

# **Rockton School District**

**1050 East Union Street  
Rockton, Illinois 61072  
(815)624-7143**



## **Student/Parent Handbook 2011–2012**

**[www.rockton140.org](http://www.rockton140.org)**

## TABLE OF CONTENTS

<b>Introduction to Rockton School District</b>	
Mission Statement	5
Vision Statement	5
Board of Education	5
Board Meetings	5
Superintendent's Message	6
<b>School Buildings</b>	
District Office	7
Rockton Grade School	7
Whitman Post Elementary School	7
Stephen Mack Middle School	7
Building Safety and Visitors	7
School Resource Officer	8
Keeping Our Buildings Looking Nice	9
Restricted Property	9
<b>School Floor Plans</b>	
Rockton Grade School	10
Whitman Post Elementary School	11
Stephen Mack Middle School	12
<b>Staff Directory</b>	13
<b>School Fees and Attendance</b>	
Fees	15
Waiver of School Fees	15
Physical Examinations	16
Dental Examinations	16
Vision Screening	16
Resident Students	16
Tuition Pupils	16
Homeless Students	17
Attendance/Absences	17
Truancy	18
<b>Student Health</b>	
Emergency Medical Procedures	18
Administering Medicines to Students	18
Life Threatening Allergies	18
<b>Transportation</b>	
Free Transportation	19
Bus Rules	19
<b>School Day</b>	
Student Arrival	20
Food Services – Breakfast & Lunch	20
School Closing and Early Dismissal Procedures	20
<b>Instructional Material Information</b>	
Instructional Materials	21
Use of Textbooks and Materials	21
Audio-Visual Materials	21

Notice to Parent and Students of Federal Right to Inspect Instructional Materials	21
<b>Academic Information</b>	
Academically Talented Program	22
English Language Learners	22
Physical Education	22
Programs for Students At-Risk of Academic Failure	22
Special Education Services	22
Satellite Program	23
Title I Services	23
<b>Grading and Promotion</b>	
Student Progress Reports	24
Grading and Promotion	24
Administrative Procedure Grading	24
Reporting to Parents	24
Promotions, Retentions, and Remediation	24
Grading Scale	25
Middle School Honor Roll	25
Middle School Awards Night	25
<b>Athletics and Extra Curricular Activities</b>	
Activities Offered	25
Eligibility Standards	25
Student Participation	26
Rules for Attending Athletic Events	26
<b>Student Conduct and Discipline</b>	
Student Rights and Responsibilities	27
Student Conduct	27
Prohibited Student Conduct	27
Disciplinary Measures	28
Suspension and Expulsion	29
Behavioral Interventions for Students with Disabilities	30
Delegation of Authority	31
School Rules	31
Searches – Students and their Personal Effects	33
Searches – School Property	33
Dress Code	33
Drug Free School	34
<b>General Student Information</b>	
Use of Cell Phones/Electronic Devices	34
Use of School Telephones	35
Student Lockers – SMMS	35
Homework Hotline – SMMS	35
<b>Parent Information</b>	
Confidentiality – Student Information Child Custody/Marriage Dissolution Disputes	35
Booster Club	35
PTO	35
Parents’ Information Collection Available In Counselor’s Office	35
Resource Guide Phone Numbers	35
Lost and Found	36

Posting Pictures and Video on Facebook or Youtube	36
<b>Notices</b>	
Affirmative Action/Equal Employment	36
Asbestos Notification	37
Equity Policy Notification – Sex Equity	37
Equity Policy Notification – Sexual Harassment	37
Equity Policy Notification – Child Sex Offender Registry	37
Pesticide Application Notification	38
Public Meetings Notification	39
Student Information Release	39
School Student Records Notification	39
School Visitation Rights Act Notification	43
Smoking Policy Notification	43
Title IX Policy Notification	43
<b>School District Activity Calendar</b>	44
<b>Internet Use</b>	
Internet Acceptable Use Agreement	47
<b>Please Sign and Return</b>	
Internet Acceptable Use Agreement	49
Parents Acknowledgement of Handbook	49

## **ROCKTON SCHOOL DISTRICT NO. 140**



### **MISSION STATEMENT**

*To provide excellence in education with support from our community.*

### **VISION STATEMENT**

The Rockton School District believes in and is committed to meeting the needs of all children academically, emotionally, physically, and socially so they may become adaptable, compassionate, inquisitive, and knowledgeable adults. We further believe that the best environment for achieving these goals combines the love, cooperation, and resources of the family, community, and school.

### **BOARD OF EDUCATION**

Brenda Warren, President

Sarah Praneis, Vice President

Larry Schubert, Secretary

James Meason

Chanice Michowski

William Midgett

Laura Neece

Sarah Praneis

### **BOARD MEETINGS**

Regular Board meetings are held the fourth Wednesday of each month, at 6:00 p.m. in the Library at Rockton Grade School.

## **SUPERINTENDENT'S WELCOME**

Dear Parents and Students,

Welcome to the Rockton School District, an exciting place for learning. The Rockton staff works very hard to provide safe and welcoming schools where every child has the opportunity to succeed. Our school district has many wonderful traditions, including strong parent involvement and dedicated staff participation. Through this vital partnership between home and school, the Rockton School District delivers an excellent educational program.

This parent and student handbook provides our school families with handy information about our school district policies and programs. Also, the handbook contains information on how parents can be involved in their child's education. Although it is impossible to cover every item about our schools in this handbook, it does outline how home and school can work together so each child can succeed.

Our handbook is only a summary of the Rockton School District policies that govern the operation of the district. The complete manual of district policies is available for public viewing at the district office located at Rockton Grade School or on the district website – [www.rockton140.org](http://www.rockton140.org). In addition, this handbook may be amended during the school year without notice.

The last page in the handbook is a "Parent Acknowledgment" form. After reviewing the handbook information and talking with your child about the items that pertain to him or her, please sign the form and return it to your child's teacher within two weeks.

We welcome your questions or suggestions regarding the content of this handbook. Please contact the building principal or the superintendent's office with your questions or ideas.

Enjoy a great year of learning,

Dr. Michael Greenlee  
Superintendent

## **SCHOOL BUILDINGS**

The Rockton School District is made up of three attendance centers. The district office is located inside the Rockton Grade School.

### **District Office**

Dr. Michael Greenlee, Superintendent  
1050 E. Union Street, Rockton, IL 61072  
Phone (815)624-7143  
FAX (815)624-4640

### **Rockton Grade School**

Home to our Preschool through 2<sup>nd</sup> grade students  
School Hours: 7:45 a.m. to 2:35 p.m.

Glenn Terry, Principal  
Cherice Fuller, Assistant Principal  
1050 East Union Street, Rockton, IL 61072  
Phone (815)624-8585  
FAX (815)624-4640

### **Whitman Post Elementary School**

Home to our 3<sup>rd</sup> through 5<sup>th</sup> grade students  
School Hours: 7:45 a.m. to 2:35 p.m.

Scott Rollinson, Principal  
Cherice Fuller, Assistant Principal  
1060 E. Union Street, Rockton, IL 61072  
Phone (815)624-4006  
FAX (815)624-2125

### **Stephen Mack Middle School**

Home to our 6<sup>th</sup> through 8<sup>th</sup> grade students  
School Hours: 7:42 a.m. to 2:35 p.m.

Kindyl Etnyre, Principal  
Shaun Newmes, Assistant Principal  
11810 Old River Road, Rockton, IL 61072  
Phone (815)624-2611  
FAX (815)624-5900

## **BUILDING SAFETY AND VISITORS**

For the safety and security of our buildings and individuals, all visitors must register and sign-in in the school office. Individuals desiring to visit a classroom must request approval through the building principal.

Parents and volunteers should not bring children who are not enrolled in our school with them when they are volunteering. Exceptions may be made during assemblies or special class parties.

### **Visitor Guideline**

In order to maintain security in our buildings, the following guidelines are required for all visitors to our schools:

1. All visitors must register in the school office and receive a visitors' pass to wear while in the building.
2. Any person seen in the building without a pass will be required to report to the office immediately and register.
3. Staff members will notify the office immediately when they send a visitor to the office to register.
4. Visitors are not allowed in any classroom without a visitor's pass.
5. Prior to leaving the building, visitors must return their passes to the office and sign out.
6. All persons refusing to comply with these procedures will be reported to the office immediately and the police department will be contacted if appropriate.

## SCHOOL RESOURCE OFFICER

Officer Penny Cure of the Rockton Police Department serves as the Rockton School District's School Resource Officer. This position was made possible because the School Board, Village Board and department administrators continued their commitment to supply all available resources for our area youth. The school resource officer program is a nationally accepted program involving placement of a law officer within the educational environment on several different levels. Officer Cure offers her assistance in a variety of areas that include:

- Visible, active law enforcement figure on campus dealing with any law-related issues.
- Classroom resource for instruction in the following areas: law related education, violence diffusion, safety programs, DARE curriculum K-8, crime prevention and other areas.
- Member of the faculty and administrative team working hand in hand to solve problems in the school community.
- Resource for the student which enables students to be associated with a law enforcement figure in the student's environment.
- Resource for the teachers, parents, and students for conferences on an individual basis, dealing with individual problems.
- Counseling resource in areas which may affect the educational environment but may be of a law-related nature.
- Students have access to a secure email to contact Officer Cure with concerns and/or safety issues – [safereporting@rockton140.org](mailto:safereporting@rockton140.org).

Students and parents are welcome to contact Officer Cure by phone or e-mail with any questions.

School Phone: 815-624-2611 #2909  
Department Phone: 815-624-8881 #353  
E-mail: [cure@rockton140.org](mailto:cure@rockton140.org)  
Website: [www.rockton.ws](http://www.rockton.ws)

### School Resource Officer

The School Resource Officer (SRO) is a sworn Rockton Police Officer assigned to the school district with a legitimate educational interest in safety, order, and discipline in the school. If the SRO has a reasonable suspicion of a school or legal violation, he may act under the Principal's authority and may interview or be present during interviews with students. The same authority is given to other officers designated to substitute for the School Resource Officer when the SRO cannot be present. SRO will contact parents after interviews.

### Interview of Students

If a Law Enforcement Officer other than the SRO from outside the school building arrives to interview or contact a student as part of a criminal investigation, the following procedures will be utilized:

- A. The Law Enforcement Officer shall first report to the Principal or Associate/Assistant Principals or School Resource Officer of the purpose of the visit.
- B. The Principal or Associate/Assistant Principals or School Resource Officer will make reasonable attempts to contact the parents or the persons responsible for a student's welfare, prior to permitting a local law enforcement officer to have contact with the student, and notify them that a local law enforcement officer is present at the school and the student is subject to an interview.
- C. In extreme emergency situations, DCFS employees, law enforcement personnel or treating physicians may, in effecting temporary protective custody, request that the District not notify parents until the child's safety is ensured.
- D. If the Law Enforcement Officer is investigating a criminal matter not involving or unrelated to the school, the Law Enforcement Officer will be denied contact with the student unless the parents or persons responsible for the student's welfare consent to the contact, or the Law Enforcement Officer has an arrest or search warrant or a court order ordering the contact. The parent(s)/guardian(s) will be given the opportunity to be present and be represented by legal counsel at their own expense. Interviews of minor students without permission of the parent(s)/guardian(s) is not permitted unless a legal process is presented or in emergency situations.
- E. Interviews will be conducted in a private setting. If the parent(s)/guardians(s) are absent, the Building Principal or his designee will be present during the interview.
- F. No minor student shall be removed from the school by the police officer without the consent of a parent(s)/guardian(s), except upon service of a valid warrant of arrest or in cases of warrant less temporary protective custody.
- G. The School Resource Officer is an internal, not external officer and **does not** fall under the above guidelines. The SRO may act under the Principal's authority and may interview or be present during interviews with students. The same authority is given to other officer designated to substitute for the School Resource Officer when the SRO cannot be present.

Search of School Building and Grounds (including lockers and parking lot)

Searches by school officials, including the School Resource Officer, will be conducted so as to protect the students' rights consistent with the responsibility of the district to provide an atmosphere conducive to the educational process. School officials have the recognized authority based on the established standard of "reasonable suspicion" to conduct searches. Lockers are the property of the School District and may be subject to search at any time, as there is no expectation of privacy in them.

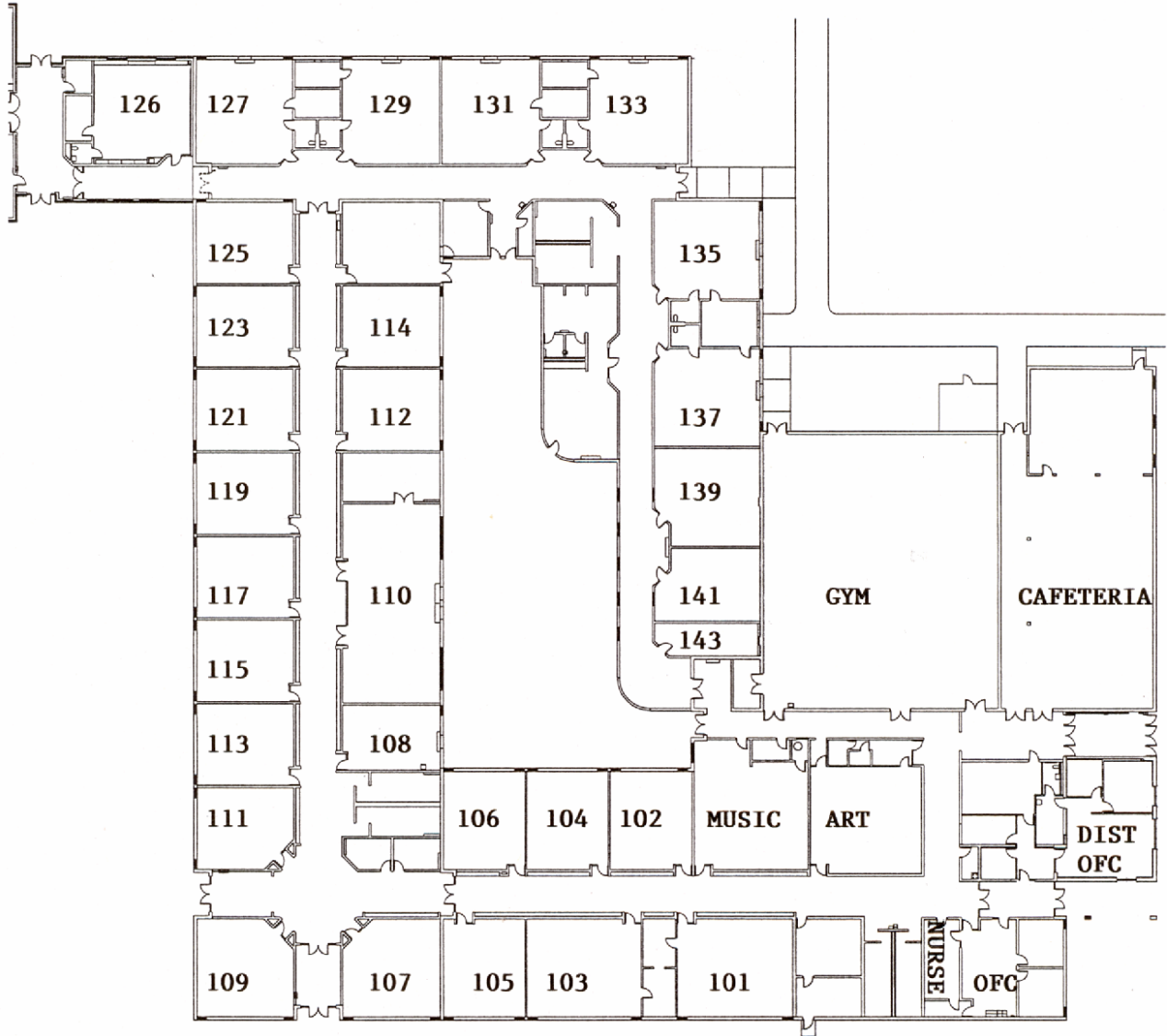
**KEEPING OUR BUILDINGS LOOKING NICE**

A nice looking building enhances the learning environment. Students are expected to assist in keeping our building clean by not littering, wiping off shoes, etc. Due to extreme difficulty in cleaning black scuff marks off our floors, students are not allowed to wear black soled hiking boots inside the school building. Damage or destruction of school property may result in fines and/or other disciplinary measures.

**RESTRICTED PROPERTY**

School district buildings and grounds are restricted property, no loitering, soliciting, skateboards or roller blades are allowed without prior administrative approval.

**ROCKTON GRADE SCHOOL**

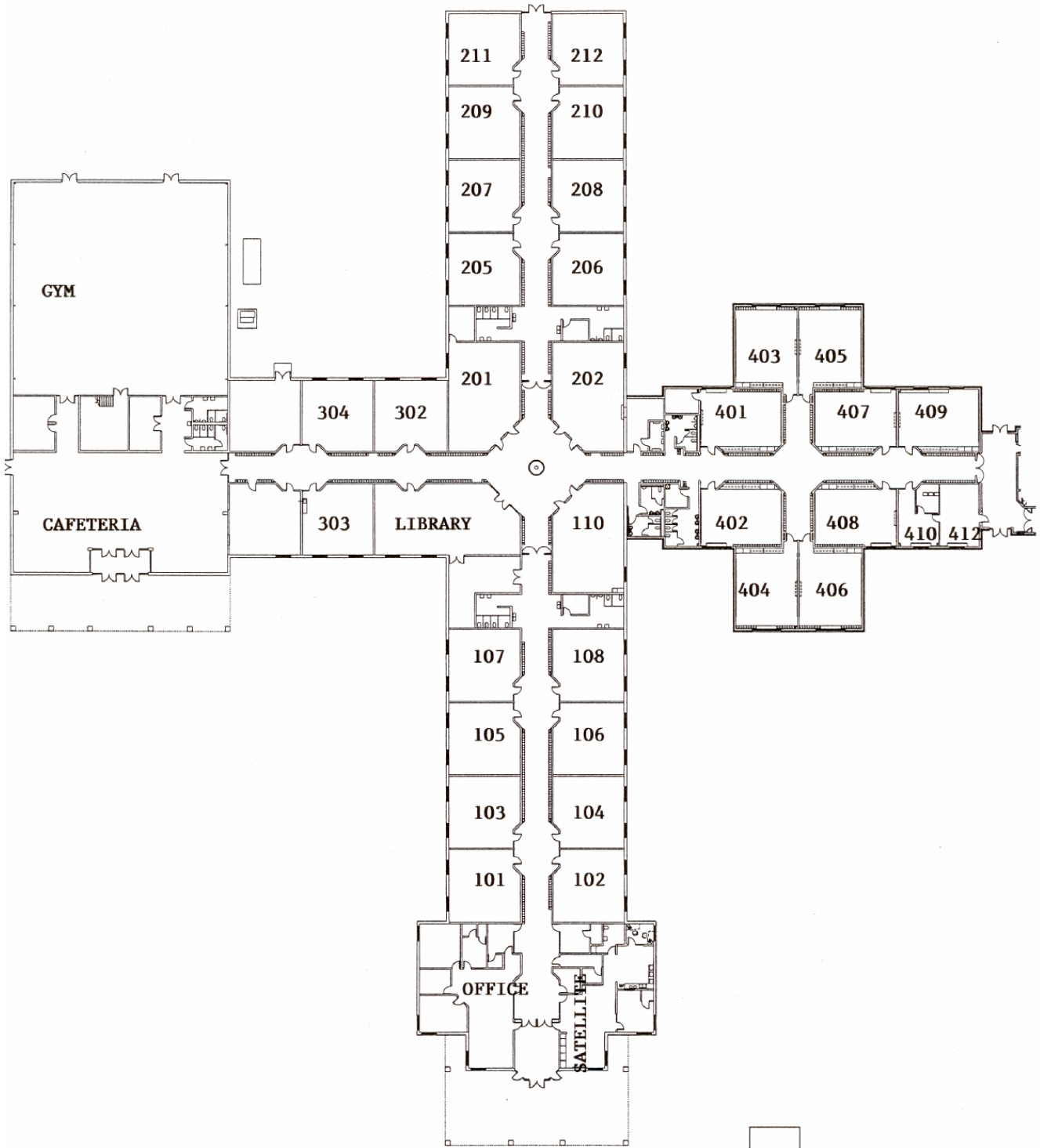


Rockton Grade School



North

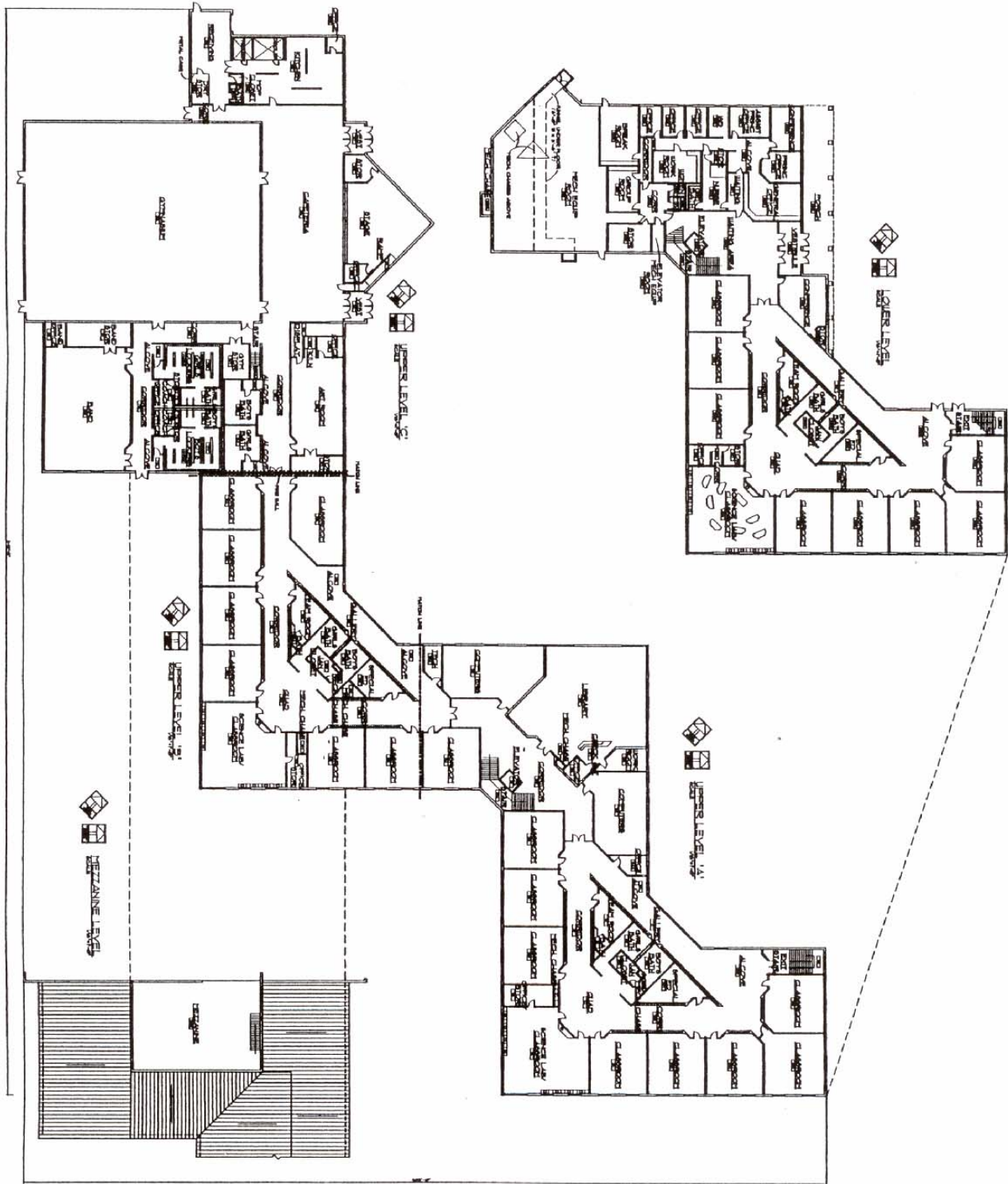
**WHITMAN POST ELEMENTARY SCHOOL**



Whitman Post Elementary



# STEPHEN MACK MIDDLE SCHOOL



## STAFF DIRECTORY

### DISTRICT OFFICE STAFF

Superintendent	Mike Greenlee
Curriculum Coordinator	Lindy Daniels
District Technology Specialist	Thomas Shook
Maintenance Director	Dean Snowdon
Assistant Maintenance Director	Allen Persson
Food Service Coordinator	Geri LaRosa
Business Manager	Julia Saunders
Administrative Assistant/Treasurer	Karen Binger
Bookkeeper	Tammi Gaziano

### ROCKTON GRADE SCHOOL STAFF

Principal	Glenn Terry
Assistant Principal	Cheri Fuller
Secretary	Lisa Rehfeldt
Pre-K	Teresa Halom
Kindergarten	Kelly Cleaveland Sherril Erickson Robin Hardyman Gail Johnson Barbara Kubat Rachel Maddix Pat Taphorn
1 <sup>st</sup> Grade	Terri Brown Lindsay Campbell Jayne Maxwell AnnDee Nimmer Annie Rohrer Erin Salberg Amy Stevens
2 <sup>nd</sup> Grade	Scott Carlson Emily Dummer Joanne Fitzgerald Joyce Fitzsimmons Marge Guerrero Jacquelyn Hade Anna Hulburt Kim Ward
Special Education	Theresa O'Hea Jessica Steinmiller
Counselor/Social Worker	Rebecca Rathe
Speech	Leslie Eggers
Title I	Michelle Anderson
Art	Theresa Ciasto
Library	JoAnn Eischeid
Music	Stephanie Araoz
Physical Education	Brian Martin

WHITMAN POST ELEMENTARY SCHOOL STAFF

Principal Scott Rollinson  
Assistant Principal Cheri Fuller  
Secretary Tammy Welcher

3rd Grade  
Cari Benkovich  
Leah Carter  
Stori Dimke  
Lisa Larson  
Jane Schamell  
Anita Stiffler  
Chris Wolfe

4th Grade  
Laura Benkovich  
Amy Bigwood  
Julie Breese  
Andrea Leitner  
Kathleen Sipe  
Anita Stiffler  
Lance Tuula  
Paige Young

5th Grade  
Jay Bigwood  
Drew Ibendahl  
Ruth King  
Sherri Kulawinski  
Amy Meier  
Mary Newman  
Mark Schroeder  
Gina Tuula

Art Dan Enderle  
Counselor/Social Worker Rebecca Rathe  
Library Kelly Baumgartner  
Music Zachary Newman  
Physical Education Mark Donaldson  
Reading Lynn Bergstrom  
Special Education Deborah Englund  
Kim Potter  
Katie Zierke  
Speech Leslie Eggers

STEPHEN MACK MIDDLE SCHOOL STAFF

Principal Kindyl Etnyre  
Assistant Principal Shaun Newmes  
Secretary Jenny Middleton

6<sup>th</sup> Grade  
Rikki Fleming  
Ann Hart  
Penny Lee  
Cori Taylor  
Richard Wicks  
Laura Zimmerman

7<sup>th</sup> Grade  
Craig Carter  
Robin Hagan  
Matt Hammes  
Jana Hoffland

	Amy Limke Stephanie Lynde Monica Way Jessica Yates
8 <sup>th</sup> Grade	Melissa Blecker Bryan Collins Sharon Crowley David Lynch JoAnn Swinson Susan Vermett
Satellite	Cindy Snowdon
Art	Nancy Delehanty-Shouler
Band/Music	Rich Mayer
Computer	Eric Eiss
Counselor/Social Worker	Kristin Bindl Beth DeVries
Health	Dan Baumgartner
Library	Cindy Beaudry
Physical Education	Thomas Breese Debra Cesario
Music/Societal Studies	Betsy Atkins
Spanish	Jeanna McAfee
Special Education	Michelle Bottensek Sarah Kazluski Diane Johnson Sally Southworth

## SCHOOL FEES AND ATTENDANCE

### FEES

#### Instructional Material Fees:

Early Childhood	\$25.00
Kindergarten, Grades 1 and 2	\$57.00
Grades 3, 4, and 5 (includes assignment notebook)	\$60.00
Grades 6, 7, and 8 (includes assignment notebook and additional book fees)	\$80.00

#### Athletic Fees

Per Sport	\$50.00
Individual Maximum	\$150.00
Family Maximum	\$250.00

#### Club/Activity Fees

Quiz Bowl	\$25.00
Play	\$25.00

### WAIVER OF SCHOOL FEES

Waivers will be granted to families whose children are eligible for free lunches or breakfast under the National Breakfast, Lunch, Milk and Illinois Free Breakfast and Lunch Program and who request in writing a waiver of those fees. Other families may submit a written request to the Superintendent to consider a waiver of fees based on the financial status of the family. Written request may be filed at any time during the school year. Forms for fee waivers are available in building offices.

### **PHYSICAL EXAMINATIONS**

Physical examinations are required by state law for all pupils prior to their entrance into Kindergarten, 6th and 9th grades. Parents must provide a "Certificate of Child Health Examination." Furthermore, section 27-8 of the School Code requires students to receive periodic physical examinations and immunizations against communicable diseases. If a child does not submit proof of the required health examination and immunization requirements by the start of the school year, the child will be excluded from school until such time as proof is presented.

The District also requires that students enrolling in our Pre-Kindergarten and Early Childhood Program have a physical examination and provide proof of immunization.

### **DENTAL EXAMINATIONS**

The Illinois Department of Public Health has recently amended the School Code for dental examinations. It is now required that students entering kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grades have a dental exam. If you do not have a dentist or dental insurance and need help, please call the nurse at your school.

### **VISION SCREENING**

Vision screening will be conducted as mandated by public law for all kindergarten through fifth grade students and new sixth through eighth grade students during the fall of every school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to participate in this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and the at evaluation is on file at the school. Vision screening is not optional. If a vision examination report is not on file at the school for your child, your child will be screened. If you have questions, please contact the school nurse.

### **RESIDENT STUDENTS**

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement. The statement will affirm: (a) he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, he or she exercises full control over the child regarding daily educational and medical decisions. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, (b) the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency, and (c) that custody of the child is by an adult who demonstrates that in fact, he or she has assumed and exercises legal responsibility for the child and provides the child with a regular fixed night time abode for purposes other than to have access to educational programs of the District.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

### **TUITION PUPILS**

New resident families who provide evidence that they will be legal residents of the Rockton School District No. 140 may, upon approval of the Superintendent, be allowed to enroll their children in the district.

If a student is not a bonafide resident and is not living in Rockton School District No. 140 on the first day of school, he/she must pay tuition to attend school in this district as required by law and as outlined in our non-resident policy (7.60). The tuition rate will be established by the School Code Chapter 105 Section 10-20.12a. One-half day Kindergarten students will be charged one-half the tuition rate. Parents or guardians may appeal to the Board of Education for special arrangements. Tuition paid will not be refunded if the tuition student is suspended or expelled.

Tuition must be paid quarterly in advance of the first day of each quarter. If a student becomes a bonafide resident of the school district during the first quarter of the school year and evidence of residency is presented to the Superintendent the first quarter tuition will be refunded. If the student is not a bonafide resident of the school district by the end of the first quarter, the first quarter's tuition is forfeited by the student and the second quarter tuition must be paid. If the student becomes a bonafide resident of the school district during the second quarter of the school year and evidence of residency is presented to the Superintendent, the second quarter tuition will be refunded, likewise the third and fourth quarters.

All tuition payments will be deposited upon receipt unless other arrangements are made with the superintendent. Payment must be received on or before the due date.

## **HOMELESS STUDENTS**

The McKinney-Vento Homeless Education Assistance Act ensures the educational rights and protection of homeless children. A family is considered homeless if they: live in a shelter or motel; share housing with relatives because they have lost their housing; live in a campground, car, old building or other temporary shelter; don't have a permanent address. If you feel your family may be considered homeless, please contact the district Homeless Liaison, Lindy Daniels at 815-624-7143.

## **ATTENDANCE/ABSENCES**

Consistent attendance at school is extremely important. If a student is going to be absent from school, the parents must call the school by 8:00 a.m. each day the student is absent. If the school is not contacted regarding a child's absence, we will call the parents' home to find out why the child is not at school.

Being on time is also an important habit to develop. Students arriving after 7:45 a.m. at RGS and WPES or after 7:42 am at SMMS will be considered tardy. A student who is tardy must report to the office upon arrival, with a note from home explaining the reason for being tardy. Students in grades 3-8 who are consistently tardy will make up the time missed at another time during the day or after school. Detention may be used after the third tardy and for each tardy thereafter.

### **Guidelines for Absences**

The Regional Office of Education has issued guidelines to aid parents regarding excessive absences. An average student will miss five or six school days per school year. The school will monitor excessive absences, both excused and unexcused, and the building principal or his/her designee will determine referral for appropriate services. Parents of children with chronic illnesses/absences should contact their child's school.

The following are some health guidelines that may be helpful in determining if your child should be absent:

1. Fever over 100 degrees – if recovering from an illness, temperature should be normal for 24 hours before returning to school.
2. Sore throat with fever or sore throat with spots visible in back of throat.
3. Cold-with heavy cough and/or profuse nasal discharge (clear or discolored).
4. Unexplained skin rash
5. Stomachache with either vomiting or diarrhea within 24 hours.
6. Headaches or toothache
7. Red inflamed eyes (with or without discharge)
8. Known contagious diseases such as chicken pox, pink eye, impetigo, etc.
9. Unresponsive/lethargic behavior lasting more than one hour.

If your child has been seen by a doctor, it is always helpful for school personnel to be informed about the doctor's findings and treatment.

### **Excused Absences**

The school may request a note from the doctor for the student to return to school after an illness of 3–5 consecutive days.

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written or verbal notice to the school office prior to the anticipated absence.

Students leaving school during school hours is not encouraged. If it is necessary for a student to be dismissed for part of the school day, a written note from the parents must be sent to the school. If you or someone you designate needs to pick up your child from school during school, it is necessary for you or that person to come to the office and sign your child out. We will then contact your child in his or her classroom to come to the office. Students should report to the office if they return to school that day.

We request that parents arrange vacations that coincide with days when school is not scheduled. These are noted on the school calendar enclosed in this handbook.

If a student must be excused from physical education class or remain inside at recess, parents must send a note to school explaining why.

When a day or class is missed, it is the responsibility of the student to find out what assignments must be completed. When an assignment or test date is announced before an absence and the student is absent on that date, the assignment or test must be made up on the day of return. For other assignments, students have one school day to make up work for each day he/she was absent. Failure to complete all make-up work will result in not receiving credit for that work.

### **Unexcused Absences**

Students who have an unexcused absence from school or are absent because of suspension or truancy may receive zeros for all work due during that time at the discretion of the administrator.

## TRUANCY

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

Truant – a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Valid Cause – a child may be absent from school because of illness, observances of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student as determined by the School Board or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

The following supportive services may be offered to a student who is experiencing an attendance problem: Parent-teacher conferences; counseling services by social worker; counseling services by psychologist; alternative educational programs. When the supportive services of the school district have been offered to the student and if these measures prove ineffective and inappropriate behavior persists, the Building Principal shall refer the matter to the Superintendent. The superintendent may call upon the resources of outside agencies such as the Juvenile Officers of the local police department or the Truant Office of the Educational Service Center. The school board superintendent, school district administrators and teachers shall assist and furnish information to aid truant officers in the performances of their duties.

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

## STUDENT HEALTH

### EMERGENCY MEDICAL PROCEDURES

Emergency procedures for any student who is injured:

1. Emergency First Aid given as needed.
2. Notify parents, guardians, or family members indicated on emergency cards.
3. If parents or guardian cannot be contacted, call emergency number as indicated on emergency or enrollment card.
4. Notify physician indicated on emergency card.
5. Transport as advised, by medical personnel to hospital, per information on designated emergency card.

### ADMINISTERING MEDICINES TO STUDENTS

Teachers and other non-administrative school employees, except registered school nurses, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication.

Administration of Medication in School

1. Medication is only to be administered during school hours if absolutely necessary.
2. A physician's written order must be received before medication can be administered. This includes over the counter medication. It is recommended that cough drops and throat lozenges be kept in the nurses' office.
3. The prescription label may be used as a written order.
4. Medication must be brought in the original container with the prescription label attached.
5. A physician may fax an order for any medication.
6. A student is NOT allowed to self administer any medication-prescription or over the counter medication.
7. Delivery of medication to the office must be by parent/guardian or responsible party.
8. Parent/guardian must sign medication consent form for administration of medication.
9. Any deviation from the above policy must be accompanied by a written order from the physician and parent.

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

### LIFE THREATENING ALLERGIES

All students with life-threatening allergies must submit an **Allergy Action Plan** to the school nurse. If the student has more than one life-threatening allergy, a separate plan for each allergy requiring an **Allergy Action Plan** must be submitted.

The first step of the action plan is to confirm the physician's treatment protocol for the administration of Epinephrine and Antihistamine. The second step is to document the student's emergency contact numbers. Parents are requested notify the school throughout the year if emergency numbers change.

Both the physician and the parent/guardian must sign this form. If needed, the physician may attach specific instructions for the student at school. With parents' permission, this form will be shared with necessary staff at school.

## **TRANSPORTATION**

### **FREE TRANSPORTATION**

Free transportation to and from school is provided to all students living one and one-half miles or more from the assigned attendance center, and to students living within one and one-half miles in areas the State of Illinois had determined dangerous for children to walk. Other students may ride the bus for a fee.

Rockton students are allowed one pick up and one drop off address for bus transportation.

### **BUS RULES**

The State of Illinois has very strict legislation of the matter of school buses. Our district is interested in carrying out these regulations to the letter in order to provide the most efficient and safest transportation possible. Usually, common sense will clearly tell the pupil what his conduct should be in any school bus situation. However, the following rules are included here to provide general information about bus rules. Questions regarding transportation can be directed to the principal or Illinois Central (815-525-0200).

1. Student conduct is subject to school discipline when traveling to and from school and at the bus stop when the conduct has an effect on the school and the learning environment.
2. Students must be on time. Schedule requirements make this important.
3. Students must not get into the bus or off the bus while it is in motion. They must remain seated until the bus has stopped. Entering and leaving bus will be done in an orderly manner.
4. Students requesting to be let off the bus at any other than the regular stop must have a note from their parents requesting the change of drop off address for that day. The note is to be taken to the Principal's office for approval.
5. Any change of the student's transportation to home will require notification from the parent requesting the change that day.
6. Since buses may be loaded to capacity, only assigned students will be allowed to ride the regular bus route. Transportation will not be provided for overnight guests of regular riders.
7. At all discharge points where it is necessary for students to cross the road, they must comply with the instructions of the driver.
8. Windows are not to be lowered below the black lines. Students must keep their hands and arms inside the bus.
9. Students must avoid making loud conversations and noises. They must be absolutely quiet at railroad crossings.
10. Students must keep the bus reasonable clean by not littering. Foods, gum, candy and beverages are not to be eaten on the bus.
11. Students taking band instruments on the bus shall carry them at all times. Instruments shall not be placed in the bus aisles or entrances.
12. Students riding buses on field trips, athletic trips, or any trip other than a regular route will be expected to abide by all bus regulations as listed above or any other rules that may be established by their teacher or bus driver.
13. All other rules of conduct for behavior at school apply while students are riding the bus.
14. The bus driver is in complete command of the bus at all times and has the right to enforce all bus regulations. The driver may also issue any other instructions which is deemed necessary for the safe and efficient operation of the bus. Students failing to observe the above rules and regulations will be reported to the principal who will determine whether the student will be permitted to continue to ride the bus. Consequences may include a bus warning with written notification to parents, detention, bus suspensions, and ultimately the cessation of bus services.
15. Video cameras are utilized on school buses to monitor student behavior. Videotapes are used to supplement written disciplinary reports by the bus driver. When disciplinary action is taken as a result of information obtained from the videotape, the driver, supervisor, school administrator, parents/guardians and students will be contacted for meeting to view the tape. All requests to review videotapes must be made in writing to the building principal.

### **Waiting for the Bus**

1. Stand at least a few feet from the curb or roadside.
2. Do not move towards the bus until it comes to a complete stop and the door has been opened.
3. Board the bus in an orderly manner and immediately find a seat.
4. Remain seated until the bus comes to a complete halt at the designated stop.

### **Departing from the Bus**

1. Depart in an orderly manner.
2. Children who need to cross the street must walk at least 10 steps in front of the bus and wait for the driver to motion for them to go. The driver will have the warning lights on and stop sign extended.

### **Attention Parents – Passing a School Bus**

State law requires school buses to utilize the stop signal arm and their flashing stop lights whenever they are stopped for the loading and unloading of students. Directives from the Illinois State Board of Education requires this be done while loading and unloading at school. This means all traffic must stop while approaching a bus when the stop signal arm is out and the lights are flashing.

There are no exceptions to this law! If you pass a bus when the stop arm is out, even if they are on school property or in front of the school in the loading zone, you may be ticketed.

Please do not pass our buses when they are dropping students off at school in the morning or loading them after school at any location. Also, please drop off your child at the right-side curb only. Letting children off on the left side of a stopped bus and having the children run between buses could be very dangerous.

## **SCHOOL DAY**

### **STUDENT ARRIVAL**

Students not riding a bus to school should not arrive at school prior to 7:30 a.m. Students are to remain outside until notified by the playground supervisors that they may enter the building.

During the winter months, students will be allowed in the buildings before school when the temperature or wind chill is below 20 degrees. All students will participate in outdoor recess. A doctor's note will be required for your child not to participate in outdoor recess. During recess times, students will stay in the building if the temperature or the wind chill is below 15 degrees.

Students will also be allowed in the buildings when there is precipitation. Other weather conditions will be considered by the administration for allowing students inside. At the Rockton Grade School, yellow signs will be placed in the main entrances to notify the children to come inside.

### **FOOD SERVICES – BREAKFAST AND LUNCH**

Breakfast is available before the start of the school day at all schools for \$1.50. A hot lunch prepared by district staff is available every day for \$2.25 with milk included. Students may bring a sack lunch from home and may purchase milk for 30 cents. Breakfast/lunch/milk money is to be turned in first thing every morning. Students are to order daily meals from their first hour teacher on each day they desire a hot lunch. Students who will be tardy or absent during meal ordering time (dentist or doctor appointment) should have their parents call and order before 8:20 a.m.

All students use individual ID numbers entered into a keypad to debit their lunch accounts when purchasing lunch. This program allows students and parents the option of depositing money into a lunch account.

Stephen Mack Middle School offers a la carte items with prices ranging from \$ .25 to \$1.50, and juice and water are available in vending machines. Middle school students may order a double lunch for additional \$2.25.

Those who wish to apply for free and reduced breakfasts or lunches should contact the school offices for information.

### **SCHOOL CLOSING AND EARLY DISMISSAL PROCEDURES**

The school district uses a 'rapid alert' system to notify parents of emergency situations such as school closing due to inclement weather. Our 'rapid alert' system uses the home phone numbers on the student's records to notify our school families of important information as quickly as possible. In addition an announcement will be broadcasted over WROK, WGEZ, WXXQ, WGFB, and WZOK Radio stations. Parents and students should not call the schools, as we will need to use our phone lines to complete closing arrangements.

Due to circumstances we cannot control, there may be days when students must be dismissed early from school such as hazardous weather. As soon as the decision to dismiss is made, we will use our 'rapid alert' system to notify parents and send the information to all area TV and radio stations to announce the early dismissal.

WROK – 1440 AM

WGEZ – 1490 AM

WTVO TV – Channel 17

WRWC – 103.1 FM

WZOK – 97.5 FM

WIFR TV – Channel 23

WXXQ – 98.5 FM

WREX TV – Channel 13

Each student will then be asked if they know for sure whether or not someone will be at their home. We will attempt to contact the homes of students who are not sure if someone would be there. If no contact is made, the school office will follow the instructions on the registration form that was completed by the parent.

Parents should discuss with their children any special procedures they would want them to follow in these kinds of circumstances.

## **INSTRUCTIONAL MATERIAL INFORMATION**

### **INSTRUCTIONAL MATERIALS**

Instructional materials are provided to each student for a fee established each year by the School Board. Students are expected to treat these and other supplies with care and respect. Fines may be assigned for damages.

The district will provide textbooks and instructional materials to children of parents unable to purchase them or pay established school fees. A waiver of all other appropriate fees assessed by the district will also be granted.

### **USE OF TEXTBOOKS AND MATERIALS**

#### **Student Request for Free Textbooks:**

Our school district is eligible to receive textbooks provided by the State of Illinois. However, these textbooks will be provided only to those students who have completed and filled out the individual request form. This form should be signed when the student is registered and shall remain in effect as long as the child remains in the district.

Participation does not decrease or eliminate the instructional material fee but would allow our district to benefit from this textbook program provided by the State. If you have not signed this form, please notify the office immediately.

#### **Textbook Policy:**

At the beginning of school, all books given to students will be valued as follows: New – Good – Fair – Poor. When books are handed in, general evaluations will be made according to the initial evaluation. If lost books are found after replaced in library, fine will not be returned. Suggested fines will be as follows: Includes library books.

Pocket replacement	\$ .25
Ripped pages	\$1.00 for every 3 pages
Water damage	\$2.00
Markings – ink, marker, crayon	\$1.00
Cover/binding	\$2.00/\$3.00
Damaged barcode	\$ .25
Lost book if cost unknown	\$5.00
Lost book	Cost of replacement
Missing pages	Cost of replacement
Food/beverage damage	Cost of replacement

### **AUDIO-VISUAL MATERIALS**

All films and audio-visual materials must be previewed by the teacher. G rated movies or movie clips may be shown to students. For grades kindergarten through fourth, principal approval and written parental permission is required to show PG rated movies. Movie or movie clips with PG rating may be shown in grades fifth through eighth with principal approval. PG-13 rated movies or movie clips require principal approval and written parental permission for all grades.

## **NOTICE TO PARENTS AND STUDENTS OF FEDERAL RIGHT TO INSPECT INSTRUCTIONAL MATERIALS**

Parents or guardians of any student may inspect any instructional materials used in the schools. Those materials include textbooks, teacher's manuals, films and tapes. Call the principal's office for an appointment if you wish to view any of these items.

#### **Surveys of Private Information**

In accordance with federal law (Public Law 103-227), students who participate in federally-funded programs (e.g. Title I remedial reading) are not required to divulge in a survey, analysis or evaluation any of the following without the prior written consent of their parents or guardians; (1) political affiliations; (2) embarrassing mental or psychological problems; (3) sex behavior and attitudes; (4) illegal, anti-social, self-incriminating and demeaning behavior; (5) critical appraisals of family members; (6) privileged relationships such as those involving lawyers, physicians and clergy; and (7) income other than as required to determine eligibility for participation in a program or for financial assistance.

## **ACADEMIC INFORMATION**

### **ACADEMICALLY TALENTED PROGRAM**

Rockton School District offers several opportunities for students who demonstrate special academic abilities. The district provides enrichment and challenges for academically talented students through several different formats:

1. Enrichment in the regular classroom, K-8.
2. Advanced math classes in grades 4-8.
3. Leveled reading instruction within the regular classroom in grades K through 5.
4. Advanced reading classes in grades 3-8.

Teachers at all grade levels have been trained in differentiating instruction to meet the needs of all learners. The district's Curriculum Coordinator and teachers at each building in the district have been trained in meeting the needs of gifted and talented students specifically. These specialists are available to assist parents and other teachers in this area. Educational materials and supplemental curricula are also available for these students. Parent reference materials are accessible for parents in the middle school library.

Students qualifying for the advanced classes offered usually demonstrate the ability or potential to consistently excel in one or more of the following:

- General intellectual ability
- Creative thinking
- Specific academic aptitude.

The following criteria is considered for student participation:

1. Achievement test scores from a standardized test in math or reading.
2. Scores on the math or reading portion of the most recent Illinois Standards Achievement Test (ISAT).
3. Teacher evaluation and recommendation.

Decisions for placement in advanced math or reading made by current reading or math teachers, the curriculum coordinator and the building principal. Parents may seek a review of decision by contacting building principal.

### **ENGLISH LANGUAGE LEARNERS**

The schools offer opportunities for English Language Learners to develop high levels of academic attainment in English to meet the same academic achievement levels expected of all students. For more information, contact the principal.

### **PHYSICAL EDUCATION CLASSES**

During our physical education classes a variety of activities will be explored. Many of these activities are team or individual sports and may result in physical contact between students. Flag football, basketball, floor hockey, wrestling and soccer are some activities likely to result in contact. Any student who needs to wear other protective devices such as headgear, back or knee braces should communicate this need to the physical education instructor. Students excused from physical education will not be permitted to participate in extra curricular sports until they return to physical education classes.

### **PROGRAMS FOR STUDENTS AT RISK OF ACADEMIC FAILURE**

Each school has developed procedures and/or programs for students at risk of academic failure. These include education and support services addressing individual learning styles, social needs, and may involve:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselor
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services

The parent may contact the teacher or principal for more information.

### **SPECIAL EDUCATION SERVICES**

The Rockton School District No. 140 offers a program for students with special needs. A child with special needs is one who has a problem that might interfere with his learning and progressing at the regular pace through the school system. To help meet these needs, our district and other school districts throughout the county work cooperatively to provide special services.

Special services range from individual tutoring to providing tuition for students with disabilities who must attend private facilities. Pupils in our school district who need special help may spend part of the day in regular classes and part of the

day receiving help from the special service programs. Also available are speech, language, vision, hearing, and services from the school psychologist or school social worker. Also, a child with a temporary physical or health problem may receive instruction in his home or hospital.

All special education services and programs are supervised and coordinated through the Winnebago County Special Education Cooperative. This office's address is 11971 Wagon Wheel Road, Rockton, Illinois 61072 (815-624-2615). Referrals are made to this office through the building principal.

Parents who may not agree with the school's recommendations regarding special education services have the legal right to request a due process hearing. This procedure is outlined in the Rules and Regulations to Govern the Operation of Special Education, which is available in school office.

### **SATELLITE PROGRAM**

The Rockton School District #140 provides classroom and support services to the elementary age students residing at the Goldie B. Floberg Center for Children. Because the Floberg Center is located within the boundaries of the Rockton School District #140, the school district is responsible for providing educational services to the residents of this private not for profit institution. The Illinois State Board of Education and the children's home district reimburses the Rockton School District #140 for all the costs associated with the educational services.

The following classroom placements are available:

1. Located at the Stephen Mack Middle School  
Intermediate Satellite Class – This class primarily serves students who are moderately to profoundly mentally retarded, with emphasis on developing acceptable social, prevocational, pre-academic, academic and functional living skills.
2. The Winnebago County Special Education Cooperative – As Rockton School District is a member of the nine district Cooperative, the cooperative can provide services to the Satellite program. Some of these services are listed below.

Support services provided to the Satellite program:

1. Speech and Language Services – Speech Pathology and speech aide services may be employed by the District or purchased from the Winnebago County Special Education Cooperative. Staff provide small group or individual instruction to the students in the Satellite program. Emphasis is given to develop functional communication systems (communication boards, PECS, computer programs, simultaneous communication), and to develop more normalized oral muscular responses which include, inhibition of abnormal reflexes, proper chewing and articulation training.
2. Physical and Occupational Therapy – Services are provided to all students who have identified goals on their Individualized Education Plan. Therapists are in the classrooms weekly for direct therapy, evaluation and consultation.
3. Psychological Services – Student evaluations and consultations are provided as needed. Services of a certified school psychologist are provided by the Winnebago County Special Education Cooperative.
4. Other services – Vision/hearing services, health services or specialized evaluations and/or consultations are arranged with various community and state agencies as needed (Northwestern Illinois Association, Illinois Autism TTP).

If you have any questions, please contact Kindyl Etnyre, SMMS Principal.

### **TITLE I SERVICES**

Title I is the largest federal aid program for our nation's schools. Services from this program are available at Rockton Grade School and have been established to assist students performing below grade level. The Title I program is not a special education program. Your child will be tested throughout the school year to check on his/her progress. Whenever it is determined that a child has reached his/her grade level, and the Title I teacher and classroom teacher believes the gains made will be lasting, a child may be transitioned out of the program. Placement in the Title I program is not permanent.

Title I instruction is in addition to the reading instruction received in the classroom. It does not take the place of reading instruction in the regular classroom. The instruction period is usually 25-30 minutes per day in small groups.

The Title I teacher will have fall and spring conferences during the time of regular school conferences. Please sign for a conference with the Title I teacher as well as the classroom teacher. The Title I teacher will also communicate through progress reports, phone calls, notes, and letters with reading tips.

The school maintains programs and activities for the involvement of parents/guardians of students receiving Title I services.

## **GRADING AND PROMOTION**

### **STUDENT PROGRESS REPORTS**

Parents: We will keep you informed of your child's progress in a variety of ways:

1. Parent conferences are scheduled in the fall and spring (refer to the school calendar).
2. Other conferences can be scheduled at your or the teacher's request.
3. Report cards for all students will be sent home every nine weeks (refer to school calendar for dates). The report card envelopes must be signed by the parent and returned to school.
4. Approximately half-way through each nine-week period, Interim Progress Reports will be sent home with all third through eighth grade students. These reports will have been reviewed with each student by his/her teacher. Parents need to sign and return the top portion.

### **GRADING AND PROMOTION**

The administration and professional staff shall establish a system of grading and reporting academic achievement to parent(s)/guardian(s) and students, as well as determine when promotion and graduation requirements are met. The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score;
- The teacher agrees that the student may do an extra work assignment and its evaluation impacts the grade;
- An inappropriate grading system used to determine the grade; or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

### **ADMINISTRATIVE PROCEDURE - GRADING**

Student academic achievement is assessed in terms of criterion referenced test scores, letter grades, portfolio assessment, class projects, teachers' observations, and/or other assigned numerical criteria.

### **REPORTING TO PARENTS**

Parent(s)/guardian(s) shall be informed of their child's progress in school at regular intervals, but at least four times a year. Upon request, divorced or separated parents will both be informed unless a court order requires otherwise. All grades and symbols will be appropriately explained. Grading will not be used for disciplinary purposes. Grading will be based on improvement, achievement, and capability. Parents will be notified when a student's performances requires special attention.

Various methods for communicating with parent(s)/guardians(s) will be used, including the following:

1. Parent-teacher conferences, conducted on a regular basis, are an effective means of reporting student progress to parent(s)/guardian(s). Parent-teacher conferences may be scheduled on different days and at different times to accommodate the various grade levels and attendance centers.
2. Additional methods for reporting, such as open house, parent education meetings, and newsletters, shall be the responsibility of each school.
3. Interim reports that provide parents with progress information or notify parents to arrange a needed conference are encouraged. Teachers also shall make every effort to be available to meet with parent(s)/ guardian(s) at a mutually agreed upon time.
4. Written student progress reports that teachers submit to parent(s)/guardian(s) according to a regular schedule.

### **PROMOTIONS, RETENTIONS, AND REMEDIATIONS**

The Rockton School District does not view retention as the only effective solution to a child's school concerns. It is possible that retention is one consideration to develop the best possible individual program for a specific child. Retention should be considered: 1. As a remedial measure for poor achievement; 2. For students between kindergarten and second grade, but not limited to these grade levels; and 3. Not solely on the basis of poor academic achievement.

The purpose of retention is to provide an opportunity of time which might significantly increase the potential for student progress and to create a Remediation Plan outlining the instructional program for any student retained. Prior to a retention decision the teacher(s) will work with the principal and special services team to develop and implement instructional

interventions. Twelve (12) weeks prior to the close of the school year or at Spring Parent Conference time, the student's teacher or team of teachers will meet with the building principal to assess the nature of the problem and review the attempts to assist the student. The classroom teacher will notify the parents/guardians of the consideration of retention by the third week of the 2<sup>nd</sup> semester or Spring Parent conference time. The final recommendation will be reviewed and confirmed with the parents/guardians. Quantitative measures such as age, physical size, ability and level of academic achievement shall be supplemented by a qualitative assessment of the student's motivation, self-image and social adjustment. Students shall not be promoted for purely social reasons.

Students who demonstrate a proficiency level comparable to the average student performance one grade or more below current placement shall be provided with an individual remediation plan developed in consultation with the parent(s)/guardian(s). The remediation plan may include summer school, extended school day, special homework, tutorial sessions, modified instructional materials, other modifications in the instructional program, reduced class size, or retention in grade. Unless otherwise outlined in their remediation plan, students who must attend summer school in order to earn promotion, must have a minimum grade of a C in order to receive credit for the summer school course.

### **GRADING SCALE**

Grading Scale Percentage:

Grades will be averaged by percentages and placed on the following scale:

<u>NUMERICAL VALUE</u>	<u>HONOR ROLL GRADE VALUE</u>			
A: 93 – 100	A: 4 Points	B-: 2.75	D+: 1.50	
B: 85 – 92	A-: 3.75	C+: 2.50	D: 1:00	
C: 77 – 84	B+: 3.50	C: 2.00	D-: 0.75	
D: 70 – 76	B: 3:00	C-: 1.75	F: 0.00	

### **MIDDLE SCHOOL HONOR ROLL**

Each nine weeks grading period, recognition will be given to the 6th, 7th and 8th grade students who earn the following:

- A. Students with a 3.50 average will be given high honors recognition and students with a 3.00 average to a 3.49 average will be given honor roll recognition.
- B. All subjects will be averaged, including life studies classes. Students may check their grade point average by substituting a number value for each letter grade, adding all subjects and dividing by the number of subjects .
- C. Students with grades of D or F in any subject will be excluded from honor roll recognition.

### **MIDDLE SCHOOL AWARDS NIGHT**

Stephen Mack Middle School will give academic honors and special awards to those students who exhibit excellence in their respective areas. The top 10 academic students in each grade will be recognized and honored at the Honors' Night ceremony in the spring. For the purpose of calculating the academic grade point averages, the first, second and third quarter grades will be used. Other special awards and honors will be determined by classroom teachers .

## **ATHLETICS/EXTRA CURRICULAR ACTIVITIES**

### **ACTIVITIES OFFERED AT THE MIDDLE SCHOOL LEVEL**

#### **Sports**

Sport programs include: Basketball, Cheerleading, Cross Country, Spirit Squad, Soccer, Track, and Volleyball.

#### **Extra Curricular Clubs and Activities**

Club/Activities include: Art Club, Band, Chess Club, Choir, Drama, Geography Club, National Junior Honor Society, Peer Support, Quiz Bowl, Science Olympiad, Spanish Club, Student Council, and Yearbook. Instructional fees must be paid before a student pays fees for extra-curricular activities.

### **ELIGIBILITY STANDARDS**

Middle school student athletes competing in interscholastic sports will be required to be passing all classes each week during the season of participation. A master list of student athletes will be distributed to each teacher on Thursday. Teachers will indicate if a student is passing or failing and submit the master list of athletic participants to the office by noon on Friday. In the event that the regular classroom teacher is absent, the student athlete will be deemed eligible until the teacher returns and notifies the office of an eligibility change. Any student-athlete who is failing any class will not be

allowed to participate in any team activities (games or practices) from noon on Friday (or last day of week) to noon on the following Friday (or last day of the week). A master list of student athletes is available in an electronic file for all teachers to access weekly. A teacher will indicate if a student is failing by submitting the name of the athletic participant to the office by noon on Friday or the last day of student attendance that week. Any student athlete who is ineligible for three consecutive weeks will be dismissed from the squad for the remainder of the season.

Students who are academically ineligible to participate in after-school activities may not participate in or attend practices, games, or performances for the week they are ineligible. Students should be home studying so they will be eligible the following week. We expect our student athletes, as well as anyone else representing our school to do so in a manner exemplifying the high standards of sportsmanship and excellence recognized by our schools.

### **Sports Physicals**

**Students interested in trying out for interscholastic athletic teams must submit proof of a current physical examination (within the past 12 months). The physical exam must include a statement regarding permission to participate in sports and is required for all sports including cheerleading and the spirit squad. The physical exam must be received before a student will be allowed to participate in try-outs, or the sport itself and is good for one year.**

Girls' volleyball and boys' soccer tryouts will be in August, boys' basketball tryouts in October, girls' basketball tryouts in December, and spirit squad and cheerleading tryouts in May. Sixth grade students will be allowed to try out for seventh grade athletic teams and seventh grade cheerleading and the pompon squad.

### **STUDENT PARTICIPATION**

Students participating in extra curricular activities such as Project Fair and Quiz Bowl that may involve absence from school or classes, must have permission from the Administration to attend. The Administration shall check with the student's classroom teachers to determine if school absence in jeopardize the student's grades. In all cases where the expenditure of funds and absence from school occurs, the Board of Education shall give the final authorization. Therefore, it is imperative that all information pertaining to these instances be given to the Administration and Board of Education as early as possible. Requests must include: days expected to be absent, names of students and teachers who will be absent, academic standing of students, chaperones who will be in attendance, and projected costs and expected benefits.

Students are required to attend school a minimum of a half day in order to participate in after school interscholastic activities. Students who are too ill to meet this minimum requirement should not be participating in after school activities. In special circumstances such as funerals etc., please contact the building principal for clarification.

Any student using, possessing, distributing, purchasing or selling tobacco, alcohol, inhalants, illegal drugs or controlled substances, look-alike drugs or drug paraphernalia will be ineligible to participate for 15 school days.

A second offense will result in suspension from all interscholastic extra curricular activities for one calendar year. Students who engage in the above activities outside of school hours will be subject to the above consequences if the activity is investigated and found accurate by the administration. While students are ineligible, they may not attend games or practices.

The administration reserves the right to remove students from extra curricular activities for any gross misconduct not specifically listed above. The administration also reserves the right to adjust consequences on an individual basis.

Students currently serving a suspension or expulsion will also be suspended from participation in any extra curricular activities during the time of the suspension or expulsion.

### **RULES FOR ATTENDING ATHLETIC EVENTS**

1. Arrive no earlier than 15 minutes prior to game time.
2. Arrange to have a ride home come arrive two hours and 15 minutes after the start of our first game. This pertains to basketball only.
3. Once you enter the building, do not leave unless you are not intending to return. Any student leaving will not be allowed to re-enter the building.
4. Remain seated in the bleachers. Stay off the playing floor at all times.
5. No unsportsmanlike conduct to distract opposing teams during the games, especially during free-throws.
6. No throwing objects of any kind.
7. Remember you came to watch the game. Please enjoy the game and do not cause a disruption.
8. Students may not attend after school activities if absent from school.

## **STUDENT CONDUCT AND DISCIPLINE**

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Students are guaranteed certain individual rights. One of those is the right to receive an education that allows students to learn and develop in a safe and positive environment. The staff of the Rockton School District will do their best to promote a good educational environment. Students have important responsibilities to assist in this process:

1. To maintain the best possible level of academic achievement.
2. To respect the rights and individuality of other students and the staff.
3. To know and obey the rules and regulations established by the Board of Education, administrators, and teachers.
4. To respect the efforts of the administrators and teachers to maintain discipline in the school and at school sponsored activities.
5. To be present and punctual at school.
6. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
7. To record in an assignment notebook each assignment given in all subjects each day and to complete to the best of their ability each assignment given.

### **STUDENT CONDUCT**

General School Policy: People associated with the Rockton School District take pride in our high standards of conduct. We feel that every student is obligated to maintain these high standards.

A student's main goal in school is to gain an education. Education is something worth having just for its own sake. It helps one to mature and prepare for the demands of a job and adulthood.

Any person preventing him/herself or others from reaching this goal will be disciplined. To learn the most requires being able to listen, recite, share, and concentrate without interference. Most problems in a classroom center around students disrupting others. Our schools make every effort to protect each student's right to an education without interference.

A student who has been disciplined has the right to request information as to why he or she is being disciplined. The student's parents may also make this request. The student or his/her parents may request that the disciplinary action be reviewed by the student's teacher or principal. If further appeal is necessary, the superintendent may be contacted. We believe that students have the right to attend school without the fear of bullies, threats, or intimidation or "put-downs." All students should feel they are an important part of their school. Those who choose to deny others this right will be disciplined.

Students and their parents have the right to have the details regarding a discipline incident and consequences kept confidential.

### **PROHIBITED STUDENT CONDUCT**

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials. Lighters and matches are not permitted on school grounds.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drugs or controlled substances, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engages in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

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

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

4. Using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon.
5. Using or possessing electronic paging device. Using a cellular phone, 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. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless (a) use of the device is provided in the student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
8. 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, cyber bullying, hazing, or other comparable conduct.
9. Causing or attempting to cause damage or stealing or attempting to steal school property or another person's personal property.
10. Unexcused absenteeism. The truancy statutes and Board policy will be utilized for chronic and habitual truants.
11. Being a member or joining or promising to join, or becoming pledged to become a member, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.
12. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
13. Engaging in any activity, on or off campus, that: (a) poses a threat or danger or attempted intimidation to the safety of others students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.
14. Students will not be allowed to sell their own personal items or fund raising items during school hours on school property including the school bus. No financial transactions or selling items of any nature by students will be allowed without prior approval by parents and the building principal.
15. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On school grounds before, during, or after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function.
5. School district are well within their legal rights to intervene in cyberbullying incidents – even if those incidents were initiated off campus – if it is demonstrated that the incident resulted in a disruption of the education environment. This includes posting pictures of staff or other students without permission.

### **DISCIPLINARY MEASURES**

Disciplinary measures include:

1. Personal counseling.
2. Withholding of privileges
3. Seizure of contraband or articles disruptive to the educational process as determined by the teacher. Teachers seizing contraband and articles from students shall secure them in a protective area and return them to the student or parent within a reasonable time period.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.

5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, tobacco or weapons.
8. Notification of parent(s)/guardian(s).
9. Removal from classroom.
10. In-school suspension for a period not to exceed 5 school days. The building principal or designee shall ensure that the student is properly supervised.
11. Grade reduction may result for unexcused absences such as suspension, expulsion or truancy only when it's a natural consequence of the absence.
12. For middle school students only - after-school student or Saturday study, provided the student's parent(s)/guardian(s) have 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.
13. For middle school students only – community service with local public and nonprofit agencies that enhance community efforts to meet human, education, 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(s)/guardian(s) the choice.

### **Corporal Punishment**

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include using reasonable restraint, by certificated personnel that are permitted to use reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property. Physical restraints may be used when necessary to protect the student or other individuals and/or property from harm.

### **Weapons**

A student who uses, possesses, distributes, purchases, or sells an explosive, firearm, knife, or any other object that can reasonably be considered, or looks like, a weapon shall be expelled for a definite time period of at least one calendar year, but no more than two school years. The School Board, however, may modify the expulsion requirement on a case-by-case basis. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

### **Controlled Substance**

Students in possession of tobacco products on school grounds will be reported to the Rockton Police Department and subject to any fines they may assess. Students will also be subject to the normal school disciplinary actions for use or possession of tobacco.

Students using, possessing, distributing, purchasing or selling alcohol, inhalants, illegal drugs, or controlled substances, look-alike drugs or drug paraphernalia will be suspended out of school a minimum of five days and possible recommendation for expulsion.

### **Gang Activity**

Students wearing gang colors, displaying gang signs, writing gang graffiti or showing any other outward display of gang membership or gang involvement will be reported to the proper legal authorities after their parents are notified. Students shall be subject to appropriate discipline for engaging in such activity. Students found to be engaging in gang activity, including but not limited to recruiting students to be gang members will be subject to immediate suspension from school with a possible recommendation for expulsion.

Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct.

## **SUSPENSION AND EXPULSION**

The Board of Education authorizes the Superintendent, Principals, and Assistant Principals to suspend students from school and/or from riding the school bus, if those students have been determined guilty of gross disobedience or misconduct.

The Board of Education or its appointed hearing officer may expel students guilty of gross disobedience or misconduct after a proper hearing has been conducted with the parents. Procedures for expelling students will comply with those established in the Illinois School Code.

Gross disobedience or misconduct is defined as those behavior(s) exhibited by the student which: present a serious physical danger to his/herself, to other students, or to faculty; result in damage to school property; seriously disrupt the learning environment; violate civil law; and/or reflect a pattern of serious non-compliance to the rules and regulations of the District.

A student who has been determined eligible for a special education instructional or resource program or related service shall not be expelled for behavior or a condition which is, or results from, an exceptional characteristic. Suspension may be used in situations when the student presents a physical danger to himself/herself, to other students, to faculty, or to school property. If a child has been suspended, the district shall be responsible for developing and providing an appropriate educational program during the period preceding special education placement or the provision of additional special education services.

### **Suspension Procedures**

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Board of Education.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

### **Expulsion Procedures**

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

### **BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES**

The Board of Education recognizes that students with disabilities may have special needs which affect their ability to conform to acceptable behavioral patterns in school. Pursuant to Section 14-8.05 of The School Code, when behavioral interventions are used for students with disabilities in this school district such interventions shall be used in consideration of the student's physical freedom and social interventions and be administered in a manner that respects human dignity and personal privacy and that ensures a pupil's right to placement in the least restrictive educational environment to the student's needs. For more information and a complete copy of this policy, contact the building principal.

The Board of Education further recognizes that behavioral interventions should be used by appropriate school personnel to further promote and strengthen desirable student behavior and reduce inappropriate behaviors. School personnel should use positive interventions to remediate inappropriate student conduct and school personnel should only use restrictive interventions or out-of-school interventions including, but not limited to, suspension or expulsion from school when a student engages in gross disobedience or misconduct, emergency situations or when positive interventions have failed to remediate the inappropriate conduct. Students with disabilities shall receive a behavior intervention plan if, as a result of the student's disabilities, the student is unable to conform to acceptable behavioral patterns required by this District without the use of restrictive behavioral interventions.

The Superintendent shall designate a committee to develop procedures to implement the requirements of this Policy and Section 14-8.05 of The School Code. The committee appointed by the Superintendent shall seek and receive the advice of the following persons or organizations: (1) parents of student with disabilities, (2) other parents (3) teachers (4) administrators (5) advocates for persons with disabilities (6) individuals with knowledge or expertise in the development and implementation of behavioral interventions for persons with disabilities. The committee shall also use as a reference the Illinois State Board of Education's "Behavioral Interventions in Schools: Guidelines for Development of District Polices for Students with Disabilities" (1994).

This policy and implementing procedures shall be distributed to all parents of students with individual educational plans within fifteen days of adoption of this policy and its implementing procedures by the Board of Education or after the School Board has amended its policy and procedure and, for students becoming eligible for IEPs after the adoption of this Policy, at the time the IEP is first implemented. In addition this policy and procedures shall be distributed to all students with IEPs and shall inform its students annually of the existence of the policies and procedures. At the individualized education plan review, school personnel shall;

1. Explain the local policy and procedures.
2. Furnish a copy of the local policies to parents and guardians, and
3. Make available, upon request of any parent/guardian, a copy of local procedures.

### **DELEGATION OF AUTHORITY**

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

The superintendent and building principals are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school including all school functions and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

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

### **SCHOOL RULES**

#### **General School Rules**

1. Be on time for all classes. Students who are tardy three times will be issued a detention.
2. Restroom facilities should be used as intended and students must then promptly return to class.
3. Students are not allowed to use, electronic devices and games, skateboards, toys, roller blades and other personal items which may cause a disturbance to school.
4. Student visitors are not allowed in the school without administrative approval.
5. Gum chewing on school grounds and in the buses is prohibited and all other food must be eaten in the cafeteria during the lunch period.
6. Coats and hats are not to be worn in school during school day. Students may bring sweaters or sweatshirts to class.

#### **Classroom Rules**

Each teacher has a set of rules he or she feels appropriate for his/her classroom. The Administration will support each teacher's efforts to maintain a positive learning environment for all students. Classroom teachers share the right and responsibility to assure that their classroom environment is a safe and positive one in which students learn. In accordance with The School Code of Illinois, administrators or teachers may use reasonable force or restraint with a student to maintain the safety of other students in the classroom. The administration and the teachers also have the right to dismiss a student from the classroom if that student's behavior is disruptive to the learning of other students.

#### **Hall Rules**

1. Always walk in the hallways and keep to the right.
2. Be quiet so as not to disturb other classes in session.
3. Keep materials off the hallway floors and keep entrances and exits clear.
4. For students who have lockers, the doors should be closed quietly.
5. Absolutely no running in the halls.

### **Lunchroom Rules**

1. Students are expected to respect the authority of the lunchroom supervisors.
2. If assigned, students are to remain at designated tables during the lunch period. Students should not leave their tables until they are dismissed.
3. All food and beverages must be eaten in the lunchroom.
4. Students should maintain a quiet conversational tone.
5. Students who wish to eat at home or at a place other than school, shall bring a note from their parents that is dated and signed. This note must be presented to the office before the student will be allowed to leave the building during lunch period.
6. Students who disrupt the lunch period or consistently disobey the rules may lose their lunchroom privileges.

### **Playground Rules**

Playground rules are in effect when students are at school prior to 7:45 a.m., during all recesses, and at lunch time. Students will be prohibited from playing on the dirt or grass areas when these areas are wet or muddy. It is especially important for all students to play carefully while on the playground areas.

1. Students are expected to respect the authority of the playground supervisors.
2. Students must exit and enter the building quietly and in an orderly fashion.
3. Students must remain on school grounds.
4. Do not climb on the fences, backstops, poles, or buildings.
5. The following games and activity materials are not allowed: tackle football; wrestling or 'play' fighting; piggyback riding; hard balls and bats, leather footballs, and skateboards.
6. Do not throw pea gravel/mulch, rocks, dirt, sand, or snowballs.
7. For use of playground equipment:
  - a. Swings – keep clear of the swing area; one person on a swing; do not twist swings; no “underdogs.”
  - b. Slides – keep clear of bottom area; one person down at a time; forward slide only in sitting position; no climbing up the slide surface; do not put fingers between rollers.
  - c. Rings and horizontal ladder – go in one direction only; swing hand over hand; do not hang by your feet or legs; do not try to pull or push others off; do not twist rings.
  - d. Fire pole and platforms – climb up or slide down the pole; do not jump off of platforms.
8. Students riding their bicycles to school must immediately park their bikes in the bike rack upon arrival. Do not ride it around the playground or on the sidewalks. Students are not to sit on or congregate near or around the bikes or bike racks during lunch and recess periods.

The playground supervisors will designate certain areas in which students are allowed to play during recesses. Students must remain in these areas during the entire recess period and should not enter the building until the bell rings.

Inside Recess: On days of inclement weather, students are expected to remain in their homeroom during the entire recess. Quiet games are allowed. Students must have permission to use the restrooms.

### **Middle School Rules**

The following disciplinary system applies to all classrooms:

These rules will be reviewed with all students within the first week of school. The rules are:

1. Be prepared for class. Book, paper, pen/pencil, assignment, assignment notebook, etc. in class each day.
2. Be in your seat when the bell rings.
3. Talking out of turn is unacceptable.
4. Have textbooks covered at all times.
5. Gum and candy are not allowed in the classrooms.
6. Show respect for others and their property.
7. Disrespect/insubordination will not be tolerated.
8. Book bags are not allowed in the classroom.

### **Detention**

Students who fail to follow the classroom rules may be issued a detention. Detentions issued by a classroom teacher will be served with the teacher issuing the detention for 30 minutes after school on the date noted on the detention notice. Teachers are to state the specific rule infraction or act of misconduct on the detention notice. Teachers are to then use the 30 minute detention to explain to the students their unacceptable behavior(s) and develop a behavior management plan as deemed appropriate. After the students have served their detentions, the teacher should send both the white and yellow copies of the detention notice to the office. These notices will be placed in the student's temporary discipline file. Excessive detentions will result in more severe consequences.

Students failing to serve a detention or obtain permission to stay after school will be issued the following consequences.

1st Offense – Failure to obtain parent permission to serve a detention- Parents will be contacted by teacher issuing detention. Failure to serve a detention – Parents will be contacted by teacher issuing detention.

2nd Offense – Either above – detention doubled

3rd Offense – Student will be sent to the office. Teacher will call parents for a conference and send notice to office.

4th Offense – Suspension from school.

Students tardy or late to detentions or violating a detention rule will be issued one additional detention for each violation. Parent Conferences will be held to develop individualized discipline plans for students who receive excessive detentions.

Detention Limit and Consequences: Any student who receives in excess of 10 detentions during the school year may be suspended from school for a minimum of one day. Each additional three detentions may result in further suspensions from school. Parents will be contacted after the eighth detention and requested to meet with the teachers and administration in order to avoid any further detentions which would result in a suspension. Excessive detentions that result in suspension from school will require a parent conference with administration to develop a specific behavior plan.

## SEARCHES

### Students And Their Personal Effects

Certified employees, school administrators, and the School Resource Officer may search a student's personal effects (i.e. purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds to suspect the search will produce evidence that the student has violated or is violating either the law or the rules of the district and the school.

Personal effects shall not be taken from the student. The student will be asked to give such effects to staff who then may search their contents. If the student refuses to give up these effects and/or there is reasonable suspicion that the student still has evidence in her personal possession: the student's parents will be contacted, advised of the situation, and asked to speak to their child at that time and request that their child give such evidence to school authorities; or the parents may be requested to come to the school and conduct the personal search themselves; and/or law enforcement officials may be notified and requested to assume responsibility for the situation.

Under no circumstances will school employees search a student, which includes touching the student's body and/or clothing. Under no circumstances will school employees request that a student remove any articles of clothing, except for hats and coats.

### School Property

School property, including but not limited to desks and lockers, is owned and controlled by the District and the District may make reasonable regulations regarding its use.

School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) as a means of protecting the health, safety or welfare of the district, its employees and students, without notice to or consent of the student and without a search warrant. In all other cases, school authorities may search school property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or the district's rules.

The superintendent or designee is authorized to request assistance from law enforcement officials to conduct a search of school property. Specially trained dogs may be used by law enforcement officials in the search process.

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

## DRESS CODE

Students are expected to wear appropriate clothing to school. Student dress is expected to be in accordance with the principles of good taste, discretion, proper etiquette, and appropriate decorum.

Corrective action regarding dress will be taken whenever student attire or grooming presents a threat to school and/or classroom decorum, creates a distraction to other students or teachers, interferes with the learning atmosphere, or jeopardizes the health and/or safety of other students or staff. The Principal of the primary level may use his or her discretion in enforcing the following rules:

1. Hats, caps, and other head coverings are not to be worn in school.
2. Coats and jackets (outer wear) are not to be worn during school.
3. Clothing with profanity, obscenity, and/or the display of words, pictures, or symbols associated with alcohol, drugs, tobacco, gangs or sex will not be allowed.
4. Shoes must be worn at all times except as authorized by a staff member.

5. The entire middle of the body must be covered, sides as well as front and back. All shorts/pants/skirts must be worn with the waistband at the waist.
6. All clothing must be at least mid-thigh in length.
7. Sleeveless shirts less than two inches wide at the shoulder, tube tops, low cut tops, Lycra shorts, and the like may not be worn. Loosely woven shirts can only be worn over another shirt.
8. Students who artificially color their hair or wear their hair in such a way as to distract from the education of others or disrupt the school or educational activities of the school will be sent home to have the coloring removed and/or hairstyle adjusted. Additional consequences may be issued at the administrator's discretion.

### **DRUG FREE SCHOOL**

The Board finds and determines that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The Board of Education policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs and alcohol on property of the School District or as part of any of its activities. For the purposes of this policy, drugs are defined as any drug which is not legally obtainable and/or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescription purposes, and/or is not being taken according to prescribed dosages.

Compliance with this policy is a condition of continued enrollment. Consequently, a violation of any aspect of this policy will render students subject to disciplinary action up to and including expulsion and referral for prosecution. Alternatively, if deemed appropriate by the Board of Education under the particular circumstances, a student who violates this policy may be required to participate in and complete a drug and alcohol abuse assistance or rehabilitation program to the satisfaction of the Board of Education.

Students and parents shall be notified annually through the Student Parent Handbook that the district has age-appropriate, developmentally based drug and alcohol education and prevention programs that address the legal, social, and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol for all students in all grades of the district's schools operated by the Board of Education.

Upon request, students and parents shall be provided information about any available drug and alcohol counseling and rehabilitation and re-entry programs that are available in the community to students.

Students and parents shall be notified at least each school year of the standards of conduct required by this policy, the compliance with those standards is mandatory and of the sanctions set forth in this policy.

The Board of Education and administration shall conduct a biennial review of this policy to determine its effectiveness and implement changes to this policy and program if necessary, and ensure that the sanctions required by this policy are consistently enforced.

## **GENERAL STUDENT INFORMATION**

### **USE OF CELL PHONES/ELECTRONIC DEVICES**

State law allows local Boards of Education to authorize and regulate the use of cell phones in school. The Rockton Board of Education cell phone policy allows the possession of cell phones in school with parents permission and if the following guidelines are met:

- The student must have a reasonable need to possess a cell phone at school, as determined by the school administration.
- The student and student's parent/guardian must complete a permission slip granting permission for the student to possess a cell phone at school and registering the phone number with the school.
- Phones are to be kept out of sight and in an inconspicuous location, such as a backpack, purse or locker. Students may not carry the phone with them during the regular school day.
- Phones are to be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during a bona fide emergency.
- Phones may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
- Unregistered or misused phones will be confiscated by the school and returned to the student's parent/guardian. The student will receive disciplinary consequences.
- School district is not responsible for any personal electronic devices brought to school that are lost, damaged or stolen.
- Any personal electronic devices used in a manner that causes disruption to the educational environment will be confiscated by school personnel and returned to the student's parent/legal guardian.

### **USE OF SCHOOL TELEPHONES**

Students must get permission from the office to use the telephone. Students will not be allowed to use the phone to make personal arrangements that could have been made prior to coming to school (i.e., calling home for permission to go to someone's house after school). Personal phone calls for topics other than school business will not be allowed during class time.

### **STUDENT LOCKERS – Stephen Mack Middle School Only**

Most middle school students will have two lockers. One will be in the hallway for coats and books and the other will be in the physical education dressing rooms. These lockers are for assigned student use only. Combinations to the locks should not be given to other students. Both lockers should be locked at all times. Money and valuable items should not be kept in lockers. Valuables can be turned into the office or to the physical education instructor during physical education classes for safekeeping. All materials should be stored in locked lockers. Tape of any type, cellophane, masking, etc., is not allowed on the fronts of any lockers at SMMS or RGS. Lockers may be inspected by school personnel at any time.

### **HOMEWORK HOTLINE – Stephen Mack Middle School Only**

Although we encourage students to carefully note assignments in their assignment notebooks, we also try to record all homework assignments each evening on our "Homework Hotline." This has been especially helpful for students who have been absent. We encourage parents and students to use the Homework Hotline as a double check. Although we try very hard to be accurate on the Hotline, assignments are occasionally omitted when teachers are absent or unable to get assignments recorded. Please call the Hotline after 4:30 p.m. (815-624-2611).

## **PARENT INFORMATION**

### **CONFIDENTIALITY – STUDENT INFORMATION CHILD CUSTODY/MARRIAGE DISSOLUTION DISPUTES**

In matters involving a marriage dissolution or child custody dispute, no faculty or staff member shall respond to court order, subpoena, inquiries from attorneys, or inquiries from advocates regarding children currently or formerly enrolled in Rockton School District 140 without first notifying the Superintendent or the Superintendent's designee. Unless there is a court order or decree to the contrary, both parents shall be notified of any such inquiries, subpoenas, or court orders.

### **BOOSTER CLUB**

The Rockton Warriors Booster Club was formed by parents to support the extracurricular activities at our schools. The Booster Club is dedicated to promoting and enriching all the extra-curricular activities the district offers. Booster Club meetings are held monthly.

### **PTO**

The Rockton Parent-Teachers Organization bolsters our schools with their continuous support by providing both volunteers and finances. The PTO has a strong tradition of creating activities that promote enjoyable family activities in our school community. Regular PTO meetings are scheduled during the school year.

### **PARENTS' INFORMATION COLLECTION AVAILABLE IN THE COUNSELOR'S OFFICE**

Stephen Mack Middle School counselor's office offers pamphlets, videocassettes and audiotapes that can help answer questions and concerns parents may have about their adolescent child in middle school. These materials are available for you to check out from the Learning Center at Stephen Mack Middle School. You will find resources available in the following categories: characteristics of adolescents, parenting techniques, building the bridge between home and school. Contact our school district counselor for more information.

## **RESOURCE GUIDE PHONE NUMBERS**

### **HELPLINES**

Contact	815-636-5000
DCFS-Child Abuse Hotline	1-800-252-2873
Winnebago County Health Dept.	815-720-4000
Rosecrance Treatment Center	815-391-1000

Family Counseling Services	815-962-5585
Center for Sight and Hearing	815-332-6800
Poison Control Center	1-800-222-1222
Illinois Relay – TTY	1-800-526-0844

#### MEDICAL SERVICES

Beloit Clinic – Roscoe	815-623-7301
Northpointe Clinic	815-525-4500
U of I Primary Care/Rockton	815-624-2644
Crusaders Clinic	815-968-0286
Rockford Clinic	815-971-2000
OSF St. Anthony Medical Clinic	815-226-2000
Rockford Memorial Hospital	815-971-5000
Swedish American Hospital	815-968-4400

#### MENTAL HEALTH/ SUBSTANCE ABUSE

Janet Wattles Center	815-968-9300
Rosecrance Health Network	815-391-1000
Rockford Health System	815-968-6861
Swedish American Hospital	815-968-4400

#### FAMILY SERVICES

Family Counseling Services	815-962-5585
Catholic Social Services	815-965-0623
United Way of Rock River Valley	815-968-5400
Lutheran Social Services	847-635-4600
Rockford Life Center	815-964-4966
Narcotics Anonymous	815-964-5959
Alcoholics Anonymous	815-968-0333
Alano Club of Rockford	815-227-4633
Northern IL Al-Anon Family	815-399-0456

#### LOST AND FOUND

Many items are lost at school. Regardless of value, these items are placed in the lost and found box located just outside the office. Periodically throughout the school year, these items are donated to organizations such as Goodwill or Salvation Army. If you notice something missing, don't let a great deal of time elapse before checking the lost and found. Be advised of the following:

- Clearly label your child's coats, jackets, sweaters, caps, boots, etc. with his/her full name and grade.
- Do not allow articles of sentimental or monetary value to be brought to school
- Toys should not be brought to school unless you have obtained the teacher's permission for the item to be in class.
- The school assumes no responsibility for lost articles.

#### POSTING PICTURES AND VIDEO ON FACEBOOK OR YOUTUBE

Please remember that while you may have some great footage of your child from a school event that you can't wait to share with family and friends on Facebook, you need to be very careful. Please remember that other children may be in the pictures too, and their parents may prefer their images kept private. Many social networking sites have privacy settings – please consider their use.

#### NOTICES

##### AFFIRMATIVE ACTION/EQUAL EMPLOYMENT

The Rockton School District is an equal opportunity employer providing opportunities for employment and advancement without regard to race, color, creed, religion, age, gender, disability, national origin, economic or social conditions, language barrier, ancestry, or marital or paternal status. The Rockton School District recognizes the right of an individual to work and to advance on the basis of merit, ability, and potential.

### **ASBESTOS NOTIFICATION**

The Board of Education is in compliance with the State of Illinois Asbestos Hazard Emergency Response Act. A copy of the asbestos management plan is available for your inspection in each school building and in the Administration Office at Rockton Grade School, 1050 East Union Street, Rockton, Illinois.

### **EQUITY POLICY NOTIFICATION**

The Rockton School District assures it does not discriminate on the basis of sex, race, color, national origin, age, religion, or handicap, in the provision of programs, activities, services, or benefits and it guarantees all individuals equal access to educational and extracurricular programs and activities.

Any individual may file a grievance or complaint of discrimination to: Dr. Mike Greenlee, Superintendent, 1050 East Union Street, Rockton, Illinois 61072, Phone (815)624-7143. The grievance or complaint shall be submitted in writing. Within sixty calendar days of receiving a grievance or complaint, the superintendent shall render a written decision. The written decision may be appealed to the Rockton School District Board of Education by submitting a written request for a hearing before the Board, addressed to the district superintendent.

The decision of the Board of Education may be further appealed to the Regional Superintendent of Schools pursuant to Section 3-10 of the School Code and, thereafter, to the State Superintendent of Education pursuant to Section 2-3.8 of the School Code.

### **Sex Equity Policy**

It is the policy of the Rockton School District #140 that its educational and extracurricular programs, activities, services and benefits will be provided to students without discrimination on the basis of sex and no student shall, on the basis of sex, be limited in the exercise of any right, privilege, advantage or opportunity.

The Rockton School District does not discriminate on the basis of actual or potential marital or parental status.

The district will comply with Federal and State equal employment opportunity requirements.

### **Sexual Harassment Policy**

We believe students have the right to attend school free from fear of sexual harassment. No student in the district shall be subjected to sexual intimidation or sexual harassment by any school employee, by other students, or by the effect of any school policy or practice.

Violation of this policy shall be considered grounds for disciplinary action.

Sexual harassment consists of any sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature. Sexual harassment may include, but is not necessarily limited to:

1. Sexually oriented verbal teasing or innuendos
2. Unwarranted touching
3. Suggesting sexual involvement whether or not accompanied by implied or explicit threats.
4. A student in a class or activity subjected to sexual comments or innuendos by teachers or students who regard the comments as "joking" or part of the environment.

Students who feel they have been sexually harassed should notify an adult in the building. The adult should notify the principal or superintendent who will be responsible for investigating the concern and contacting the parents of the students involved. Where appropriate, the Department of Children and Family Services will be contacted. Where a claim is found to have merit, disciplinary action will be taken. If a parent has a concern about sexual harassment, the concern should be put in writing to the appropriate administrator.

The above statements are a summary of the Board of Education's policies on Student Sex Equity, Sex Discrimination and Sexual Harassment/ Intimidation policies. For more information or a copy of the complete policies, please contact the building administrator or superintendent.

### **Child Sex Offender Registry**

The Sex Offender Registry was created in response to the Illinois Legislature's determination to facilitate access to publicly available information about persons convicted of sex offenses. The Illinois State Police provides an online listing of sex offenders required to register in the State of Illinois. The database is updated daily and allows searching by city, county, and zip code. [www.isp.state.il.us](http://www.isp.state.il.us). In addition, a printed copy of recent published registry is available for your review at each school office.

The Illinois State Police has not considered or assessed the specific risk of re-offense with regard to any individual prior to his or her inclusion on this Registry and has made no determination that any individual included in the Registry is currently dangerous. Individuals included on the Registry are included solely by virtue of their conviction record and

Illinois state law. The primary purpose of providing this information is to make the information easily available and accessible, not to warn about any specific individuals.

The information on the registry refers only to sex offenses and/or certain crimes against children and may not reflect the entire criminal history of a particular individual. A complete public record of Illinois criminal history can be obtained from the Illinois State Police Bureau of Identification.

The information contained in the registry does not imply listed individuals will commit a specific type of crime in the future, nor does it imply that if a future crime is committed by a listed individual what the nature of that crime may be. Illinois State Police makes no representation as to any offender's likelihood of re-offending.

Information compiled on this Registry may not be used to harass or threaten sex offenders or their families. Harassment, stalking or threats may violate Illinois criminal law.

## **PESTICIDE APPLICATION NOTIFICATION**

### **Integrated Pest Management**

It is the policy of Rockton School District to utilize integrated pest management principles to manage pest populations. To accomplish this goal, this School District will adopt a Least Toxic Integrated Pest Management approach to pest prevention and control in all school buildings and on school grounds. The District will utilize physical, mechanical, cultural, biological, and educational tactics as primary controls. Least-toxic chemical controls are used as a last resort. Pests will be controlled to maintain the integrity of school buildings and grounds, to protect the health and safety of children and staff, and to maintain a productive learning environment.

"Pesticide" means any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest or any substance or mixture of substances intended for use as a plant regulator, defoliant or desiccant. All pesticide application is subject to the Federal Insecticide, Fungicide and Rodenticide Act, District policies and procedures, EPA regulations, State and Local regulations. Pesticides will not be used to control pests for aesthetic reasons alone.

Contractors working in district buildings and grounds are required to adhere to all provisions of this policy.

Pests are populations of living organisms including arthropods (insects, spiders, mites, ticks, and related pests), wood infesting organisms, rats, mice nuisance birds and any other obnoxious or undesirable, animals in, on, outside or under structures, weeds, bacterium, fungus but does not include bacteria or other micro-organisms on or in living man or other living animals that interfere with the human purposes for the school site. Strategies for managing pest populations will be influenced by the pest species and any threat they pose to people, property or the environment.

### **Integrated Pest Management Coordinator**

The Board of Rockton School District has designated the Buildings and Grounds Supervisor as the IPM Coordinator. The IPM Coordinator will oversee custodial, building and grounds, and maintenance staff to ensure implementation of pest prevention measures; manage pest control contractors and staff engaged in monitoring and control of pest problems; communicate with principals and district administration to carry out posting and notification and record keeping.

The use of pesticides will be based on a review by the IPM Coordinator of all other available options and a determination that these options alone are not adequate to control the pest population. Selected non-chemical pest management methods will be implemented whenever possible. The full range of alternatives, including no action, will be considered in all incidents.

### **Pesticide Applications**

The IPM Coordinator must approve all pesticide applications in advance. Only a certified technician licensed with the State of Illinois may only apply pesticides to lawns, trees, shrubs, parking lots, etc. The technician must comply with the District's IPM policy and management plan.

Pesticides may only be applied when children are not present in the building or on the grounds. The application of such pesticides is subject to the Federal Insecticide, Fungicide, and Rodenticide Act (7 USC 136 et seq.), US EPA regulations, Occupational Safety and Health Administration, State and Local regulations and laws.

### **Posting**

Signs will be posted on facility doors and near site of planned applications at least two business days in advance of pesticide use, and at the time of application. These signs will include the name of pesticide used; date and time of application; warning or cautionary statements from product label including restrictions on entering the treated areas or special cautions for certain individuals; information about availability of product labels, MSDS and inert ingredients lists at facility office; and contact phone number for those seeking additional information.

Outdoor applications will be cordoned off and flagged. Signs shall remain in place for one week after pesticide application, or a longer period of time if specified by the pesticide label.

## **Parental and Staff Notification**

The School District will notify all parents and staff at least two business days prior to any pesticide applications in the school buildings or on the school grounds. The District will create a notification registry by providing parents an opportunity to register for notification annually as part of the schools registration process.

Neighbors immediately adjacent to the school property will be notified at least two business days in advance of any outdoor pesticide applications.

Antimicrobial agents are exempt from notification requirements.

## **PUBLIC MEETINGS NOTIFICATION**

Rockton School District is subject to the requirements of the Americans with Disabilities Act of 1990, as well as Section 504 of the Rehabilitation Act of 1973. Individuals with disabilities who plan to attend a meeting or a school activity and who require certain accommodations in order to allow them to attend and/or participate, or who have questions regarding the accessibility of the meeting or the facilities, are requested to promptly contact the District's ADA/Section 504 Coordinator at (815)624-7143.

## **STUDENT INFORMATION RELEASE**

Any parent or guardian may prohibit the release of any or all of the information listed below by delivering a written objection to the Building Principal.

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- Academic awards and honors – including published school honor roll
- Information in relation to school-sponsored activities, organizations, and athletics
- Period of attendance in school

If you have questions or concerns regarding this notice, please contact the building principal or the superintendent.

## **SCHOOL STUDENT RECORDS NOTIFICATION STATEMENT**

### **Student Records Defined**

A student record is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the District, except records kept: (1) in a school staff member's sole possession destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher, or (2) by law enforcement officials working in the school.

### **Maintenance of School Student Records**

The District maintains two types of school records for each student: a *permanent* record and a *temporary* record. These records may be integrated.

The *permanent record* shall include:

- Basic identifying information
- Academic transcripts
- Attendance record
- Accident and health reports
- Scores received on the Illinois Standard Achievement Examination
- Information pertaining to release of this record
- Honors and awards
- School-sponsored activities and athletics

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

The *temporary record* may include:

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results, including scores on the Illinois Standards Achievement Test
- Participation in extracurricular activities

Honors and awards  
Teacher anecdotal records  
Disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another  
Special education files  
Verified reports or information from non-educational persons  
Verified information of clear relevance to the student's education  
Information pertaining to release of this record

Information in the temporary record will indicate authorship and date. The District will maintain the student's temporary record for at least five years after the student transferred, graduated, or permanently withdrew. After five years, temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws may be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

The Building Principal is responsible for the maintenance, retention, or destruction of a student's permanent or temporary records. Upon a student's graduation, transfer, or permanent withdrawal, the Building Principal or designee shall notify the parent(s)/guardian(s) and the student when the student's permanent and temporary school records are scheduled to be destroyed and of their right to request a copy. Student records shall be reviewed at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

The District uses students' Social Security numbers for intra-school identification purposes, if at all. However, school officials may not require students or their parent(s)/guardian(s) to provide them. Absent a court order or subpoena, school officials do not provide educational records to the Immigration and Naturalization Service.

### **Access to Student Records**

The District shall grant access to student records as follows:

1. Neither the District nor any of its employees shall release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.
2. The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within 15 days of the District's receipt of such a request. Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless the District has actual notice of a court order indicating otherwise. The District shall send copies of the following to both parents/guardians at either's request, unless the District has actual notice of a court order indicating otherwise:
  - a. Academic progress reports or records;
  - b. Health reports;
  - c. Notices of parent-teacher conferences;
  - d. School calendars distributed to parent(s)/guardian(s); and
  - e. Notices about open houses, graduations, and other major school events including pupil-parent(s)/guardian(s) interaction.
3. When the student reaches 18 years of age, graduates from high school, marries, or enters military service all rights and privileges accorded to parent(s)/guardian(s) become exclusively those of the student. Access shall not be granted the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which have been placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements.
4. The District may grant access to, or release information from, student records without parental/guardian consent or notification to District employees or officials or the Illinois State Board of Education, provided a current, demonstrable, educational or administrative need is shown. Access in such cases is limited to the satisfaction of that need.
5. The District may grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/ guardian(s) can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
6. The District shall grant access to, or release information from, a student's records pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order's terms, the nature and

- substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.
7. The District shall grant access to, or release information from, any student record as specifically required by federal or State statute.
  8. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student stating to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy is mailed to the parent(s)/guardian(s) or eligible student by the superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent(s)/guardian(s) or eligible student of the right to limit such consent to specific portions of information in the records.
  9. The District may release student records to the records custodian of another Illinois school, or an official with similar responsibilities in a non-Illinois school, in which the student has enrolled or intends to enroll, upon written request from such official.
  10. Prior to the release of any records, or information under items six and eight above, the District shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release is under six above and relates to more than 25 students, a notice published in the newspaper is sufficient.
  11. The District may release student records, or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
  12. The District shall grant access to, or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request prior to adjudication of the student, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. "Juvenile authorities" means: (a) a judge of the circuit court and members of the staff of the court designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having custody of the child pursuant to court order; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court.
  13. The District shall grant access to, or release information from student records, to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member, provided that:
    - a. The committee member is a State or local official or authority,
    - b. The disclosure concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are to be released and the official or authority certifies in writing that the records will not be disclosed to any other party except as provided under State law without the prior written consent of the student's parent(s)/guardian(s),
    - c. The disclosure's purpose is limited to identifying serious habitual juvenile offenders and matching those offenders with community resources pursuant to Section 5-145 of the Juvenile Court Act of 1987, and
    - d. The release, transfer, disclosure, or dissemination consistent with the Family Educational Rights and Privacy Act.
  14. The District charges \$ .35 per page for copying information in a student's records. No parent(s)/guardian(s) or student shall be precluded from copying information because of financial hardship.
  15. A record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent(s)/ guardian(s) or eligible student, records custodian, or other person. The record of release shall include:
    - a. Information released or made accessible.
    - b. The name and signature of the records custodian.

- c. The name and position of the person obtaining the release or access.
- d. The date of the release or grant of access.
- e. A copy of any consent to such release.

### **Orders of Protection**

Upon receipt of a court order of protection, the building principal shall file it in the records of a child who is the “protected person” under the order of protection. No information or records shall be released to the respondent named in the order of protection. When a child who is a “protected person” under an order of protection transfers to public or private school, the building principal shall, at the request of the petitioner, provide within 24 hours of the transfer or as soon as possible, written notice of the order of protection along with a certified copy of the order to the school to which the child is transferring.

### **Student Record Challenges**

The parent(s)/guardian(s) may challenge the accuracy, relevancy or propriety of the records. However when the student’s school records are being forwarded to another school, no challenge may be made to grades or references to expulsions or out-of-school suspensions. They have the right to request a hearing at which each party has the right to:

1. Present evidence and to call witnesses;
2. Cross-examine witnesses;
3. Counsel;
4. A written statement of any decision and the reasons therefore; and
5. Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.

The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute.

**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.

1. The Right to inspect and review the student’s education records within 45 days of the day the District receives a request 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. If the (District/School) decides not to amend the record as requested by the parent or eligible student, the (District/School) will notify the parent or eligible student of the decision and advise them of the 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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or 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 District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

### **SCHOOL VISITATION RIGHTS ACT NOTIFICATION**

In accordance with the School Visitation Act under certain conditions an employer must grant an employee leave to attend school conferences or classroom activities related to the employee's child. Anyone interested in the specifics of this act should contact his/her employer or school administration office. School visitation forms are available in the building offices.

### **SMOKING POLICY NOTIFICATION**

The Rockton School Board prohibits the use of tobacco on school property when the property is being used for any school purpose. Tobacco shall mean cigarette, cigar, pipe tobacco in any other forms, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

### **TITLE IX POLICY NOTIFICATION**

It is the policy of Rockton School District No. 140, Rockton Illinois not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by compliance with Title IX of the 1972 Education Amendments. Inquires regarding compliance the Title IX may be directed to Dr. Mike Greenlee, Superintendent, Rockton school District No. 140, 1050 East Union Street, Rockton, Illinois 61072, or to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

## Rockton School District No. 140 2011-2012 Activity Calendar

August 1, 2011	Monday	Rockton Warriors Booster Club Meeting – 4:15 p.m. – SMMS
August 9, 2011	Tuesday	PTO Meeting – 6:00 p.m. – WPES Library
August 17, 2011	Wednesday	Board of Education Meeting – 6:00 p.m. – RGS
August 17, 2011	Wednesday	RGS New Family Orientation – 9:00-10:00 a.m.
August 17, 2011	Wednesday	WPES New Family Orientation – 10:15-11:15 a.m.
August 22, 2011	Monday	SMMS Parent Orientation – Grades 6, 7, 8 – 6:00-7:00 p.m.
August 22, 2011	Monday	Teacher's Institute – No Student Attendance
August 23, 2011	Tuesday	SMMS New Student Orientation - 11:00 a.m.-12:00 p.m.
August 23, 2011	Tuesday	Teacher's Institute – No Student Attendance
August 24, 2011	Wednesday	First Day for Students – Regular School Hours
August 30, 2011	Tuesday	Kindergarten Parent Orientation – 6:00-7:00 p.m.
August 30, 2011	Tuesday	RTA Market Day Pick Up – 4:30 p.m. - WPES
August 31, 2011	Wednesday	1st Grade Parent Orientation – 6:00-7:00 p.m.
August 31, 2011	Wednesday	2nd Grade Parent Orientation – 6:30-7:30 p.m.
September 1, 2011	Thursday	WPES Parent Orientation - Grades 3, 4, 5 – 6:00-8:00 p.m.
September 5, 2011	Monday	Labor Day – No School
September 6, 2011	Tuesday	Rockton Warriors Booster Club Meeting – 4:15 p.m. – SMMS
September 13, 2011	Tuesday	PTO Meeting – 6:00 p.m. – WPES Library
September 15, 2011	Thursday	RGS McTeacher Night - 4:30-7:30 p.m.
September 20, 2011	Tuesday	School Pictures – RGS, WPES, SMMS
September 23, 2011	Friday	School Improvement Planning Day (No Student Attendance)
September 27, 2011	Tuesday	RTA Market Day Pick Up – 4:30 p.m. - WPES
September 28, 2011	Wednesday	Board of Education Meeting – 6:00 p.m. – RGS
September 29, 2011	Thursday	Interim Reports sent home
September 30, 2011	Friday	PTO Fun Run
October 3, 2011	Monday	Rockton Warriors Booster Club Meeting – 4:15 p.m. – SMMS
October 10, 2011	Monday	Columbus Day – No School
October 11, 2011	Tuesday	PTO Meeting – 3:15 p.m. – SMMS Library
October 21, 2011	Friday	End of 1st 9 weeks
October 25, 2011	Tuesday	RTA Market Day Pick Up – 4:30 p.m. - WPES
October 25, 2011	Tuesday	School Picture Retake - SMMS
October 26, 2011	Wednesday	Board of Education Meeting – 6:00 p.m. – RGS
October 27, 2011	Thursday	Report Card Day – Grades 1-8
October 27, 2011	Thursday	SMMS Fall Conference Pick-A-Time Scheduler opens
November 1, 2011	Tuesday	School Picture Retake - RGS/WPES
November 7, 2011	Monday	Rockton Warriors Booster Club Meeting – 4:15 p.m. – SMMS
November 8, 2011	Tuesday	PTO Meeting – 6:00 p.m. – WPES Library
November 9, 2011	Wednesday	Report Card Day – Kindergarten
November 10, 2011	Thursday	Parent Conferences – 4:30-8:00 p.m.
November 11, 2011	Friday	Not in Attendance
November 16, 2011	Wednesday	Board of Education Meeting – 6:00 p.m. – RGS
November 17, 2011	Thursday	Parent Conferences – 4:30-8:00 p.m.
November 18, 2011	Friday	No School - Waiver
November 22, 2011	Tuesday	RTA Market Day Pick Up – 4:30 p.m. - WPES
November 23, 2011	Wednesday	Not in Attendance
November 24, 2011	Thursday	Thanksgiving Day – No School
November 25, 2011	Friday	Not in Attendance
December 5, 2011	Monday	Rockton Warriors Booster Club Meeting – 4:15 p.m. – SMMS
December 6, 2011	Tuesday	5th Grade Concert - 6:30 p.m. - HHS PAC

December 7, 2011	Wednesday	2nd Grade Concert - 6:30 p.m. - HHS PAC
December 8, 2011	Thursday	3rd Grade Concert - 6:30 p.m. - HHS PAC
December 8, 2011	Thursday	Interim Reports sent home
December 13, 2011	Tuesday	PTO Meeting – 6:00 p.m. – WPES Library
December 14, 2011	Wednesday	Board of Education Meeting – 6:00 p.m. – RGS
December 16, 2011	Friday	Last Day before Winter Break
January 2, 2012	Monday	School Resumes
January 2, 2012	Monday	Rockton Warriors Booster Club Meeting – 4:15 p.m. – SMMS
January 3, 2012	Tuesday	RTA Market Day Pick Up – 4:30 p.m. - WPES
January 10, 2012	Tuesday	PTO Meeting – 6:00 p.m. – WPES Library
January 12, 2012	Thursday	End of 1st semester
January 13, 2012	Friday	Teachers Institute – No Classes
January 16, 2012	Monday	Martin Luther's King's Birthday – No School
January 19, 2012	Thursday	Report Card Day – Grades 1–8
January 25, 2012	Wednesday	Board of Education Meeting – 6:00 p.m. – RGS
January 31, 2012	Tuesday	RTA Market Day Pick Up – 4:30 p.m. - WPES
February 4, 2012	Saturday	REEF Trivia Night
February 6, 2012	Monday	Rockton Warriors Booster Club Meeting – 4:15 p.m. – SMMS
February 7, 2012	Tuesday	PTO Meeting – 6:00 p.m. – WPES Library
February 9, 2012	Thursday	SMMS Spring Conference Pick-A-Time Scheduler opens
February 16, 2012	Thursday	1st Grade Concert - 6:30 p.m. - HHS PAC
February 22, 2012	Wednesday	Report Card Day – Kindergarten
February 22, 2012	Wednesday	Board of Education Meeting – 6:00 p.m. – RGS
February 23, 2012	Thursday	Parent Conferences – 4:30-8:00 p.m.
February 23, 2012	Thursday	Interim Reports sent home
February 24, 2012	Friday	No School – Not In Attendance
February 28, 2012	Tuesday	RTA Market Day Pick Up – 4:30 p.m. - WPES
March 1, 2012	Thursday	Parent Conferences – 4:30-8:00 p.m.
March 2, 2012	Friday	No School – Not in Attendance
March 5, 2012	Monday	Casimir Pulaski Day – No School
March 6, 2012	Tuesday	Rockton Warriors Booster Club Meeting – 4:15 p.m. – SMMS
March 6, 2012	Tuesday	Preschool Screening/Kindergarten Registration
March 7, 2012	Wednesday	Preschool Screening/Kindergarten Registration
March 8, 2012	Thursday	Preschool Screening/Kindergarten Registration
March 13, 2012	Tuesday	PTO Meeting – 6:00 p.m. – WPES Library
March 17, 2012	Saturday	PTO Fun Fair
March 21, 2012	Wednesday	Board of Education Meeting – 6:00 p.m. – RGS
March 22, 2012	Thursday	WPES McTeacher Night - 4:30-7:30 p.m.
March 23, 2012	Friday	Last Day Before Spring Break
March 23, 2012	Friday	End of 3rd 9 weeks
April 2, 2012	Monday	School Resumes
April 2, 2012	Monday	Rockton Warriors Booster Club Meeting – 4:15 p.m. – SMMS
April 3, 2012	Tuesday	RTA Market Day Pick Up – 4:30 p.m. - WPES
April 4, 2012	Wednesday	WPES 5th Grade Camp Timberlee Trip
April 5, 2012	Thursday	Report Card Day – Grades 1–8
April 6, 2012	Friday	No School - Not in Attendance
April 10, 2012	Tuesday	PTO Meeting – 3:15 p.m. – WPES Library
April 10, 2012	Tuesday	School Pictures - RGS, WPES, SMMS
April 13, 2012	Friday	School Improvement Planning Day (No Student Attendance)
April 17, 2012	Tuesday	RGS/WPES Project Fair
April 21, 2012	Saturday	Forensics
April 25, 2012	Wednesday	Administrative Assistants Day
April 25, 2012	Wednesday	Board of Education Meeting – 6:00 p.m. – RGS

April 25, 2012	Wednesday	Kindergarten Concert - 6:30 p.m. - HHS PAC
April 26, 2012	Thursday	4th Grade Concert - 6:30 p.m. - HHS PAC
April 30-May 4, 2012		SMMS 7th Grade Upham Woods Field Trip
May 1, 2012	Tuesday	RTA Market Day Pick Up – 4:30 p.m. - WPES
May 7-11, 2012		Teacher Appreciation Week
May 7, 2012	Monday	Rockton Warriors Booster Club Meeting – 4:15 p.m. – SMMS
May 8, 2012	Tuesday	PTO Meeting - 6:00 p.m. - WPES Library
May 9, 2012	Wednesday	National School Nurses Day
May 10, 2012	Thursday	Interim Reports sent home
May 10, 2012	Thursday	SMMS McTeacher Night - 4:30-7:30 p.m.
May 14, 2012	Monday	SMMS Awards Night – 7:00 p.m. – HHS PAC
May 23, 2012	Wednesday	Board of Education Meeting - 6:00 p.m. – RGS
May 28, 2012	Monday	Memorial Day – No School
May 29, 2012	Tuesday	RTA Market Day Pick Up – 4:30 p.m. - WPES
May 31, 2012	Thursday	8th Grade Graduation – 7:00 p.m. – HHS PAC
June 1, 2012	Friday	Last Day of Pupil Attendance – Without Emergency Days
June 4, 2012	Monday	Teacher Institute – Without Emergency Days
June 7, 2012	Thursday	Report Cards Mailed

## INTERNET USE

Below is a copy of our Internet Use Policy. If your child is going to have access to the Internet in school, you will be sent a copy of this policy along with your signature request. Without your signature, access will be denied.

### INTERNET ACCEPTABLE USE AGREEMENT

Limited Internet access is available to students and teachers in the Rockton School District. We are pleased to have this access in our schools and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting.

On a global network it is impossible to control all material and an industrious user may discover controversial information. We firmly believe that valuable information and interaction available on the worldwide network far out weighs the possibility that users may procure material that is not consistent with the educational goals of the District. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines.

These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Rockton School District user violates any of these provisions, his or her privileges for future access could be denied. The signature at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

#### Internet – Terms and Conditions of Use:

1. Acceptable Use – the purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be consistent with the educational objectives of Rockton School District. Transmission of any material in violation of any national or state regulation is prohibited.
2. Privileges – The use of the Internet is a privilege, not a right and inappropriate use will result in a cancellation of those privileges.  
The system administrator along with the administration will deem what is inappropriate use and their decision is final.
3. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to:
  - a) Be polite. Do not get abusive in your messages to others.
  - b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - c) Do not reveal your personal address or phone number of students or colleagues.
  - d) Note that electronic mail (E-mail) is not guaranteed to be private. The system administrator will have the right to access all mail.
  - e) Do not use the network in such a way that you would disrupt the use of the network for other users.
4. Rockton School 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 you suffer. This includes loss of data resulting from delays, or service interruptions caused by its own negligence or your errors or omissions. You are not allowed to use the school's access to the Internet to make purchases of any kind without written authorization for the system administrator.
5. Security – On any computer system, security is a high priority, especially when the system involves many users. If you feel you can identify a security problem, notify a system administrator, DO NOT demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
6. Vandalism – Will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or another user. This includes, but not limited to, the uploading or creation of computer viruses.
7. Internet Content – The student exercising his/her right to use the Internet as an educational resource shall also accept the responsibility for all material received under his/her user account. Only those students with prior experience or instruction shall be authorized to use the Internet.

Students will accept the responsibility of keeping copyrighted software of any kind from entering the school via the Internet.

Students will accept the responsibility of keeping all pornographic material, inappropriate test files, or files dangerous to the integrity of the network from entering the school via the Internet.

Students may NOT subscribe to newsgroups or listservs via the school's Internet access or account.

The Rockton School District reserves the right to examine all data stored in the machines involved in the Internet or not to make sure that all users are in compliance with Internet regulations. The District also reserves the right to change the rules at any time without notice.

Finally, all users should keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them will reflect upon the school system as a whole. As such all users must behave in an ethical and legal manner.

**PLEASE SIGN AND RETURN THIS PAGE TO SCHOOL**

**INTERNET ACCEPTABLE USE AGREEMENT**

I have read the Rockton School District Internet Use Agreement and understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary actions may be taken, and/or appropriate legal action.

User's Full Name (print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Guardian: As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. Rockton School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the Rockton School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to let my child explore the Internet.

Parent/Guardian's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PARENTS ACKNOWLEDGMENT OF HANDBOOK**

PARENTS: Please sign this page and return it to school.

I have read the Parent-Student Handbook and reviewed its contents with my child. I will support the school in its efforts to enforce these rules and regulations.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_