u>
First Bell	7:50 A.M.	7:50 A.M.	7:50 A.M.
Announcements/Tardy Bell	8:05 A.M.	8:05 A.M.	8:05 A.M.
Dismissal for Bus Riders	1:25 P.M.	11:00 A.M.	2:25 P.M.
Dismissal for Walkers	1:30 P.M.	11:05 A.M.	2:30 P.M.

Students are not allowed in the school building prior to 7:50 AM, unless the weather requires it, or unless requested to be present earlier to participate in a supervised school or co-curricular activity. Students arriving at school prior to 7:50 AM should report to their designated entrance to wait for the first bell. In case of bad weather, students should report to the cafeteria. School supervision does not begin until 7:50 AM. ***Students should make every effort to be at school and in their classrooms by 8:00 AM.***

**SCHOOL PROPERTY**

Students are responsible for their assigned books, desk, chair, and locker. If anyone damages school property, report the damages immediately to your homeroom teacher who will report it to the office. Parents/guardians are responsible for repair or replacement of intentionally damaged property.

### **SEARCHES**

School authorities may search any school-owned property at any time without notice. This includes but is not limited to: classrooms, lockers, desks, rest rooms, and school buses.

School authorities may search a student's personal property (book bags, notebooks, gym bags, purses, wallets, lunch boxes, etc.) ONLY if there are reasonable grounds to suspect that a student is violating school rules or violating State or Federal law.

### **SEX OFFENDER NOTIFICATION**

State law requires that all school district 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/>.

### **SEX OFFENDER VISITATION**

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

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

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

### **SMOKING**

Smoking is not allowed on school property, school grounds, or school-sponsored activities. Smoking "materials and supplies" will be taken from students by school personnel. This includes e-cigarettes.

### **SPECIAL EDUCATION SERVICES**

Special services are provided to students with disabilities from birth to age 15, when the disability significantly interferes with the child's education. Eligible students with disabilities begin services in the public school on their third birthday. Beginning at age 15, responsibility for services is transferred to Limestone Community High School. The Special Education Association of Peoria County (SEAPCO) administers these programs. Its offices are located in the Seapco Building. Its phone number is 697-0880.

Students may qualify for SEAPCO services through the referral process; eligible students will be provided with an Individualized Educational Program (IEP). When a student is struggling, a student may be referred to an RtI problem-

solving team of faculty and staff for review before a referral to special education is made. The team will review a student's needs and recommend accommodations and/or interventions to help the student be successful. Students may be referred for services by teachers, school staff, or parents/guardians. Students with disabilities who do not qualify for an individualized education program, as required by the federal individuals, with Disabilities Education Act and implementing provisions of the School Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. All referrals for SEAPCO services, IEP, or 504 must be approved by the Superintendent, principal or designee.

### **SPORTSMANSHIP**

Monroe School prides itself in its display of quality sportsmanship. Fans are expected to be courteous and respectful at all times. To foster safety and sportsmanship the following rules are to be observed by students and fans who attend co-curricular activities.

Students are expected to be respectful and courteous when attending games/events at other schools. Students in Grades K - 4 are to be accompanied by parents/guardians and/or responsible adult. Students are to remain in the building for the entire game or event. If students leave the game or event, the students will not be re-admitted. Students are to leave the school grounds immediately upon leaving a game or event.

Fans are to sit in the stands during games in the gym. When refreshments are available, fans are encouraged to eat refreshments in the cafeteria. Fans, as guests of Monroe School, are to use proper language and behavior towards visiting teams, officials, and each other.

### **STUDENT RECORDS**

Upon request from the receiving school, Monroe forwards student records when a student is transferring from Monroe. In June of each calendar year, student records graduating eighth grade students are sent to Limestone Community High School. Any parent that wishes to inspect the records must do so prior to the end of the school year. Monroe maintains student permanent records and the information contained therein for not less than 60 years after the student has transferred, graduated or otherwise permanently withdrawn from the school. Monroe also maintains student temporary records and the information contained in those records for not less than 5 years after the student has transferred, graduated, or otherwise withdrawn from the school.

For 8<sup>th</sup> Grade parents and students, students that transfer or withdraw from Monroe, temporary records will be destroyed after two weeks of the last day of school/enrollment. If you would like these records, please request in writing and submit request to the office before the two week time frame. Copies will be provided to you at that time.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. **The right to inspect and review the student's education records** within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records** that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. **The right to file a complaint** with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **TARDINESS**

Tardiness to school disrupts the educational process on a daily basis. Parents should strive to have their children to school on time every day. Students should be at school by 8:00 AM so they have time to hang up their coats, visit the restroom, etc. before the morning announcements. Students are to be in their seats and ready to work at 8:05 A.M. If a student is late, he/she should report to the office upon arrival at school. Monroe will periodically review its records on student tardiness. Parents may receive a letter from Monroe if their child is excessively tardy to school. A copy of the letter will also be placed in the student's file. For grades 4-8 every five tardies will equal a classroom detention and will continue to be logged for incentives and field trip privileges.

### **TELEPHONES**

Students are not allowed to use the school phones for personal calls except in an emergency and/or with staff permission. Students are not to receive calls during the instructional day unless some emergency exists. Students are to make prior arrangements for travel when they are involved in after school games or events.

### **TEXTBOOKS**

Students will receive textbooks to use throughout the year. Students must take care of the textbook to prevent loss or damage to the textbooks. Students who lose or damage textbooks may be billed for replacement or repair costs.

### **TRANSFERS**

When a student withdraws or transfers from Monroe to another school, there are required forms in the office to be completed by the parents so that records may be completed and forwarded to the school where the student will attend.

### **VIDEO TAPE SURVEILLANCE**

Video cameras may be used on school buses and school property as necessary in order to monitor conduct and maintain a safe environment for students and employees. The content of the videotapes are student records and are subject to district policy and procedure concerning school student records. Only those people with a legitimate education or administrative purpose may view the videotapes. In most instances, individuals with a legitimate education or administrative purpose will be the Superintendent or designee, bus driver, and sponsor, coach, or other supervisor. If the content of a video tape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

### **VISITORS**

Parents/guardians are welcome to visit school under the proper circumstances. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. 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. If students are tardy and enter school after 8:05am, parents/guardians can assist in the check-in process but will not need to escort student to classroom.

Please contact the office if you want to eat lunch with your student. Parents should contact the school early in the morning of the day they are coming to visit to sign up for a school lunch. The cost for an adult school lunch is \$2.30. No outside or fast food (McDonald's, Subway, etc.) lunches shall be brought into school or the cafeteria.

### **WEAPONS**

Weapons or items that are used as weapons are prohibited at school and at any school-related activity. Punishment may include expulsion from school not to exceed a two-year period. (See Appendix B for more information.)

# APPENDIX A

## MONROE SCHOOL DISTRICT #70 Authorization for Electronic Network Access

### Terms and Conditions

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

**Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time. His or her decision is final.

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

- a. 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;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources or entities;
- g. 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;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

### **Access to Student Social Networking Passwords & Websites-**

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

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

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

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages 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 users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this Authorization.



**Security** - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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

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

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.

- a. 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.
- b. Students and staff 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.
- c. 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.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Electronic Mail** - The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. 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.
- c. 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 District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. 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.
- e. Use of the School District's electronic mail system constitutes consent to these regulations.

### **Internet Safety**

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this Authorization, and otherwise follow this Authorization.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

# APPENDIX B

## Students

### Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

### Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:

- a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself

or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

#### Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.

5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), look-alikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

#### Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

## Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including look-alikes of any firearm as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

## Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

## Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to a battery. School grounds includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report incidents involving battery against staff members to the Ill. State Board of Education through its web-based School Incident Reporting System as they occur during the year and no later than August 1 for the preceding school year.



## Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

## Student Handbook

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

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

## Incorporated

by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.: 20 U.S.C. §7971, Pro-Children Act of 2004.

20 U.S.C. §7961 et seq., Gun Free Schools Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.

105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

23 Ill.Admin.Code §§ 1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property)

## Appendix C Behavior Levels

<i>Be Safe</i>	<i>Be Respectful</i>	<i>Be Responsible</i>
	<b>Examples of Offenses</b>	<b>Example of consequences</b>
<b>Level 1</b>	Minor classroom disruptions Bus misconduct Tardies (to school and class) Gum/Candy Public displays of affection Hallway, lunchroom, recess misbehavior Dress code violation Lack of materials Disrespect toward others Homework not turned in repeatedly Failure to serve a teacher-assigned consequence	Contact with parent Classroom detention Office detention Lunch detention Verbal reprimand/warning Temporary removal from class or lunchroom Loss of privileges Change of clothing Suspension of bus privileges Assigned seat
<b>Level 2</b>	Repeated level one offenses Insubordination/refusal to cooperate Cheating/Forgery/Internet use violation Rough horseplay Truancy and excessive tardies Verbal abuse toward others Use of profanity Bullying Other offenses deemed by administration	Contact with parent Classroom detention Office detention Lunch detention Temporary removal from class Suspension of bus privileges In-school suspension Loss of privileges
<b>Level 3</b>	Repeated level two offenses Fighting Theft Vandalism Use of written racial/oral expressions or language Possession of illegal substances Bullying Other serious offenses deemed by administration	Contact with parent In-school suspension Out-of-school suspension Office detention/intervention Loss of privileges Referral to proper agency/authority Suspension of bus privileges
<b>Level 4</b>	Repeated level three offenses Physical violence Possession of illegal substances or weapons Selling of illegal substances Repeated acts of bullying	Contact with parent Out-of-school suspension Loss of privileges Pre-expulsion conference Expulsion hearing with Board of Education Reimbursement for costs Referral to proper agency/authority

## **Appendix D**



### **EXTRACURRICULAR CODE OF CONDUCT**

Students at Monroe are encouraged to be involved in the various selection of extracurricular activities available to them throughout the school year. Students and parents that choose to be a part of an extracurricular organization are expected to serve as an outstanding representation of Monroe School throughout their season of play. Professionalism and sportsmanship extend not just during the activity, but also while in school and outside of school (social media included). This Code of Conduct outlines the expectations for students participating in these activities that will be enforced in all Monroe sponsored events.

#### **TRY-OUTS**

All applicable students at Monroe will be provided an opportunity to try out for an activity. Past academic and behavior history will be considered during the tryout process.

#### **UNIFORM AGREEMENT**

Students are responsible for the uniform pieces that are issued to them at the beginning of each season. Items that are lost or damaged will need to be replaced. Each activity will set their own replacement costs based on the individual organization. Students who have an item that is damaged or lost should take care of the replacement quickly or additional participation restrictions may be put into place.

#### **ATTENDANCE POLICY**

Students who make a commitment to a Monroe extracurricular activity are expected to be present at all events of that activity. Excused absences will only be granted for the following situations: other Monroe events, church, important family functions, emergencies, or illness. Please see the Monroe

Handbook for additional information regarding illness and required school day attendance. Missing a practice or game due to an athletic activity/event not sponsored by Monroe is not considered an excused absence. Unexcused absence will count as a strike against the athlete.

Coaches should be notified in advance if an athlete will miss practice or be late by the student or student's parents prior to the start of that event. This is not the responsibility of other team members to communicate. Students who are excessively late may have additional consequences.

### **ACADEMIC ELIGIBILITY**

Students who are participating in extracurricular activities must be passing all of their classes. Refer to the Monroe Handbook for specific details of eligibility requirements. Eligibility checks will be done Monday before school. The ineligibility will run from Monday through Saturday. Being Ineligible will count as a strike. Students who are ineligible will be allowed to practice during the week but will not be allowed to play or attend games for that week. In addition, students who are ineligible must go to Study Table for that week.

### **STUDENT BEHAVIOR**

Detentions received for student behavior will count as strikes against the student. This includes lunch, homework, after school, and office detentions. Additionally, the students are responsible for bringing their coach a copy of the detention slip the day they receive the detention.

An In-School Suspension counts as 2 strikes per day of the suspension length. Additionally, students will not be allowed to participate in activities while on suspension.

An Out-of-School Suspension will result in immediate dismissal from the team.

### **STRIKES**

Student behavior will be managed by a strike system. Ineligibilities, Detentions, Suspensions, Unexcused Absences, and skipping study tables would all count as a strike. Each sport has been assigned a specific number of strikes based on the season length. When an athlete has reached the number of strikes warranted for the sport, they would be dismissed from the team.

Baseball - 4

Softball - 4

Speech - 4

Cheerleading - 5

7th/8th Grade Girls & Boys Basketball - 5

Volleyball - 4

5th/6th Boys Basketball - 4

Scholastic Bowl - 4

Track - 4

Cross Country- 4

**STUDENT & PARENT ACKNOWLEDGEMENT**

Please sign and return this copy to affirm receiving and understanding the Extracurricular Code of Conduct:

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT: \_\_\_\_\_ DATE: \_\_\_\_\_



## **EXTRACURRICULAR CODE OF CONDUCT**

### ***ATHLETE'S COPY***

*Please keep for your records*

Students at Monroe are encouraged to be involved in the various selection of extracurricular activities available to them throughout the school year. Students and parents that choose to be a part of an extracurricular organization are expected to serve as an outstanding representation of Monroe School throughout their season of play. Professionalism and sportsmanship extend not just during the activity, but also while in school and outside of school (social media included). This Code of Conduct outlines the expectations for students participating in these activities that will be enforced in all Monroe sponsored events.

### **TRY-OUTS**

All applicable students at Monroe will be provided an opportunity to try out for an activity. Past academic and behavior history will be considered during the tryout process.

### **UNIFORM AGREEMENT**

Students are responsible for the uniform pieces that are issued to them at the beginning of each season. Items that are lost or damaged will need to be replaced. Each activity will set their own replacement costs based on the individual organization. Students who have an item that is damaged or lost should take care of the replacement quickly or additional participation restrictions may be put into place.

### **ATTENDANCE POLICY**

Students who make a commitment to a Monroe extracurricular activity are expected to be present at all events of that activity. Excused absences will only be granted for the following situations: other Monroe events, church, family emergencies, or illness. Please see the Monroe Handbook for additional information regarding illness and required school day attendance. Missing a practice or game due to an athletic activity/event not sponsored by Monroe is not considered an excused absence. Unexcused absence will count as a strike against the athlete.

Coaches should be notified in advance if an athlete will miss practice or be late by the student or student's parents prior to the start of that event. This is not the responsibility of other team members to communicate. Students who are excessively late may have additional consequences.

## **ACADEMIC ELIGIBILITY**

Students who are participating in extracurricular activities must be passing all classes. Refer to the Monroe Handbook for specific details of eligibility requirements. Eligibility checks will be done every Monday morning and run through Saturday. Ineligibility will count as a strike. Students who are ineligible will be allowed to practice during the week but will not be allowed to play or attend games for that week. In addition, students who are ineligible must go to Study Table for that week.

## **STUDENT BEHAVIOR**

Detentions received for student behavior will count as strikes against the student. This includes lunch, homework, after school, and office detentions. Additionally, the students are responsible for bringing their coach a copy of the detention slip the day they receive the detention.

An In-School Suspension counts as 2 strikes per day of the suspension length. Additionally, students will not be allowed to participate in activities while on suspension.

An Out-of-School Suspension will result in immediate dismissal from the team.

## **STRIKES**

Student behavior will be managed by a strike system. Ineligibilities, Detentions, Suspensions, Unexcused Absences, and skipping study table would all count as a strike. Each sport has been assigned a specific number of strikes based on the season length. When an athlete has reached the number of strikes warranted for the sport, they would be dismissed from the team.

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