

MIDLOTHIAN SCHOOL DISTRICT 143

PARENT/STUDENT HANDBOOK

SUPPLEMENTAL ENRICHMENT PROGRAMS

Internet Access

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. An *Authorization for Internet Access* form must be signed by all who use the District's Internet connection. The failure of any user to follow the terms of this form will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Each signature on the Authorization is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Title I/Reading Recovery

Reading Recovery is an early intervention program for students who are experiencing reading difficulty in first grade. It is designed to help them make accelerated reading progress.

In the program, children receive individual daily lessons from a specially-trained teacher to supplement their regular classroom reading instruction.

Prekindergarten Program

Early diagnosis and remediation of potential learning problems is essential if a student is going to make an appropriate adjustment to school and profit from the kindergarten and primary grades instruction.

For this reason, the District received competitive grant funding from the state for a Prekindergarten Program. The program screens children ages 3-5 for potential learning problems and areas of need. Eligible children, determined by the screening results, receive individualized instruction through a half-day session.

A parent/guardian component provides for home visitation by the teacher, and a lending library allows parents/guardians access to information, suggestions and materials which they can use at home to help their child.

It is hoped that the State will continue to fund the Prekindergarten Program which is held in three of the District's schools. Notice of the programs availability and screening dates are placed in local newspapers and sent home via our students.

AIDS/Abduction & Sexual Abuse

Students in grades 6-12 are provided with instruction concerning AIDS.

Avoidance of abduction and sexual abuse is taught in grades 1-8. You'll be contacted prior to such instruction to secure your permission for your child to participate. You may, however, notify the school in writing at the start of the school year if you do not want your child to participate in the AIDS/Sexual Abuse Program(s).

ATTENDANCE

The School Day

The School Day begins promptly at 8:20 a.m. and ends at 2:45 p.m. (Spaulding hours are 8:25 a.m. to 2:50 p.m.). A.M. - EC/PreK - 8:20 a.m. to 11:00 a.m. (Spaulding 8:25 to 11:05 a.m.) P.M. - C/PreK - 12:05 p.m. to 2:45 p.m. (Spaulding 12:10 p.m. to 2:50 p.m.)

On 1/2-day Inservices (see Calendar), dismissal is at 11:45 a.m. for grades K-8. **Afternoon EC/PreK does not report.**

Children should not come to school until ten minutes before their classes begin. At this time, playground supervision is available.

Standards

Absence from school is regarded as a major deterrent to success both in social development and in academic progress in school.

The School Code of Illinois makes it mandatory for students to attend school between the ages of 6 and 17. Regular attendance is very important in ensuring that all students receive the maximum benefit from their time in school. **Another important consideration is that each day a child is absent costs our district lost money in State Aid.** The State has given us specific directions as to what constitutes “absent” according to their regulations. The following times will be strictly adhered to. There can be no exceptions, including doctor and dentist appointments, to the following times:

K & 1st Grade – Full day attendance requires a minimum of 240 minutes of instruction.

2nd-8th Grades – Full day attendance requires a minimum of 300 minutes of instruction. Half day attendance requires a minimum of 150 minutes of instruction.

Instructional time does not include time spent passing between classes, lunch periods or recess.

Eighteen (18) days of absence per year is considered excessive and may result in retention at the present grade level and/or a truancy report to the Intermediate Service Center. Chronic or habitual truancy is defined as absent for five percent or more of the previous 180 regular attendance days without legitimate reason.

Procedures

Absences are reported to the office by teachers each morning and afternoon. All absences are recorded according to the following categories: Excused, Pre-arranged, or Unexcused.

1. **Excused Absences** confirmed in writing by the parents provide full make-up privileges, including a reasonable amount of help from teachers. The student has the responsibility to take the initiative in making up work missed during the absence.
2. **Prearranged Absences** (Special Circumstances). When students are going to be absent because of special situations, the work may be made up; but it will be the responsibility of the student or his/her parent/guardian to seek extra help. Preapproval from the school principal is required for such an absence to be an excused absence. Travel/vacation absences should be avoided, if at all possible, as it is difficult, if not unrealistic, to expect students to complete school work while on vacation.
3. **Unexcused Absences** are all absences not documented by the parent/guardian or approved by the school. The student will be expected to do assigned academic work.

Chronic Truancy -Services for chronic truancy may include:

- parent/guardian-teacher conferences
- counseling services by social workers
- alternative school placement

Reporting Absences

If a child is going to be absent, the parent/guardian must call the school in the morning and advise the office of the reason for the absence and if the absence will be for an extended period of time.

Also, all absences require a note from the parent/guardian. The note should state the reason for the absence and must be dated and signed by the parent/guardian.

If a child is out five (5) or more days with any illness or absent due disease, he/she must have a note from the physician stating that he/she is able to return to school and to what extent he/she can participate in all gym activities.

Tardiness

If a student is tardy, he/she must report to the office for an admit slip and present a note from his parent/guardian before proceeding to his/her class. Unexcused tardies are considered a form of truancy.

Appointments

Doctor appointments, and the like should be scheduled after school hours or on weekends. When this is not possible, the student should follow the instructions below:

1. A note from home or the appointment card (properly signed by the dentist or physician) should be presented to the principal's office.
2. Students leaving school for such appointments must report to the office where a parent/guardian will sign out the student. Students shall not be permitted to leave school, prior to the dismissal hour, at the request of or in the company of anyone other than the parent/guardian unless the written permission of the parent/legal guardian has been secured in advance.
3. It is likely that the student will be marked absent 1/2 day (see Attendance).

Illness in School

Students who become ill during the day will be sent to the office. If the child needs to be excused for the rest of the day, the parent/guardian will be contacted to pick the child up at the office. Students shall not be permitted to leave school prior to the dismissal hour at the request of or in the company of anyone other than parent/guardian unless the written permission of the parent/legal guardian has been secured in advance. Such a dismissal shall only be in the company of a fully-identified and parent/guardian-approved adult. Parents/guardians must supply the school, via the annual emergency information card, with current home, business and emergency phone numbers.

Any student who participates in any District #143 extracurricular programs including athletics, band, student council, or other school-sponsored activity, must be in attendance in school on the day in which participation in that activity is to take place.

Medication

Specific information, parent/guardian permission, and physician directions must be provided if medication has to be taken during the school day. These forms can be found in the registration packet. No medication is allowed in the classroom, including aspirin. In addition, teachers and office personnel are not authorized to prescribe, dispense or administer medication to students.

The only situation where a student may possess medication on their person is if it is prescribed for asthma and/or allergy (epi-pen) for immediate use at the student's discretion. In this case the student must have a completed and signed "School Medication Authorization" or "Parental Authorization of Self-Medication of Asthma and/or Allergy (epi-pen) Medication" form signed by the parent/guardian.

Transportation

Bus transportation is provided for students who live a mile and one-half or more from school or in state-approved hazardous areas for students K-6. Bus transportation for field trips is on a fee basis. For security purposes, bus trips may be videotaped or audio taped.

The parent/guardian is responsible for all other transportation. Teachers may not transport students in their private vehicles.

ENTRANCE/PHYSICAL/DENTAL EXAMS

Entrance Requirements

1. **Birth Certificates** - Upon entering school in District #143, pupils must present an official birth certificate to verify age.
2. **Kindergartners or First-Graders New to the District** - A child must be five (5) years old on or before **September 1st of that school year**, to be eligible for enrollment in Kindergarten. **Proof of birth date is required at the time of enrollment.**
3. **Transfers From Another District** – Pupils transferring from another district must present a transfer issued by the sending school as well as the pupil's health records. Assignment will be made by the building principal.
4. **Proof of Residence** - Parents/guardians of all pupils in the District, (Pre-K through eighth grade, transfer-in students), must provide three (3) proofs of verification of their residency at the address

stated on the student enrollment form. (See Residency Requirements form).

Legislation makes it a misdemeanor, punishable by a \$500 fine or up to 30 days in jail, to knowingly enroll a child in the wrong school district. Registration of a student who is not a resident is a fraudulent act. Any student found to have been fraudulently registered will be disenrolled from the district immediately.

The Board of Education will take legal action against those registrants who fraudulently enroll in District #143. A prorated tuition fee will also be charged for the time the student was fraudulently enrolled.

Physical Examination Requirements

Illinois State Law requires a physical examination for each student. Such examination will be required upon entrance into pre-kindergarten, early childhood, kindergarten and the sixth grade, or upon entrance into any grade if such student has not previously been examined as required by the School Code of Illinois. Such physical examination must be on file at the school of attendance.

The immunization status of each child is required as prescribed by the Illinois Department of Public Health so as to be in compliance with the School Code of Illinois. Therefore, your child's immunization record must be completed and/or updated and on file as well. **The physical exam and immunization record must be submitted by the first day of school or the child will be excluded from school.**

Dental Examination Requirements

Effective July 1, 2005, all Illinois school children in kindergarten, second, and sixth grades are required to have an oral health examination. The examination must be performed by a licensed dentist and he/she shall sign the report form. Each child shall present signed proof of the dental examination to the school prior to May 12th of the school year. If a child in second or sixth grade fails to present proof by May 12th, the school district may hold the child's report card.

Vision Examination Requirements

Effective with the 2008/2009 school year, parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. If a child fails to present proof by October 15, the school may hold the child's report card.

FEES

Please visit our web site: www.msdl43.org to use our online payment system. Online payments can be made for registration, activities, sports, lunch, graduation, and miscellaneous items such as P.E. uniforms and locker fees.

Textbook and Materials

Fees are set each year by the Board of Education.

Book Fees for the school year

Early Childhood: \$50 per student.

Grades K-8: \$75 per student with maximum of \$150 per family.

Field Trips

Field trips may be offered from time to time to extend and enrich the educational program. Fees are payable by the student to the classroom teacher prior to such a trip.

Graduation Fees

These fees are paid by eighth graders to meet the costs of graduation activities. You will be notified by the individual schools concerning these activities and fees.

Locker Fee

A security deposit is required for combination locks for applicable grades. **The school retains ownership and control of school lockers. Students should have no expectation of privacy in lockers. Lockers may be opened by school officials.**

Other Fees

A fee will be assessed for lost or damaged books, and a minimal charge may be made for late library books.

Accident Liability

First Aid is administered in case of injury. The parent/guardian is contacted for serious injury and is responsible for treatment and transportation.

Prescription eyeglasses - Care of glasses is the responsibility of the student. **There is no District insurance which covers replacement of eyeglasses.**

School-time insurance is provided free of charge. Student accident insurance is provided for accidents that occur within the school day or during a school sponsored activity. It services as secondary coverage if parents are covered under a health insurance plan, otherwise it serves as primary coverage. All parents are given an option to purchase 24-hour coverage at a nominal cost.

MISCELLANEOUS

Classroom Parties

Grades PreK-6 have two (2) classroom parties during the school year - Halloween and Christmas. The parties are limited to one hour in duration. Fees are \$5 per child.

Security

To ensure the safety of all children, it is important that we are aware of who is in the building. Therefore, every visitor must sign in at the school office and obtain a pass which must be worn throughout the visit.

Materials brought during the school day for a student must be left at the office. At no time should a teacher be expected to leave his/her classroom during the school day or at lunchtime to hold a conference. Parents/guardians may not go to a classroom without an appointment.

The district crisis committee revises and updates the crisis/safety manual as needed. Each school has a copy, and teachers are trained on the procedures. In addition, all district staff members wear identification badges during school hours and school functions.

BREAKFAST AND LUNCH

General

A 30-minute lunch/recess period will be provided. During this time students are expected to:

- Talk quietly with the students at their table.
- Stay seated unless throwing away garbage. Keep their hands, feet and objects to themselves.

National School Breakfast/Lunch Program – Community Eligibility Provision

All students enrolled in District 143 are eligible to receive a healthy breakfast and lunch at school – at **no charge** to your household – each day of this school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application. Details concerning the program are available. Details concerning the program are available during registration and through the school offices.

Milk

One percent white milk and fat-free chocolate milk will be available to students wishing to buy only milk and must be paid for the entire year.

COMMUNICATIONS

Parent-Teacher Conferences are held twice a year to discuss student progress. Notices are sent home as to the time and date of your conference. All parents/guardians are encouraged to attend.

Unsatisfactory Progress Reports will be sent home during the fifth week of the grading period when a student is failing or in danger of failing. No grade of "Failing" will be given unless a "Report of Unsatisfactory Progress" indicating a failing grade has been sent home prior to the end of the grading period.

Notices will be sent home with students for special events.

School Newsletters are available on the district website. The Voice district newsletter, is sent home twice a year.

Needs Assessment Questionnaires - From time to time, various questionnaires will be sent home asking for your help. We appreciate your input, suggestions, and comments.

GRADING SYSTEM AND HONOR ROLL

Grading System - Grade Explanation

Grades 1-8

A	94 - 100%
B	87 - 93%
C	75 - 86%
D	65 - 74%
F	Below 65%

Report cards are issued every quarter. Parents/guardians are encouraged to review the cards with their child.

Honor Roll

For grades 3-6, an Honor Roll is posted every grading period of students who have earned at least a "B" average. Grades must be "A's" and "B's" with only one "C" permitted per grading period.

For grades 7-8, students who earn a cumulative GPA of 3.6 or better will achieve honor roll status - classes with weighted grades are 7th grade Pre-Algebra, 8th grade Algebra and 8th Grade Advanced Spanish.

Perfect Attendance Recognition

For grades K-8, perfect attendance will be recognized every grading period for students who have missed **zero** days and been tardy **no more than one time**.

(See Attendance section).

Tutoring

The District offers a special tutoring program to assist academically struggling students as well as those who are failing two or more subjects. This program takes place after school and is designed to help remediate academic difficulties.

While this program is not mandatory, it is **highly recommended**. If parents/guardians choose not to enroll their child, and the child's grades remain failing, there is a strong likelihood that the child may be retained in his/her present grade next year.

Promotion, Retention and Summer School

Following sound principles of child guidance, it shall be School District policy not to advocate double promotion. The District shall not promote students to the next higher grade level based on age or any other social reasons unrelated to academic performance. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, local assessments, grades, or, if necessary, successful participation in the tutorial or Summer Fun.

If the district determines that students do not qualify for promotion, the district must provide remedial

assistance which may include but shall not be limited to one or more of the following: the following:

- Summer school program;
- Offer tutorial sessions;
- Provide increased or concentrated instructional time;
- Modify instructional materials; and
- Retention of students in their present grade when they do not meet the criteria for promotion.

Criteria for Promotion

- If a student receives 3 or more “F” averages in core subject areas, he/she will automatically be retained with no summer school option.
- If a student receives 2 “F” averages in core subject areas, he/she may be offered the option of summer school. It will depend on what the subjects are, whether he/she has attended the after-school tutoring program, and what his/her attendance has been.
- If summer school is an option, regular attendance and positive behavior are mandatory. If either becomes a problem, the student will be removed from summer school and will be retained. Promotion to the next grade will be determined by the attendance and satisfactory academic progress.

Graduation Policy

Students completing required course work with passing grades will receive a diploma.

Students failing two subjects may be offered the option of attending summer school and may not participate in graduation ceremonies, but will receive a diploma on the successful completion of summer school based on academics, performance, and attendance.

Students failing three or more subjects will automatically be retained in eighth grade, unless one of the three F’s is Physical Education. In that situation, the student will be required to attend summer school. The District retains the right to disallow a student in this category to participate in any graduation activities including the dinner dance, field trip, and graduation ceremony.

Gender Equity

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

Any student may file a gender equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board’s resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3/8 of The School Code).

Student Code of Conduct

A Districtwide Student Code of Conduct has been developed to help create a safe and productive learning environment for all students and school personnel. The Code of Conduct is reviewed annually by Student Discipline Committees, which consist of parents, teachers and students.

All students are informed of the Code of conduct and related rules at assembly programs held during the first week of school. Students and parent/guardians must sign a statement acknowledging their awareness of the Code of Conduct and the consequences for violating its Rules and Regulations. The rules are reviewed periodically through-out the year.

General Rules and Standards

Dangerous Weapons - Possession of a firearm (defined as any firearm or “look-alike,” loaded or unloaded), or use of a weapon (any ammunition whether live or non-live, any knife, or any other such article that has as its purpose, the infliction of bodily harm), shall be prohibited on school buses, in school buildings, or on school grounds at all times. This policy extends to all school-sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, evenings or weekends.

It is also the policy of School District #143 that any intentional possession of weapons or the use of any object as a weapon on School District #143 property or at any School District #143 function may be considered cause for expulsion.

Students found to be in violation of this policy shall be disciplined by the administration on an individual basis. Disciplinary measures may include counseling, withholding of privileges, suspension and/or expulsion. The District shall notify the parent/guardian of the action taken and shall notify the police. In cases of suspension or expulsion, the District shall follow procedures required by state law and Board policy.

Organizations sponsoring activities in the schools outside of regular school hours shall be made aware of this policy and shall be expected to abide by the same guidelines. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

Procedures

The following procedures will be utilized for possession of a weapon or look-alike weapon:

- Parents will be contacted.
- Police may be contacted
- A hearing may be held which could lead to possible expulsion. A mandatory meeting with the Safety Officer must be held if the decision has been made to allow the student to return to school.

Dress and Grooming - Pupils will be expected to be dressed and groomed in an acceptable manner for their age level and in a manner which is conducive to a good learning environment.

Articles of wearing apparel with "off-color" phrases or obscene or suggestive remarks shall not be worn at school. Health and safety standards will be maintained at all times. District Policy prohibits the wearing or display of gang-related symbols or paraphernalia. When a student's appearance or clothing disrupts the educational process, (s)he may be subject to disciplinary action.

Cell Phones - Students must not have cell phones on their person at any time during school or after-school activity hours. The use of **any** feature of the cell phone is prohibited on school grounds unless authorized by a teacher or administrator. Examples of such features include text messaging, Internet use or phone calls. Unauthorized cell phone use can result in student discipline and confiscation of the phone.

Smoking - School District #143

School District #143 Schools are "Drug-Free," and therefore, no person **on school property** or attending an off-campus school-sponsored activity shall smoke or otherwise use tobacco products.

School Property - Vandalism

1. If vandalism occurs, every effort will be made by the staff to apprehend the offender(s).
2. In the event of such apprehension, the Board of Education shall pursue the recovery of costs to the fullest extent possible, and the student's parents/guardians will be required to pay for the repair replacement of the damaged property.

Personal Property

All personal property is the sole responsibility of the student. Electronic devices including games and phones, are not allowed at school.

Right to Privacy in the School Setting Act

School district #143 may not request or require a student to provide a password or other related account information to gain access to the student's account or profile on a social networking website. However, School District #143 may investigate or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. During an investigation, the student may be required to share the content that is reported in order to make a factual determination.

Behavior and Disciplinary Standards General Statement

Information which follows states rules and regulations of School District #143 and some of the laws of the State of Illinois which specifically apply to behavior and discipline of school district's students. This information is set forth to help clarify questions about school discipline. It should be noted School District #143 operates under provisions of the Statutes of the State of Illinois and policies and the regulations of the Board of Education of School District #143.

Pupil Responsibility and Discipline

School District #143 is concerned with providing an education to all children which will permit each student to develop to the extent of his/her total capability. The welfare of each child must be considered paramount at all times. Careless or improper conduct cannot be condoned as it infringes upon the total educational opportunities for all pupils. All students shall be directly responsible to their teachers throughout the school day and as such shall be expected to be courteous and respectful in their demeanor.

Students who are identified as having demonstrated aggressive behavior(s) toward other students, who, to a marked degree, appear intent to use violence, force, threats, intimidation, or fear, bullying, or comparable conduct shall be referred to the school principal. The student's parent/guardian will be notified by the principal or assistant principal. Intervention procedures will be implemented and appropriate disciplinary action will be taken.

If a student repeatedly disrupts a class or causes a disturbance and does not respond to the teacher's admonition or counseling, (s)he may be sent to the principal's office, and a parent-teacher-principal conference may ensue. No student will be allowed to continue to interfere with class procedures.

In order to help pupils understand and implement desirable courses of action while attending school, the following are set forth as responsibilities to be undertaken by each student:

1. The responsibility to obey school rules and policies.
2. The responsibility to show respect for the teachers and all other adults.
3. The responsibility to have respect for one's self.
4. The responsibility of each student to respect the rights of all other students.
5. The responsibility to attend school daily, except when ill, and to be on time and prepared for all classes.
6. The responsibility to make good use of the learning process and take advantage of the educational opportunities offered.
7. The responsibility to dress in good taste and meet standards of decency, health, and safety.

Students are encouraged to develop to their individual capabilities; however, if a child's behavior conflicts with the above-listed standards, he/she will be subjected to disciplinary action.

First contact with the parent/guardian, with respect to discipline problems, will be on the teacher level. If a student persists in such activity further contact with the parent/guardian will be made by the Assistant to the Principal (Dean) or Assistant Principal, after consultation with the teacher.

If, after contact with the parent/guardian by the teacher, the Assistant to the Principal (Dean), Assistant Principal, and the Principal, there is no improvement, the matter will be brought to the Superintendent's attention for such action as is necessary, including referral of the matter to the Board of Education.

General District Rules of Conduct

For the Hallway - Passing through the hallways should be done in a quiet and orderly manner.

For Inappropriate Touching - Students are expected to exhibit respect for themselves, fellow students, and all other school personnel. The following behaviors will be considered a violation of personal respect and will justify disciplinary action:

1. Intentionally touching another student in a disrespectful manner.
2. Intentionally encouraging touching in a disrespectful manner.
3. Using provocative language that shows disrespect in a sexual, ethnic, racial, or intimidating manner.

4. Intentionally touching the personal property of another without permission.

Consequences for Violation of Rules

Assemblies are held during the first week of school to explain the rules. From that point it will become the responsibility of the student to adhere to the rules and the responsibility of the faculty to enforce the rules. The following consequences shall be applied at the discretion of the teacher, should a violation occur:

- Loss of privileges within the classroom.
- Classroom isolation.
- Appropriate written assignment.
- Parental contact.
- Before- or after-school detention.
- Referral to the principal.

The principal may apply other consequences, including assignment to an alternative environment, in-school suspension, out-of-school suspension, referral to the Superintendent, and referral to the Board of Education for expulsion.

Corporal Punishment

Definition: Corporal Punishment is defined as the infliction of physical pain as a penalty for misbehavior. Corporal Punishment is not permitted in District #143 Schools.

Suspension and Expulsion General -

When students do not operate within reasonable guidelines established by the school and it becomes necessary to discipline them, the following methods may be used: to deny certain privileges, to suspend temporarily, or to recommend permanent expulsion from the school environment. Suspension is generally invoked only after counseling, admonition, and restriction at home have produced no change in behavior or attitude. The purpose of suspension is:

1. To protect the rights of other students to an education which is uninterrupted by those who ignore or intrude on that right.
2. To separate a student from classes and social activities at school where his behavior has not been acceptable.
3. To create a closer home-school contact with the opportunity for the student, the parent/guardian, and school personnel to review the situation.

Students may be suspended or recommended for expulsion for a serious violation of school rules. The following are considered serious:

1. Behavior which is disruptive and/or detrimental to the student(s) or school environment.
2. Defiance of faculty authority.
3. Fighting.
4. Damage to school property.
5. Use of profanity or obscenity.
6. Intent or threats to do bodily harm.
7. Smoking or possession of tobacco products.
8. Possession, use (drinking), or distribution of alcoholic beverages.
9. Possession, use, or distribution of drugs **or items purported to be drugs.**
10. Possession and/or use of dangerous materials or weapons.
11. Theft.
12. Setting false fire alarms.
13. Bomb threats.

Suspensions

Each building principal may suspend students up to ten (10) days from all school attendance and activities for violation of school rules, misconduct, or disobedience when, in their judgment, such

suspension is necessary for the good of the student or of the school. All suspensions shall be in accordance with the provisions of the Illinois School Code.

Right to a Review

In accordance with the School Code, Section 10-22.6, a written notice of Suspension containing the information required by the law shall be sent to the parent/ guardian, student, or duly-appointed counsel of each student suspended. This notice shall be sent by the end of the school day following the suspension. The notice shall contain information that a review of the suspension may be requested by a parent/guardian, student, or duly-appointed counsel. Such a request must be in writing and delivered to the Superintendent within 30 days from the effective date of the suspension.

1. The suspending school official shall give the student oral or written notice of the charges and evidence to support the charges. In cases where a student poses an immediate threat to the well-being of the other students, he may be dismissed immediately.
2. If the student denies the charges, an opportunity shall be given to the student to present an explanation in a conference with the suspending school official. School officials shall then inform the student whether or not the suspension is to be imposed.
3. The student's parent/guardian will be notified by the principal of the reason(s) for the suspension, including a copy of the rules and regulations allegedly violated, the number of days of suspension, and the right to appeal the suspension to the school board through its Hearing Officer.
4. If a hearing is requested, the Hearing Officer will transmit a report of the hearing proceedings to the Board of Education for action at the next regularly-scheduled meeting.

Expulsions

All expulsions shall be in accordance with the provisions of the Illinois School Code and as required by Section 10.22.6 of the School Code. Only the Board of Education may expel a student. The Superintendent is authorized to recommend to the Board of Education that a student be expelled from school for gross disobedience or gross misconduct.

Prior to any expulsion, the parent/guardian and student will be requested to appear at a meeting in the Superintendent's office with the Hearing Officer to review the proposed expulsion, give evidence, and offer any information pertinent to the incident. Such request shall be made by the Superintendent by certified mail and shall state the reasons for the hearing and the date on which the expulsion hearing is to be held.

Parents/Guardians are given the opportunity to present witnesses or evidence in the accused student's behalf and to cross-examine opposing witnesses.

Prior to meeting with the Hearing Officer, the student, parent/guardian, or duly-appointed counsel of the student, upon written request to the Superintendent, shall be permitted at reasonable times, places, and under reasonable conditions, to examine any school records that would enable the student to prepare for the hearing. After examination of any such records, the persons examining them shall sign a statement, in a form prepared by the Superintendent, indicating that the person was allowed to examine the record. Based on the judgment of the Superintendent, copies of school records relating to the expulsion shall be provided to the student, his/her parent/guardian or legal counsel upon written request of the student, or his/her parent/guardian and upon payment in advance of reasonable charges of reproduction thereof.

Following the hearing, the Hearing Officer's report will be given to the Board of Education at their next regularly scheduled meeting. After review by the Board of Education, the Superintendent, or his designee, shall immediately notify the parent/guardian of the action taken by the Board.

Expulsion Procedure

1. The student and the parent/guardian shall be provided with a copy of the rules and regulations allegedly violated.
2. At the hearing by the Hearing Officer, the student has the right to counsel at his/her own expense, the right to question the person who made the recommendation to expel, the right to question and present witnesses, and the right to make a statement on his/her own behalf.

STUDENT RECORDS

For educational purposes, School District #143 maintains extensive records concerning our students. For the protection of all concerned, the Board of Education requires stringent controls on collection of information, maintenance of records and release of any information.

Notification of Rights of Parent/Guardian/Students

The student permanent record consists of basic identifying information, academic transcripts, attendance record, accident reports and health record, record of release of permanent information, and other basic information. The permanent record shall be kept for 60 years after graduation or permanent withdrawal.

The student temporary record consists of all information not required to be in the student permanent record and is reviewed annually and purged, as necessary. (See item 5, under Authorized Access to Student Records and Release of Student Records).

The District shall maintain the student's temporary record during the period of usefulness to the school and the students, but in no case longer than five (5) years after the student has transferred, graduated, or permanently withdrawn from the District. However, the District may maintain indefinitely, anonymous information for authorized research and planning.

Parents/Guardians have the right to

1. *Inspect and copy any and all information contained in the student record.* There may be a small charge for copies not to exceed 35 cents per page. This fee will be waived for those unable to afford such costs.
2. *Challenge the contents of the records* by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
3. *Receive copies of records proposed to be destroyed.* The school will notify parents/guardians of the destruction schedule in the summer edition of the Voice.
4. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.

Authorized Access to Student Records and Release of Student Records

1. District personnel such as school administrators, teachers, counselors, health aides, speech therapists, school psychologists, and school social workers normally have a current and legitimate educational interest in student records and shall have access as needed for professional purposes.
2. Student records shall be made available to parents/guardian(s) of a student under 18 years of age, within 15 school days of the time a written request for review is submitted to the building principal. A student shall have the right to inspect or copy his/her school student permanent record. The building principal or his/her designee shall be present to discuss these records when they are reviewed.
3. Student records may be made available to researchers for statistical purposes, provided that
 - a. Permission has been received from the State Superintendent of Education, and
 - b. No student or parent/guardian will be personally identified from the information released.
4. School officials will release student records pursuant to a court order or subpoena presented by local, state, or federal officials. However, school personnel shall notify the parent/guardian and/or student in writing regarding the judicial order and the information so provided.
5. The temporary records of a student shall be forwarded by the records custodian of a school to another school in which the student has enrolled or intends to enroll upon transfer or graduation. Parents/guardians will receive prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge such information.

The temporary student record includes

1. Family background information;
2. Intelligence test scores, group and individual;
3. Aptitude test scores;

4. Elementary achievement test results;
5. Participation in extra-curricular activities, including any office held in school-sponsored clubs or organizations;
6. Honors and awards received;
7. Teacher anecdotal records;
8. Disciplinary information;
9. Any verified information of clear relevance to the education of the student;
10. Any verified reports or information from non-educational persons, agencies, or organizations;
11. Case study and psychological evaluations and other special education records (If parents/guardians object to the transfer of special education records, they may request of the Director of Student Services, that a hearing be held); and,
12. Record of release of temporary record information as well as a student transfer forms.

It is your right to request a copy of these records at any time prior to their being forwarded to the new school. The student's temporary record does not include medical/health immunization information. A copy of the health and immunization record of each student will be made available to the parent/guardian upon their request.

Information may be released without parent/guardian consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons. When this occurs, the building principal releasing such information shall notify the parent/guardian of the information released, date of the release, the agency or organization receiving the information, and the purpose of the release.

The following is designated as public information and shall be released to the general public, unless the parent/guardian requests that any or all such information not be released: student's name and address, gender, grade level, birth date and place, parents'/guardians' names and addresses, information on participation in school-sponsored activities and athletics, the student's major field of study if appropriate, and period of attendance in the school.

A parent/guardian or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege, or benefit, including employment, credit, or insurance.

Full and complete copies of the laws, rules, and regulations on student records are on file with the records custodian of each school and the Superintendent of the District.

Student Services

A child with a disability is entitled to receive a free, appropriate public education. Special education and related services are available in School District 143 to meet the unique needs of the child and are specifically designed for the individual student. It is the intention of School District 143 to comply with the following state and federal laws and regulations and any subsequent legislation which guarantee a child with a disability has equal opportunity to benefit from public instruction.

Individuals with Disabilities Education Act (IDEA), P.L. 105-17, formerly the Education for All Handi-

capped Children Act, P.L. 94-142

34 Code of Federal Regulations Part 300 (the implementing regulations for IDEA)

Section 504 of the Rehabilitation Act of 1973

The School Code, Article 14

23 Illinois Administrative Code 226 (implementing regulation for the School Code, Article 14)

23 Illinois Administrative Code 226 Part 375 (student records)

Title VI of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972

Family Education Rights and Privacy Act (FERPA)

Education Department General Administrative Regulations (EDGAR)(34CFR 76)

Medicaid reimbursement is a source of Federal Funds approved by Congress to help school districts maintain and improve Special Education services. Therapy and diagnostic services provided to children are partially reimbursable through the use of a student's Medicaid number. Parents will be asked to sign a form at their child's IEP meeting that will enable School District 143 to claim Medicaid reimbursement for services provided to our students.

The need for special education and related services must be determined at a multidisciplinary conference. A child is eligible for services if he/she needs special education and related services as a result of having one or more of the following characteristics or conditions: visual impairment, hearing impairment, physical or health impairment, specific learning disability, emotional disability, cognitive disability, speech/language impairment, autism, traumatic brain injury and/or developmental delay.

After participants of the multidisciplinary conference decide that the child is eligible and special education services are necessary, an Individualized Education Program (IEP) is developed. At the IEP meeting, annual goals, short-term objectives, and methods to evaluate the objectives are developed and discussed. Placement recommendations are determined after the goals and objectives are developed. The IEP is updated on a yearly basis at a conference referred to as an Annual Review.

Written notice is provided 1) when a child has been referred for an initial case study evaluation or reevaluation and the district decides not to conduct the evaluation; 2) of all IEP conferences; 3) when the district proposes to initiate or change the evaluation, identification, or educational placement of a child; and 4) when the district refuses to initiate or change the identification, evaluation, or educational placement of a child.

Written consent is obtained prior to 1) conducting a case study evaluation and all reevaluations and 2) initially placing a child in a program providing special education and related services.

A child with a disability may only be removed from the regular education environment when the nature or severity of the child's disability is such that education in regular classes cannot be achieved satisfactorily, even with the use of supplementary aids and services.

School District #143 actively seeks to identify, locate, and evaluate all children with disabilities who reside within their boundaries and who are between the ages of birth and fifteen. Screening activities include the following:

- tri-annual preschool screening of children ages 3-5 to identify those who may need special education services to maintain satisfactory educational performance;
- annual vision and hearing screening of all special education students.

If, as a result of screening, it is determined that further evaluation is needed, the child will be referred for a case study evaluation. Referrals for a case study evaluation can also be initiated by a child's parent/guardian or teacher.

A procedure is in place for determining the appropriateness of a referral for a case study evaluation.

Parent/guardian written consent is obtained to proceed with the evaluation. If a parent/guardian disagrees with the district's decision to evaluate their child they may deny consent.

The notice and consent forms used by the district have been developed by the Illinois State Board of Education for use statewide.

If a parent/guardian disagrees with the results of the case study evaluation conducted by School District #143, the parent/guardian has the right to request an independent educational evaluation at public expense.

A listing of independent evaluators is available upon request. If the district elects to request a due process hearing and the hearing officer determines that the district's evaluation is appropriate, the parent/guardian still has the right to obtain an independent evaluation but not at public expense. The district considers the results of all independent evaluations at a multidisciplinary conference.

Further information is available from the Student Services Office (708) 388-6446.

Vision and Hearing Screenings

Vision screening will be completed annually for all School District #143 students in the following grades: Pre-K, K, 2, 4, 6, and 8.

Hearing screenings will be completed annually for all students in the following grades: Pre-K, K, 1, 2, 3, 5, and 8. Vision screenings are not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has

completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at school.

AED (Automated External Defibrillators)

State law requires our district to post a hands-only cardiopulmonary resuscitation and automated external defibrillators training video on its website. The law also requires the District to notify staff members and parents/guardians about the video. We encourage you to view the video, which will take less than 15 minutes of your time, <http://www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx>

The Eisenhower Cooperative

It is an association of ten (9) districts for the primary purpose of providing special education programs as required by State law. By working together, we utilize the services of one Director and, through combined class offerings can usually provide service for children from all the districts, especially when one district might not have enough students for a particular kind of class.

The Cooperative also purchases educational materials and equipment which would be too expensive for individual districts to buy.

DLP

The Developmental Learning Program is a program housed at Springfield, Spaulding and Kolmar Schools for students with severe multiple impairments whose needs cannot be met in their home district program. The program is sponsored by the Eisenhower Cooperative and provides instructional and related services to students with special needs from the ten districts that comprise the Cooperative.

South Suburban Junior High School Conference - SSJHSC

Midlothian School District #143 is proud to continue its membership in this sport/academic conference. The conference, in its 53rd year of service, is currently comprised of nine member districts in our district, students in grades 6-8 are eligible to try out and participate in the following sports and extracurricular activities: volleyball, basketball, track, cheerleading, math bowl, scholastic bowl, declamation and band. Springfield 6th graders will be invited to join the school they will be attending as future junior high students. Cost for participation covers the uniform fee. A sports physical is required for sports participation.

We are very proud to be able to offer our students such a valuable opportunity to enhance and balance their middle school years in Midlothian School District #143. We believe this conference promotes school pride, good sportsmanship, honesty, integrity and responsibility in our students.

The Right of Appeal

Everyone in the District has the right of appeal. Problems are usually best solved by conferring with the person immediately involved. If such contact does not produce a satisfactory solution, an appeal can be made at progressive levels. The levels for parents and students to follow are: the teacher, principal, Superintendent, and finally, if necessary, the Board of Education.

Nondiscrimination Coordinator

Name: Marsha Amraen
Address: 14959 South Pulaski Road
Telephone No. (708) 388-6446

Complaint Managers (1 male and 1 female)

Name: Michael Hollingsworth
Address: 14959 South Pulaski Road
Telephone No. (708) 388-6450

Name: Dr. Carrie Cahill
Address: 14959 South Pulaski Road
Telephone No. (708) 388-6450

Annual Asbestos Awareness Notice

As part of the annual requirement by the Illinois Department of Public Health, we would like to make you aware that the federally-mandated asbestos study has been completed for our school district. This survey and management plan was completed by Asbestos Project Management of Downers Grove, Illinois.

Asbestos Project Management is fully accredited by the State of Illinois and the Federal Government to conduct these inspections. It has been determined that there are areas in our District where asbestos-containing building products have been used. These asbestos-containing materials are not considered by Federal Government Standards to be a health hazard. Periodic re-inspection of these areas in our schools is conducted every six months to ensure there has been no change in the condition of asbestos-containing materials. The management plan and re-inspection reports are available in each school in the District Office for parental and employee review.