



**Parent and Student Handbook  
2023-2024**

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## SCHOOL DISTRICT INFORMATION

### Superintendent's Message

Welcome to the 2023-2024 School Year

This handbook was developed to serve as a guideline for our students to succeed in our schools and beyond. As we begin the school year, I encourage parents to continue to be engaged in the education of their children. Active parent participation will show the students that their learning is important not just while they are in our schools but in their home life as well. Parent involvement will also allow you to be better consumers of the educational opportunities provided to children and families in our district.

Communities are defined by their schools and in turn schools provide a community with an identity. The Minooka District #201 school community has long been known for the high quality, affordable academic programs offered in our schools. We have enjoyed a tradition of academic excellence, community involvement in our schools, and community support for our schools. Only by working together can students, parents, teachers, staff and the community help every child reach their individual potential and keep our schools on a path of continuous improvement. I encourage everyone in the Minooka District #201 school community to exercise the right, take advantage of the privilege, and accept the responsibility to contribute to the success of every child enrolled in our schools.

The Minooka 201 Handbook is an integral part of the communication link between home and school. The handbook contains important information on school district services, procedures, regulations, and expectations for our children. We ask that you spend some time with your children and review the information found in the online handbook. Reading the handbook will allow parents and students to better understand and utilize the outstanding academic opportunities provided in our schools.

Welcome to the 2023-24 School Year in Minooka 201. Let's make it a great year together!

Sincerely,  
Kristopher P. Monn, Ed.D.  
Superintendent of Schools  
Minooka CCSD 201

## DISTRICT ADMINISTRATION CENTER

### Minooka Community Consolidated School District #201

#### Board of Education

Mrs. Emily Conquest  
[econquest@min201.org](mailto:econquest@min201.org)

Mr. James Satorius  
[jsatorius@min201.org](mailto:jsatorius@min201.org)

Mr. Stephen Blount  
[sblount@min201.org](mailto:sblount@min201.org)

Mr. Ed Cronin  
[ecronin@min201.org](mailto:ecronin@min201.org)

Mrs. Jennifer Monson  
[jmonson@min201.org](mailto:jmonson@min201.org)

Mr. Adam Shainberg  
[ashainberg@min201.org](mailto:ashainberg@min201.org)

Mrs. Katherine Tonelli  
[ktonelli@min201.org](mailto:ktonelli@min201.org)

District Website: [www.min201.org](http://www.min201.org)

Board meetings are held at the Minooka School District #201 board room located in the Minooka Primary Center building at 6:00 p.m. Citizens are cordially invited to these public meetings. Special meetings are also frequently held. All meetings, regular and special, receive advance notice. Board meeting dates can be found on the website under the Board of Education tab. Items can be placed on the agenda by calling the District #201 Superintendent of Schools at least one week before a scheduled meeting. Approved minutes, treasurer's report and list of bills are available in the Superintendent's Office and also on the min201.org website.

## District Administration

### **District Office**

305 West Church Street

Minooka, Illinois 60447

Phone # (815) 467-6121

Fax # (815) 467-9544

### **District Administration**

Superintendent

Assistant Superintendent of Student Services

Director Of Human Resources

Interim Chief Academic Officer

Business Manager

Assistant Director of Student Services

Emerging Bilingual Coordinator

Director of Information Technology

Network Manager

Information System Specialist

Director of Transportation

Director of Buildings & Grounds

Assistant Director of Buildings & Grounds

Dr. Kris Monn

Dr. Tiffany Staab

Dr. Sarah Massey

Dr. Kathleen Cheshareck

Mrs. Mary Robinson

Mrs. Jill Lustik

Mrs. Erika Martinez

Mr. Aaron Souza

Mr. Afrim Bakii

Mrs. Pam Wolfe

Ms. Cathy Haase

Mr. Glen Wysong

Mr. Jason Winterbottom

## SCHOOL DISTRICT BUILDINGS

### **Minooka Elementary School**

Mrs. Gina Ruggeri, Principal  
Mrs. Nicole Aulet, Asst. Principal  
400 Coady Drive  
Minooka, Illinois 60447

Phone: (815) 467-2261

Fax: (815) 467-4423

### **Minooka Intermediate School**

Mrs. Jeana Pekol, Principal  
Mrs. Jacqueline Harig, Asst. Principal  
Mrs. Monica Totaro, Asst. Principal  
Mrs. Nicole Bonarek, Student Services Coord.  
321 West McEvilly Road

Minooka, Illinois 60447

Phone: (815) 467-4692

Fax: (815) 467-3121

### **Minooka Junior High School**

Mr. Jason Finkelstein, Principal  
Mrs. Adrienne McKerrow, Asst. Principal  
Mrs. Nicole Thompson, Asst. Principal  
Mr. Mark Prosize, Dean/A.D.

333 West McEvilly Road

Phone: (815) 467-2136

Fax: (815) 467-5087

### **Aux Sable Elementary School**

Ms. Ciara Manno, Principal  
Mrs. Theresa Underhill, Asst. Principal

1004 Misty Creek Drive

Minooka, Illinois 60447

Phone: (815) 467-5301

Fax: (815) 467-2166

### **Jones Elementary**

Dr. Rodney Hiser, Principal  
Ms. Maria Papiez, Asst. Principal  
800 Barberry Way  
Joliet, Illinois 60431

Phone: (815) 290-7100

Fax: (815) 290-7120

### **Walnut Trails Elementary**

Mrs. Sarah Monroe, Principal  
Ms. Jill Forkel, Asst. Principal  
301 Wynstone Drive

Shorewood, Illinois 60404

Phone: (815) 290-7400

Fax: (815) 290-7420

### **District #201 Transportation**

Ms. Cathy Haase, Director  
700 East Minooka Road  
Minooka, IL 60447

Phone: (815) 467-5133

Fax: (815) 467-9484

### **Minooka Primary Center**

Dr. Teresa Miller, Principal  
305 West Church Street  
Minooka, Illinois 60447

Phone: (815) 467-3167

Fax: (815) 467-3168

## ATTENDANCE

### School Hours

Student attendance hours:

All Elementary Schools	8:35 a.m.--3:25 p.m.
Minooka Primary Center	8:45 a.m.--3:35 p.m.
Minooka Intermediate School	7:30 a.m.--2:20 p.m.
Minooka Junior High School	7:35 a.m.--2:20 p.m.

1. Students who do not ride the bus are to arrive at school no earlier than ten minutes prior to starting time.
2. Once students arrive at school, they are not to leave the school grounds unless proper permission has been granted.
3. Any student who arrives after school has begun or leaves early must report to the school's office to receive a pass. Parents at each school must sign their child(ren) in and out, in person, from the office. Identification may be required.
4. Parents of students who will be absent should call the respective school office by 9:00 a.m. to report their child's absence.

### Emergency School Closing

School may be closed due to

- weather,
- physical plant malfunction,
- or unforeseen emergency.

If school is canceled, after school activities for that day will also be canceled.

### Evacuation

Should an emergency school evacuation be necessary, do not call or drive to the schools. The school will be following its own evacuation procedures and will communicate reunification plans with parents at that time following the District Communication Procedure.

### Unanticipated Early Release

If the schools must be closed after the beginning of the day, due to weather or physical plant malfunctions, the school will communicate with parents at that time following the District Communication Procedure.

### Late Start

In the event that weather does not permit regular start times for schools, the District may opt for a late start. Late starts due to weather, may delay opening of schools up to 2 hours. The school will communicate with parents at that time following the District Communication Procedure.

### District Communication Procedure:

In the event of a school closure, unexpected emergency dismissal, or late start Minooka 201 will send out mass notifications, including but not limited to: mass email through our gradebook system, smartphone notifications and mass calling through our automated dialing system. In addition our district website ([www.min201.org](http://www.min201.org)) home page will be updated with school closing information and local radio or news stations will be notified. Below are radio and television stations that should be updated through [emergencyclosingcenter.com](http://emergencyclosingcenter.com)

### Radio

WMAQ (Chicago) 670 AM WGN (Chicago) 720 AM

WCSJ (Morris) 1550 AM WJDK (Morris) 95.7 FM

WBBM (Chicago) 780 AM

### Television

CBS Channel 2 WGN Morning News Fox 32 CLTV News

## **Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

## **Student Absences**

There are two types of absences: excused and unexcused. Excused absences include:

- illness
- observance of a religious holiday or event
- death in the immediate family
- family emergency, situations beyond the control of the student
- circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
- attending a military honors funeral to sound TAPS

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-supported postings.

The Board of Education, in its discretion may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are to be responsible for obtaining assignments from the student's teacher prior to any excused absence and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged absences must be approved by the building principal.

### Expectations

For a student's absence to be excused, parents or a guardian must call the school before 9 a.m. when a student will not be in attendance. In addition, each student upon returning to school must bring a signed note from the parent/guardian stating the reason for the absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Under certain circumstances, District #201 may require parents or a guardian to present medical documentation of physical or emotional conditions causing a student's absence. The district expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with 105 ILCS 5/26-2A of the Illinois School Code, and to inform the school of all absences and their causes. After five absences, a student will be required to have a medical note in order for the absence to be excused. Once requested, failure to produce a note will result in an unexcused absence. The five days do not have to be consecutive. If a student is to miss more than three consecutive PE class periods due to illness or injury, a physician's order must be presented to the school nurse.

Parents must sign in and sign out your child(ren) from each school in person a photo identification may be required.

### Pre-Arranged Absences

Absences for medical and/or dental appointments, etc., must be made in advance. Students will be issued excused absences provided parents have called the school prior to the absence. Upon return, students should also provide the school nurse with an appointment card or receipt from the physician.

### Tardiness

Students shall be considered tardy at any time during the school day if they are not in their assigned classroom at the assigned hour. Consequences for tardiness will be in accordance with the guidelines of the Student/Parent Handbook.

### Absenteeism

This district considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Students are considered absent when they are not in classroom attendance for the entire day. Notices of excess absenteeism will be sent home to parents. Upon return from any absence, students are responsible for contacting their teachers to obtain information regarding missed schoolwork. Students are to complete missed school work within the number of days absent, (i.e., a student absent five days will

have five attendance days to complete the work upon his/her return to school). However, any work obtained prior to any absence is due upon the student's return to school.

### Vacations

District #201 discourages parents from taking students on vacations during periods when school is in session. Such vacations disrupt the continuity of a student's learning and create educational problems. Days off for vacations are Unexcused Absences.

### **Truancy**

District #201 considers a student to be truant when she/he is absent without a valid cause for a school day or portion thereof, as defined in 105 ILCS 5/26-2a of the Illinois School Code

### Truancy

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

### Diagnostic Procedures

The diagnostic procedures used for identifying the causes of unexcused student absenteeism include, but are not limited to, interviews with the student, his or her parents or guardians, and any school officials or other parties who may have information about the reasons for the student's attendance problem.

### Resources and Supportive Services

The following resources and supportive services are available to students with attendance problems and their parents or guardians:

- A. conferences with school personnel
- B. counseling services (for both student and family) through the placement in alternative educational programs
- C. referral to community agencies for appropriate services

### Truancy Referrals

District 201 will refer truant minors to the Grundy County Educational Service Region in accordance with current procedures established by the Grundy County Truant Officer.

### Punitive Action

In keeping with 105 ILCS 5/26-12 of the Illinois School Code, schools in this district will take no punitive action, including out of school suspensions, expulsions, or court action against chronic truants for such truancy unless the above resources and supportive services have been provided to the student and parent(s) or guardian(s).

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact:

#### **Dr. Tiffany Staab**

Asst. Superintendent of Student Services  
email: [tstaab@min201.org](mailto:tstaab@min201.org)  
305 W. Church Street, Minooka, IL 60447  
Phone: 815-467-5042 Ext. #2  
Fax: 815-467-9544

## **DISCIPLINE**

### **Discipline Policy (Board Policy 7:190)**

The Board Policy and Administrative Procedures include a policy and procedures on the use of behavioral interventions for students with disabilities, as well as the use of isolated time out and physical restraint. The classroom teachers have direct responsibility for maintaining proper classroom management. Classroom management is the responsibility of the individual classroom teacher. Teachers may remove students from a classroom for disruptive behavior.

Each classroom teacher will deal with general classroom disruptions by taking in-class disciplinary actions, by making a personal call to the parents or guardians, and/or scheduling conferences with

This handbook may be amended at any time during the year without notice.

parent(s)/guardian(s) and other school staff. Students who consistently exhibit poor behavior and/or work habits will have their parents notified by the classroom teacher. Only when the actions taken by the classroom teacher prove to be ineffective or when a student commits a severe disruption to the educational process, will the student be referred directly to the administration. In all cases where a student is referred to the administration, the teacher will be kept informed in regards to which interventions were used to stop the misbehavior.

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student

expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an

emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

### **When and Where Conduct Rules Apply**

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

This handbook may be amended at any time during the year without notice.

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

### **Disciplinary Measures**

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

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

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

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

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

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

### **Weapons**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school may be expelled for a period of not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, (18 U.S.C. § 921) firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961. (720 ILCS 5/24-1)
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "*look alikes*" of any *firearm* as defined above.

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

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

### **Required Notices**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. *School Grounds* include modes of transportation to school activities and any public way within 1000

feet of the school, as well as school property itself.

### **Delegation of Authority**

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

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

### **Student Handbook**

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

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

### **Reciprocal Reporting of Criminal Offenses Committed by Students**

1. The Police Department School Liaison Officer and the Building Principal will verbally report to each other the following activities when committed by a student enrolled in the Building Principal's school:
  - a. unlawful use of weapons under 720 ILCS 5/24-1 of the Criminal Code of 1961 (Weapons)
  - b. a violation of the Illinois Controlled Substances Act
  - c. a violation of the Cannabis Control Act
  - d. a forcible felony as defined in 720 ILCS 5/2-8 of the Criminal Code of 1961 (Board Policy 7:190)
  - e. a violation of the Methamphetamine Control and Community Protection Act
2. All incidences of battery will be reported to the proper agency.
3. Local law enforcement officials must certify in writing that the information received from the school will not be disclosed to any other party except as provided by State law without the prior written consent of the student's parent(s)/guardian(s).

### **Gang and Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include

the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall:

1. wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or
2. use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;
3. request any person to pay protection or otherwise intimidate, harass or threaten any person;
4. commit any other illegal act or other violation of district policies,
5. or incite other students to act with physical violence upon any other person.

## **Drug and Alcohol Policy**

The District recognizes that student use of chemical substances, including alcohol, look-alike drugs, and drug paraphernalia is illegal. The use of such substances is detrimental to individual development and undermines effective education. Student involvement in such substances negatively influences the school learning environment and diminishes the importance of traditional behaviors and healthy attitudes. The use of chemical substances often leads to chemical dependency, an illness requiring intervention and treatment.

To ensure the safety, health, and well being of all students, the District is committed to the development of a comprehensive program that addresses drug and alcohol issues. The prevention, intervention, and disciplinary procedures are essential elements of this comprehensive program. The program is based on maintaining a caring environment for each student within the system and on intervening in situations as needed. Prevention is instituted in the curriculum by promoting such skills as decision-making, by nurturing successful interpersonal relationships, by providing accurate information, and by setting limits.

Confidentiality is a key element in maintaining a caring environment. When a student is involved in any phase of the chemical dependency program, all information will be kept confidential and shared only with the involved faculty, counseling staff and the student's parents. Only disciplinary action records (such as assessment results) may be kept in the confidential health records.

Student sale, use or possession (this includes non-medical use) or being under the influence of alcoholic beverages, unlawful drugs, controlled substances, hallucinogens or items that are purported to be unlawful drugs, look-alike drugs or controlled substances shall result in disciplinary action. Unlawful drugs and controlled substances are those defined as illegal under the laws of the United States, or the State of Illinois. This policy extends to all school-sponsored and related activities such as, but not limited to: field, athletic and music trips, whether held before or after school, evenings or weekends. Illegal activities will be reported to the police. District action will be independent of police or court action and MAY result in suspension or expulsion of the student involved. The school officials involved will immediately remove anyone whom they reasonably believe to be under the influence of such substances as alcohol, unlawful drugs, look-alike drugs, controlled substances, or hallucinogens from contact with other students and thereupon, shall contact the parent(s) or legal guardian. Circumstances may require the assistance of law

enforcement agencies. In order to implement this policy, the District must follow appropriate procedures for SELF-REFERRAL, WITNESSED USE AND SALE OF OR POSSESSION OF CONTROLLED SUBSTANCES.

### **Self Referral**

Students who are concerned about their involvement with chemicals should ask a teacher, social worker, or other staff member for assistance. All self-referrals will be treated confidentially. No disciplinary action is involved in a self-referral when it occurs before a witnessed or reported infraction. Should the student's involvement with chemicals progress to the point that it threatens the student's welfare, the social worker will talk with the student about the need to involve other people or resources outside the student/social worker relationship. Jointly, the student and social worker will identify the next appropriate level of intervention. Some options include, but are not limited to: assessment or counseling by an outside agency and/or, parent contact.

### **Suspension (Out-of-School)**

Suspension is the temporary exclusion of a student from school, from a class or classes, and/or other school functions, for a period of time not to exceed ten consecutive days. Homework will be assigned during the time of the suspension. Upon his/her return to school, the student is responsible for all on-going schoolwork, including taking all quizzes and tests, and will be given credit for said work. Any work obtained during the absence is due upon the student's return to school.

### **Make-Up Work**

If a student is absent or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

Parents of a child who has been suspended must return to school with the student for a conference with the building principal prior to the return of the student to school.

Bus Suspension – Bus suspension is the temporary exclusion of a student from bus riding privileges.

### **Expulsion**

Expulsion is the exclusion of a student from school for a definite period of time not to exceed two calendar years, as determined on a case by case basis.

### **Suspension and Expulsion Procedures (BOARD POLICY 7:200, 7:210)**

#### **In-School Suspension**

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
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. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall follow as soon as practicable.
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - a. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose: A threat to school safety, or
    - b. A disruption to other students' learning opportunities.
- I. For a suspension of 4 or more school days, an explanation:
  - a. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
  - b. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
  - c. That the student's continuing presence in school would either:
    - i. Pose a threat to the safety of other students, staff or members of the school community, or
    - ii. Substantially disrupt, impede, or interfere with the operation of the school.
  - ii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board 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. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

### Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, 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. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. 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.
3. If the Board acts to expel the student, its written expulsion decision shall:

- a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
4. Upon expulsion, the District may refer the student to appropriate and available support services.

### **Re-Engagement of Returning Students**

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

### **Corporal Punishment**

In accordance with Section 24-24 of the Illinois School Code, Minooka District #201 does not permit the use of corporal punishment, which is defined by that statute to include slapping, paddling or prolonged maintenance of students in physically painful positions and the intentional infliction of bodily harm. (Ref. Board Policy 7:190) Classroom teachers and other staff members are urged to refrain from using disciplinary methods such as ridicule, excessive display of temper, etc., which may be physically and/or psychologically damaging to children. Reasonable force may be used when necessary to protect a student or other individual and/or property from harm, and a teacher may remove a student from the classroom for disruptive behavior.

### **Search and Seizure Guidelines**

For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety, and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as District property.

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal and/or school authorities may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school

property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students Searches**

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

School officials may 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 the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

School property, including, but not limited to desks, lockers and parking lots, is owned and controlled by the District and may be searched by school authorities at any time. School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g. searches of all student lockers) without notice to or consent of the student and without a search warrant.

### **Seizure of Property**

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

### **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If

practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Students, parents, and visitors should be aware that video cameras record 24 hours a day in various locations throughout the campus and building hallways. Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. Video cameras will not be placed in restrooms, locker rooms, changing rooms or any other location prohibited by law. Students may be disciplined based in whole or in part on videotape evidence of misconduct.

## **FEE SCHEDULE**

### **Fees, Fee Policies, and Insurance**

For a listing of fees for the current school year, please contact the school where your child will be attending.

### **Waiver**

Students will not be denied educational services or academic credit due to the inability of their parents or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

In accordance with Board Policy 4:140 governing fee waivers, applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

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

The District will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the office of the assistant superintendent. Fee waiver applications are available on the district website: [www.min201.org](http://www.min201.org) District fee waivers are a requirement.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier

meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay or owes money for a meal or snack.

## **Insurance**

1. The district provides accident insurance for all students during school hours.
2. Optional accident insurance policies are available. The district strongly encourages participation.

## **Textbook Loans**

A parent/guardian may request the loan of a textbook(s) by submitting an individual request to any school office.

## **Lunch Policy**

Checks should be sent the first day of the week for student lunches. At each school it is necessary to complete a lunch payment form. Your check is your receipt. A replacement cost will be assessed for lost or damaged lunch cards/student id's.

1. Students may bring a sack lunch or buy a hot lunch.
2. Parents can pay for lunches by the week, month or year.
3. Milk
  - a. Hot lunch prices include one milk per student. Students bringing a sack lunch may also purchase milk by the carton.
  - b. Junior high students may purchase milk on a daily basis by the carton.
4. Free lunch will be provided to all students who qualify under federal guidelines. Applications for free/reduced lunches are available online. Such application and approval may qualify a student for a textbook fee waiver.
5. Students may not carry a negative lunch balance exceeding \$10.
6. Replacement Cards cost \$5.00.
7. No Energy Drinks.
8. No sharing of food or bringing large quantities to share during lunch.

At the elementary buildings, students generally go outside for a recess break of 15 minutes. Students can stay inside for up to three days without a doctor's note but anything after 3 days requires a doctor's note. Students not participating in recess will not be able to participate in PE classes.

# **MEDICAL AND HEALTH INFORMATION**

## **Student Health**

Illness: As educators, we know the importance of attendance and do everything we can to ensure that students are in school. On the other hand, we don't want a child who is seriously ill to be in school. It is not in that child's best interest and places other students and staff at risk. We would like

to share these guidelines from the Illinois Department of Public Health with you. Parents should keep their child home from school if they notice any of the following symptoms:

- Illness that keeps the child from participating comfortably in daily activities.
- Fever above 100 degrees
- Diarrhea or Vomiting within the last 24 hours
- Pink eye and/or a white or yellow discharge from the eye until 24 hours after treatment begins.
- Impetigo, a skin infection marked by a weepy scaly or crusty rash, until 24 hours after treatment begins.
- Head lice, until the day after the first shampoo of pediculicide properly applied and the nurse has rechecked the student's hair. The prescription/empty bottle must be presented to the school.
- Chicken pox, for not less than five days after the eruption of the last vesicles (lesions) or until the vesicles become dry.

### **Illness and First Aid at School**

If a student becomes ill or needs first aid during the school day, they should tell their teacher. If a student is sent to the health office, they will be evaluated accordingly. They do not go home or use the telephone unless directed to do so by the school secretary, nurse, or administrator. An emergency information form must be completed for each child at the beginning of each new school year. This form will be kept in the health office and will contain phone numbers, addresses and alternate contacts if your child becomes ill. Children who become ill during the school day should be picked up within one hour after the parent/guardian is contacted. It is vitally important that you keep the respective offices updated concerning phone number and address changes.

### **The School Health Program**

Registered nurses are employed by the schools to serve the students and their families in a number of ways. These nurses are guided by directives from the State of Illinois and by school board policy. The school nurse will:

1. Provide emergency treatment in the event of an accident.
2. Provide care for a child becoming ill while at school. All ill students must report to the nurse's office- he/she will decide:
  - a. If the student should rest and try to return to class
  - b. If the student should go home. The nurse will make arrangements for the student to leave.
  - c. If the student is able to participate in full school activities.
  - d. If the student is able to go outside.
3. Maintain up to date health records for each student as required by the State of Illinois.
4. Administer vision and hearing screening. (Vision screening will be conducted for state mandated grades in Minooka School District 201 during the school year. Vision screening is not a substitute for a complete eye and vision evaluation. 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 on file at the school.)

5. Be a resource person to teachers and students.
6. Collect and provide student information on reportable diseases to the appropriate local Health Department per IDPH guidelines.

If a student is to miss more than three consecutive P.E. class periods due to illness or injury, a physician's order must be presented to the school nurse. Students not participating in P.E. will not participate during recess. Likewise, students not participating in recess may not participate in PE.

A healthcare provider note is required for a student to utilize crutches or a wheelchair at school.

If a student comes to school with a cast, stitches, wrap, or brace, they may not participate in PE, sports, or recess regardless of healthcare provider clearance. If a student may not participate in PE, they may not participate in sports.

If students have emergency action plans requiring emergency medications, they may not participate in sports, field trips, PE, or recess if their emergency medications are not available at school.

The nurse handles all of the above

### **Back to School Guidelines for Common Childhood Illnesses**

**CHICKEN POX:** Cases must be excluded from school for not less than five days after the eruption of the last vesicles (blisters) even if the case is very light or until all vesicles are dry in more severe cases.

**PINK EYE:** May return to school 24 hours after treatment with proper antibiotics.

**STREP THROAT:** May return to school 24 hours after the start of treatment with antibiotics.

**FEVER:** May return when temperature has been normal for at least 24 hours without the use of fever reducing medications such as Tylenol.

**VOMITING OR DIARRHEA:** May return when symptoms have been gone for 24 hours.

**HEAD LICE:** May return after treatment with proper pediculicide shampoo. Proper washing and drying of all clothing, coats, hats and bedding are necessary. After Treatment, students must be checked by the school nurse prior to returning to class. More information is available from the school nurse.

**SCABIES:** May return 24 hours after the start of treatment.

**IMPETIGO:** May return 24 hours after the child has been treated with proper medication.

**OPEN WOUNDS:** All open wounds must be covered.

**RASHES:** Undiagnosed rashes may require a physician's note.

### **Administration Guidelines For Prescription and Nonprescription Medications**

The Board of Education policy on the administration of medications in schools will be provided to parents or guardians of each student within 15 days after the beginning of each school year. If a student is required to take prescription or nonprescription medication (including homeopathic oils) at school, the following guidelines will be in effect:

The nurse or authorized school personnel will dispense medicines and will document the administration on the student's health record. A procedure will be established for written feedback to licensed prescriber upon request.

The school form includes:

1. Child's name
2. Date of birth
3. Licensed prescriber's name and signature
4. Licensed prescriber's phone/emergency number
5. Name of medication
  - a. Dosage
  - b. Route of medication
  - c. Frequency and time of administration
6. Date of prescription
7. Date of order
8. Discontinuation date
9. Diagnosis requiring medication
10. Intended effect of medicine
11. Other medications the child may be receiving
12. Time interval of Reevaluation

The prescription medication will be brought to the nurse's office by the parent/guardian and stored in a locked area or refrigerated as required in a secure area. Both the parent and the nurse must count and sign in all medication brought in. Medication cannot be taken back and forth on a daily basis. Students may not transport medication. Medications that arrive at school via a student will be confiscated and the parent will be called. Non-prescription medication must be brought in unopened, with the manufacturer's original label with the ingredients listed, and the child's name, treatment or school year. If not, they will be discarded by the nurse in the presence of a witness affixed to the container. The medications are to be picked up by the parent/guardian at the end of the school year and documented on the student's health record. The school district retains the right to reject any request for the administration of medication if the guideline criteria are not met.

If it is medically necessary for a student to have cough drops at school, a parent note must accompany the cough drops to school. The cough drops will be kept at the teacher's desk and will be dispensed at the teacher's discretion.

### **Self-Administration of Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

### Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this

procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s). The District Anaphylaxis Procedure & Response Plan is available on the Health Services tab of the district website.

### Emergency Aid to Students

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

### **Physical, Immunization, and Dental Requirements**

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

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade--Including Early Childhood and Pre-Kindergarten.

Proof of one dose of Meningococcal Conjugate vaccine given on or after the 11th birthday is required for entry into grades 6, 7, and 8. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age 6 months through 6 years of age must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, age-appropriate developmental screening and age appropriate social and emotional screening are required parts of each health examination.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the

student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations. A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted. Students will not be able to participate in PE and recess until a health examination is provided.

### **Eye Examination**

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

### **Dental Examination**

All students entering kindergarten, second, < sixth grades, and ninth must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. .

### **Exemptions**

A student will be exempted from the above requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, Communicable and Chronic Infectious Disease and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if a physician provides written verification.
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

As per School Board Policy 7:100, FAILURE TO COMPLY WITH THESE REQUIREMENTS PRIOR TO THE FIRST DAY OF SCHOOL MEANS YOUR CHILD WILL BE EXCLUDED FROM SCHOOL UNTIL ALL REQUIREMENTS ARE MET. THESE ABSENCES ARE CONSIDERED UNEXCUSED AND MAY BE CONSIDERED TRUANCY.

## STUDENT RECORDS

### Notification to Parents and Students of Rights Concerning a Student's School Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

**The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

**The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify

This handbook may be amended at any time during the year without notice.

the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

**The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative 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 school official may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist. Or educational technology vendor); or any parent/guardian 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 or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a

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student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

1. Name
2. Address
3. Grade level
4. Birth date and place
5. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
6. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
7. Academic awards, degrees, and honors
8. Information in relation to school-sponsored activities, organizations, and athletics
9. Major field of study
10. Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

According to the Family Educational Rights and Privacy Act (105 ILCS 10/6.3) school officials may release student records including student special education records to the school system which the child intends to enroll, without written consent for such release, upon the request of such official or student.

**The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**The right to file a complaint with the 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 is: Family Policy Compliance Office

This handbook may be amended at any time during the year without notice.

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

## **Student Privacy Protections**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information, and administration of certain physical examinations to students. Copies of these policies are available upon request.

### Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

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

### Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex. .
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

## **Selling or Marketing Students' Personal Information Is Prohibited**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home

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or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian has consented; or (2) to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

## **SPECIAL EDUCATION**

### **Special Education**

Special education and related services and support for eligible children are provided by Minooka CCSD 201 and the Grundy County Special Education Cooperative (GCSEC). All students with disabilities who are eligible for special education and related services are entitled to a free appropriate public education in the least restrictive environment pursuant to the Illinois School Code and the federal Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. A continuum of supports are available that range from services within regular education to placement in programs outside the school district. Eligible students may also receive one or more of the following supports: evaluation/testing, consultation for staff and parents, health services, psychological services, social work services, adapted materials, vision services, hearing services, occupational and/ or physical therapy and speech and language services.

Inquiries regarding the identification, assessment and placement of a student who may have a disability should be directed to any school building principal. The school will provide upon request by any person written materials and other information that indicates the specific policies, procedures, rules and regulations regarding the identification, evaluation or educational placement of children are or may be disabled. Such information is also available online through the District website. Parents, staff, students, and community members are encouraged to contact any building principal if you have any questions about the identification, assessment, and educational placement of special education services to eligible children – whether or not they are currently enrolled in the District.

### **Accommodating Individuals with Disabilities**

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

### **Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's

parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

### **Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school office or the district website.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

#### **Dr. Tiffany Staab**

Assistant Superintendent of Student Services

email: [tstaab@min201.org](mailto:tstaab@min201.org)

305 W. Church Street, Minooka, IL 60447

Phone: 815-467-5042 Ext. #2

Fax: 815-467-9544

## **TRANSPORTATION**

### **Bicycle, Skateboard, Scooter, and Similar Transportation Safety**

1. All traffic regulations must be observed. These include keeping to the right-hand lane in the flow of traffic and observing all traffic signals and signs.
2. Bicycle racks are provided at each building. (See building procedures for storage of skateboards, scooters, etc)
3. Bicycles must be walked on school property.

This handbook may be amended at any time during the year without notice.

\*Free bicycle registration materials can be obtained from the Minooka Police Department.

### **Car Pool Safety**

1. Instruct your child to stay away from any vehicle if she/he does not know the driver.
2. Automobiles should stay out of bus lanes when children are loading or unloading.
3. It is illegal to pass the buses when the flashing lights are on and the stop sign is out.
4. Remain in your car loading or unloading children.
5. After picking up your children, please leave the parking lot in single lane traffic.
6. For each day the end of day transportation is changed, please send a note to the teacher at the elementary school and the office at the intermediate or junior high.
7. Cell phone usage in a school zone is prohibited by state law.

### **Elementary School Playgrounds**

1. Students will follow all playground safety rules.
2. Students may go outside the building in the winter months when the temperature, including wind chill, is ten degrees or higher. Students should wear warm clothing, i.e. snow pants, coat, hat, boots, and gloves. Should a student not have the proper attire, she/he will remain on the blacktop or next to the building.

### **School Bus Safety Procedures**

The following rules are to be observed when riding the school bus and are found in the Board Policy and Administrative Procedures on student discipline, which are attached to this Handbook as Exhibit A. Failure to comply with these rules is considered a violation may subject the student to discipline both under the penalties below and under the general disciplinary procedures outlined in this Handbook and the Board Policy on student discipline. The following rules have been developed by the parent-teacher advisory committee in cooperation with school bus personnel. They have been adopted by the Board of Education and will be adhered to by all students and drivers.

1. Students may ride the buses that have been designated to transport them to and from the student's residence. The Transportation Director will determine assigned bus stops.
2. If a student misses the school bus, it is the responsibility of the parent(s) to get the child to school.
3. If a student misses his or her homebound bus, she/he is to report to the school office at once.
4. If a child misses the school bus in the p.m., parents are responsible to provide transportation home. Children who ride buses will be kept after school only after giving an advance written notice or parental consent by phone. In such cases, transportation will be the parents' responsibility.
5. If a child becomes ill at school, parents will be notified and asked to take the child home. There will be no District transportation in such cases.
6. If alternate transportation is provided home from school, the teacher, main office, and bus driver must be notified in writing.
  - a. Students who will not be riding the bus must bring a note from his/her parent(s) or guardian(s) if not part of the student's regular route.
  - b. If a student on the same bus route is going to another student's home, we request both sets of parents submit a note to the student's teacher(s) and to the bus driver.

7. For the safety of the children, the following rules must be observed:
  - a. Enter the bus through the proper doors.
  - b. Take a seat and remain in that seat for the entire trip.
  - c. Stay off the road while waiting for the bus.
  - d. Do not leave your seat while the bus is in motion.
  - e. Be on time at the designated bus stop.
  - f. In the event of a road emergency, remain in your seat until you have received directions from the bus driver.
  - g. Be absolutely quiet when approaching a railroad crossing.
  - h. Keep all books and equipment out of the aisle.
  - i. Observe the safety precautions at the discharge points. Where it is necessary to cross the highway, proceed to a point at least ten feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions, then wait for a signal from the bus driver permitting you to cross.
8. School bus riders, while in transit, are under the jurisdiction of the bus driver unless the administrator designates someone to supervise the riders. Under no circumstances should parents, guardians, or any unauthorized people board a school bus during its regular run.
9. Disruption or misconduct on the bus will include, but not be limited to: loud talking, putting hands, feet or objects out of the bus window, leaving your seat while the bus is in motion, vandalism to the bus, eating while on the bus, carrying animals on the bus, leaving objects in the aisle of the bus, throwing objects off of the bus, fighting on the bus, and the use of profane language or gestures or any other conduct considered gross disobedience or misconduct in Board of Education policy or procedure.
10. The above bus regulations are to be observed on all class trips, extracurricular trips, or any other trip on the school bus.
11. For the purpose of bus safety, video cameras are installed on District buses, and may not be viewed by parents or students.

In addition to the penalties and procedures this Handbook and the Board Policy and Administrative Procedures on student discipline, violations of any of the above rules may subject a student to the following penalties or such penalty as the administration determines is appropriate given the severity of the offense:

First offense will cause the driver to report the student to the building administrator. The administrator may warn the student, send a note of warning home to the parents, issue detention(s) or possibly suspend the student from the bus for a period not to exceed ten school days.

Second offenses will cause the driver to notify the building administrator. The administrator may call for a parent conference, issue the student detention(s) or suspend the student from the bus for a period not to exceed ten school days.

Third offenses will cause the driver to notify the building administrator. The administrator will notify the parent(s)/guardian(s) and may suspend the student from the bus for a period not to exceed ten school days.

Further offenses will cause the driver to notify the building administrator. The administrator will notify the parent(s)/guardian(s) and may suspend the student from the bus for a period not to exceed ten school days. A student may be suspended from the bus for a period of time in excess of ten days for safety reasons.

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

Parents/guardians may request a bus suspension review hearing before the Board of Education or a designated committee of the board or a hearing officer appointed by the board. Requests for such review hearings can be made by contacting the building principal.

AVAILABILITY OF TRANSPORTATION REIMBURSEMENT

## **CURRICULUM AND INSTRUCTION**

### **Standardized Testing**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

1. NWEA MAP
2. Illinois Assessment of Readiness
3. Illinois Science Assessment

### **Student Evaluation**

1. Report cards are issued electronically through the online grading system at the end of each nine weeks grading period.

This handbook may be amended at any time during the year without notice.

2. Teachers will give notice for all fifth through eighth grade students who have dropped two letter grades in any subject or have no access to the online grading system.
3. If a student is in danger of failing a subject or has dropped two letter grades for the nine week grading period, the parent will be contacted prior to a grade being assigned.
4. A paper copy of quarterly report cards will be sent home to any family that does not have access to the online grading system.
5. The following grading scale is required/administered for grades Three through Eight:
  - A = 90-100
  - B = 80-89
  - C = 70-79
  - D = 60-69
  - F = 59 & Below

Students in Kindergarten will be given a report card based on grade level expectations/outcomes. First and Second grade will be graded with M, T, or B

6. A schedule of Parent/Teacher Conferences will be listed in the school calendar each year.

### Grade Point Average Explanation

Grade Point Average (GPA) will be based on:

A= 4 B=3 C=2 D=1 F=0

All students, fourth grade and higher earning a GPA of 3.75 to 4.00 will be placed on the High Honor Roll for those nine weeks. Students earning a 3.50 to 3.74 will be placed on the Honor Roll.

In calculating the GPA for grade Four, the following subject areas are applicable on an equally weighted basis: Language Arts, Mathematics, Social Studies, and Science. Art, Music, and Physical Education/Health will not receive letter grades. Rather, students will receive an “M” for Meets, “T” for Working Towards or a “B” for Below Standards. In Fourth Grade a student must receive “M’s” in these areas to qualify for the honor roll.

In calculating the GPA, for grade Five the following subject areas are applicable on an equally weighted basis: Language Arts, Mathematics, Social Studies, and Science.

In grade Five, Fine Arts, Technology, and Physical Education will receive letter grades.

### Advanced Course Placement Consideration

Students are considered annually for placement in advanced classes for language arts and mathematics. Consideration is given to multiple quantitative and qualitative data points including, but not limited to standardized tests (state and local), classroom performance, and teacher feedback. No one component is all inclusive or exclusive. The [Accelerated Placement Procedure](#) can be found on the District website. [www.min201.org](http://www.min201.org)

	6th Grade	7th Grade	8th Grade
Language Arts	Advanced LA	Advanced LA	Advanced LA

Mathematics	Math 6 Math 7 Pre-Algebra	Math 7 Pre-Algebra Algebra	Pre-Algebra Algebra Advanced Algebra (Honors Geometry)
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## Summer School

### Remediation

Students who are failing will be recommended for remediation during the school year.

### Summer School

Students who fail one or more classes during the academic year will be required to attend and satisfactorily complete a summer school session prior to being promoted to the next grade level.

### Student Promotion

The Board of Education adheres to the prohibition of promotion of a student to the next grade level based upon age or any other social reason not related to the academic performance of the student. It is, therefore, the policy of the District that students shall be promoted to the next grade level based on the following criteria:

1. Successful completion of the curriculum
2. Attendance
3. Performance based on:
  - a. IAR Assessment
  - b. Standardized achievement tests
  - c. Student's Individualized Education Plan
  - d. Teacher Recommendation
  - e. Quarterly Subject Tests
  - f. District Benchmark Assessment

Students shall not be promoted for purely social reasons not related to the academic performance of the students. If a student has not qualified for promotion to the next grade level, the District shall provide that student with an individual remediation plan and accompanying services. These services may include a summer bridge program of not less than 90 hours, an extended school day, special homework, tutorial sessions, increased or concentrated instructional time, modified instructional materials, other modifications in the instructional program, reduced class size, or retention. The superintendent may establish rules and regulations to implement this policy.

## Accelerated Programs

All students of Minooka CCSD 201 are screened for potential placement in available accelerated classes. The complete [Accelerated Placement Procedure](#) can be found on the District website. [www.min201.org](http://www.min201.org)

The District currently provides accelerated classes in math for grades four through eight. The district also provides accelerated classes in Language Arts/Literature for grades five through eight as well In

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the primary grades, student records and teacher recommendations are reviewed for possible acceleration in reading and math.

## **Physical Education**

At the intermediate and junior high school, sixth through eighth grade students will wear P.E. uniforms and their own gym shoes. No jewelry is allowed. (Exception: new piercings will be allowed for 6 weeks but must be covered). Intermediate and junior high, sixth through eighth grade students, are issued P.E. locks and lockers.

Showers are available, but not mandatory, for student use at each school. Students are responsible for supplying their own towels.

The District's Physical Education curriculum offers a variety of physical fitness activities.

## **Exemption From Physical Education Requirement**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule

### **Family Life & Sex Education Classes**

Students will not be required to take or participate in any class or course in comprehensive sex education, including in grades 6-8, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-8, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **Authorization for Internet Access**

Each student and his or her parent(s)/guardian must sign the Authorization for Internet Access before being granted use. The failure of any student to follow the terms of the Authorization for Internet Access, or all of Board Policy 6:235, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

The District's computer network is part of the educational curriculum and is not intended to be used as a public forum for general use. Access to the computer network is a privilege, not a right. The Board of Education has a duty to ensure that the manner in which the computer network is used does not conflict with the basic educational mission of the District. Use of the District's computer network may be restricted in light of the maturity level of students involved and the special characteristics of the school environment. Therefore, the District shall not permit use of the computer network which: (a) disrupts the proper and orderly operation and discipline of schools in the District; (b) threatens the integrity or efficient operation of the District's computer network; (c) violates the rights of others; (d) is socially inappropriate or inappropriate for a student's age or maturity level; (e) is primarily intended as an immediate solicitation of funds; (f) is illegal or for illegal purposes of any kind; or (g) constitutes gross disobedience or misconduct. The District shall also implement technology protection measures consistent with the Children's Internet Protection Act and its implementing regulations.

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Any electronic communications or files created on, stored on, or sent to, from, or via the computer network are the property of the District. Consequently, users do not have any expectation of privacy with respect to such messages and files. Users should remember that such messages and files can be recovered from the computer network's back-up system even after they have been deleted from a user's individual account.

The Superintendent, Building Principals, and/or their designees may access and review such messages and files when necessary to maintain the integrity and efficient operation of the computer network; to monitor compliance with the Policy, these Rules and Regulations, and all other rules, regulations, or other terms or conditions of computer network access promulgated by the Superintendent or Building Principals; and to further all other educational, safety and pedagogical concerns of the District. The District also reserves the right to intercept, access, and disclose to appropriate authorities all information created with, sent to, received by, or stored on the computer network at any time, with or without user notice. Use of the District's computer network to create, store, send, receive, view, or access any electronic communication or other file constitutes consent by the user for the District to access and review such files consistent with this paragraph.

The District reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the District computer network. Evidence of illegal activity may be reported or turned over to appropriate authorities.

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

School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of *social networking websites* include Facebook, Instagram, Twitter, and [ask.fm](#).

School officials may conduct an investigation 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. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **Annual Notice to Parents about Educational Technology**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data

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collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

## **NONDISCRIMINATION POLICIES AND GRIEVANCE PROCEDURE**

### **Equal Educational Opportunities and Sex Equity**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

The District complies with federal and state law by taking steps to ensure that homeless students are not segregated or stigmatized.

### **Sex Equity Policy and Grievance Procedure (Board Policy 7:10)**

No student shall, on the basis of sex, sexual orientation, or gender identity 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 sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8). For information regarding timelines and procedures for sex equity complaints, please contact one of the complaint managers at the numbers:

The District's complaint managers are:

Dr. Rodney Hiser 815-290-7100 ext. 6005

Ms. Sarah Massey 815-467-6121 ext. 7018

Upon adoption of this Policy and at least once every four years thereafter, the Board shall evaluate its policies and practices to identify any sex discrimination. The evaluation shall include an examination of course enrollment data to identify any instances of disproportionate enrollment on the basis of sex. If the evaluation identifies any sex discrimination, the Board shall develop a written sex equity plan which modifies any policy or practice as necessary to conform to the District's responsibilities under this Policy and which contains remedial steps to eliminate the effects of the discrimination. The Superintendent shall provide in-service training for implementing such sex equity plan to School District administrators, certificated and non-certificated personnel as needed.

### **Harassment of Students Prohibited (Board Policy 7:20)**

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity;

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

### **Sexual Harassment Prohibited**

Sexual Harassment of students is prohibited. The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

A student engaging in sexual harassment will be subject to discipline, up to and including expulsion. Other individuals engaging in sexual harassment of employees or students may be excluded from school property and/or school activities.

The initiation of a complaint of sexual harassment will not adversely affect the terms and conditions of the complainant's academic status in the District. Moreover, any student may file a sexual harassment grievance by using the *Uniform Grievance Procedure*.

### **Teen Dating Violence Prohibited (7:185)**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

#### **Making a Complaint: Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

The District's complaint managers are:

Dr. Rodney Hiser	815-290-7100 ext. 6005
Dr. Sarah Massey	815-467-6121 ext. 7018

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability,

order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, repeatedly and over time directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual

destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

The District's complaint managers are:

Dr. Rodney Hiser	815-290-7100 ext. 6005
Dr. Sarah Massey	815-467-6121 ext. 7018

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

### **Uniform Grievance Procedure (Board Policy 2:260)**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy.

Claims to be reviewed under this Policy include, but are not limited to, those arising under the following:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Claims of sexual harassment under the Illinois Human Rights Act;
5. Title VI of the Civil Rights Act of 1964.

The Board of Education will endeavor to respond to and resolve complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of an individual to prompt and equitable resolution of a complaint shall not be impaired by the individual's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies. However, use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

This handbook may be amended at any time during the year without notice.

For information regarding timelines for filing, investigating, and decisions grievances related to Uniform Grievance Policy 2:260 please contact one of the complaint managers at the numbers:

The District's complaint managers are:

Dr. Rodney Hiser	815-290-7100 ext. 6005
Dr. Sarah Massey	815-467-6121 ext. 7018

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## GENERAL INFORMATION

### District Rules

Students may bring radios, cameras, video games, CD players, cell phones, or any other electronic equipment to school except pocket pagers or similar electronic paging devices. Students at the intermediate and junior high schools are encouraged to not bring personal items to school. Minooka District #201 is not responsible for lost or stolen items. Electronic devices must be turned off and kept in the student's locker or book bag upon entry to the school and/or when getting on the bus unless otherwise approved. Infractions of this rule will result in confiscation of the items with them to be picked up by a parent in the Administration Office.

1. No animals, due to safety and health reasons, are to be brought to school except for "service animals" (e.g. guide dogs) as approved by the administration.
2. Students shall not trespass on their way to and from school.
3. No smoking or use of electronic cigarettes on school grounds
4. No food, candy, or drinks are allowed in the gymnasiums.
5. It is the responsibility of students to make arrangements for transportation home from after school activities.
6. Students are expected to behave in an orderly fashion, respect all District personnel and property, other students and adults, and not cause disruptions to the educational process.
7. All school rules are to be followed any time a student is at school sponsored activities, on a school bus, or going to or from school.
8. If a child voluntarily leaves a school activity, she/he will not be allowed to return. If a District employee asks a student to leave, the parent(s)/guardian of the student must be notified.
9. Students are expected to present an appearance that, in the judgment of the faculty/administration, does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate or pose a possible threat. Dress and/or grooming which is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. The building administrator is the final authority for judging the appropriateness of a student's appearance.

Guidelines for the instructional day: An individual's dress, personal appearance, cleanliness, as well as behavior, demonstrate sensitivity to and respect for the learning community.

- a. Students must wear tops, bottoms, and shoes.
- b. Clothing is to be worn as intended.
- c. Clothes must be worn in a way that genitals, buttocks, stomach, back below the shoulder blades, and breasts are fully covered with opaque (non-transparent) material at all times, including when sitting, standing, reaching, bending, etc.
- d. Clothing is not permitted to accentuate or reveal genitalia, breasts, or buttocks.
- e. All undergarments must be covered by outer attire (visible straps are allowed).
- f. Outerwear is not to be worn during the instructional day.

- g. Attire or accessories that directly, by innuendo, or look-alike promote alcohol, drugs, sex, pornography, profanity, violence, gangs, and weapons may not be worn at school.
- h. Students cannot wear anything that directly, by innuendo, or look-alike includes hate speech, images, or language that creates a hostile or intimidating environment for others, including any protected class or marginalized group. Hate speech includes any form of expression through which speakers vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, immigrant status, political affiliation, or national origin (adapted from the American Library Association).
- i. PE attire must not interfere with student safety and must maintain proper coverage per the dress code during all physical education activities.

\*These guidelines may be adapted by building/district administrators for special events or other school sponsored activities. Student athletic and activity apparel will be defined by safety and competitive performance standards. All dress code adaptations must follow Board Policy 7:160-Student Appearance.

- 10. Students' coats, book bags, and backpacks must be left in the student's locker.
- 11. Students must be in attendance three full instructional periods per day (for elementary schools the equivalent of 150 instructional minutes) to participate in that day's extracurricular activities.
- 12. The respective building administrator must sanction all school parties, dances, etc.
  - a. No Halloween costumes allowed at the junior high school or intermediate school.
  - b. Grades K-4 will have Halloween, Christmas, and Valentine's parties planned by homeroom teachers/room parents. Treat bag contents shall be non-consumable. No food items will be provided at parties.
  - c. No other parties are sanctioned for Grades K-8 during the school year nor is it the school's policy to provide addresses nor hand out invitations in class for students' birthday parties or other social functions.
  - d. Party invitations or gifts for classmates should not be brought to school to be distributed.

## School Visitations

Visitors to the District's schools are welcome. All visitors including scheduled speakers, parents, siblings, board members, etc., are required to enter through the front doors of the building and proceed immediately to the front office and register before visiting any school building. An appointment is required. Visitors are required to present an acceptable form of identification to be processed through the State database check. Approved visitors must take a tag identifying themselves as a visitor and place the tag in a visible location on their person. Visitors shall proceed to their destination in a direct and quiet manner. All visitors must return to the main office and sign out before leaving school. The District reserves the right to limit or reject visitations or appointments if such appointments are disruptive to the educational process. Failure to receive visitor status

constitutes trespassing and may result in legal action, including referral to law enforcement authorities for applicable criminal penalties.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

## **School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

## **Confidential Communications**

School personnel do not have “privileged communication” rights in Illinois. In other words, communication between school personnel and students is not normally confidential in respect to parents and other school personnel. It is possible that confidentiality may exist in communications between students and mental health therapists employed by the District or its special education cooperative subject to the limitations of Illinois law.

## **School Awards and Recognition**

The district presents students with the following awards:

1. “Board of Education Awards” are presented annually at graduation to those students in eighth grade who have maintained a 3.90 cumulative grade point average or higher for their seventh and eighth grade years of schooling.
2. “Scholastic Awards” are presented at the end of the year. At the junior high those are: valedictorian of the class, the Bill Davidson Award, for the highest cumulative percentage grade point average. The salutatorian is for the student with the second highest cumulative percentage grade point average. The MEEA Award in honor of Jack Satorius is given to one eighth grade boy and girl. This award is based on achievement, effort, deportment, leadership, and school spirit.
3. Academic awards will be presented at the end of the second semester.
4. The “American Legion Award” is presented to one boy and one girl in the eighth grade based on their courage, honor, leadership, patriotism, scholarship, and service.
5. The “Hugh Palmer Math Award” is presented to the top eighth grade boy and girl who excel in mathematics.
6. “Presidential Academic Excellence Award” – this award is presented to all eighth grade students who have earned a cumulative GPA of 3.50 or higher out of a possible 4.00 at the end of the second quarter of the eighth grade year in addition to other criteria determined by the school.
7. “Band Awards” are presented at the end of the school year. The most outstanding musician award is given to one eighth grade student.

## **Parent Notices Required by the Every Student Succeeds Act**

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### **I. Teacher Qualifications**

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student’s classroom teachers, including, at a minimum, whether:

This handbook may be amended at any time during the year without notice.

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.
- d. Paraprofessionals provide services to the student and, if so, their qualifications.

## II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure Standardized Testing

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy.

## III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [www.min201.org](http://www.min201.org)

## IV. Parent & Family Engagement Compact

The School District and/or each school has a parental involvement policy that is regularly distributed to all parents/guardians. Parents/guardians will be provided with timely notice of parent involvement activities and will receive a description and explanation of the school's curriculum, the forms or academic assessment used to measure student progress, and the proficiency level students are expected to meet. The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available upon request.

## V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure Unsafe School Choice Option.

## VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure Student Privacy

## VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure English Learners

## VIII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure Homeless Child's Right to Education

### **Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### **Sex Offender & Violent Offender Community Notification Laws**

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry,  
[www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Questions Concerning Sex Offenders,  
[www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

### **Pesticide Registration**

School District #201 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers, and as a last resort, the most safe, effective means of pesticide. The district will make a public notification two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify the community as soon as possible.

## **Suicide and Depression Awareness and Prevention (Board Policy 7:290)**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

## **English Learners**

The school offers opportunities for resident English Learners to achieve at high levels in all academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students;

For questions related to this program or to express input in the school's English Learners program, contact your building principal.

## **District Budget**

The Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define. Information about the District's budget can be found at [www.min201.org](http://www.min201.org)

## **Safety Drill Procedures and Conduct**

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

## **School Operations During a Pandemic or Other Health Emergency**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
2. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
3. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
4. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
5. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
6. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
7. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
8. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
9. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
10. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

11. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## EXTRACURRICULAR ORGANIZATIONS AND ACTIVITIES

The following extra-curricular clubs and Activities require a nonrefundable fee to be paid prior to student participation. Fees will be established annually by the Board of Education.

Basketball	Baseball	Cross Country	Volleyball
Softball	Track	Wrestling	Cheerleading
Soccer			

Extracurricular activities offered by Minooka Community Consolidated School District #201 are an important part of a student's education. They are designed to enrich the educational experiences of students and have been created to encourage participation and promote positive self-esteem and individual growth for each child. Each student is encouraged to participate in one or more activities. All rules and regulations of Minooka CCSD #201 are in force at all extracurricular activities whether they are during the school day or during non-school time, at our school or when we are the guests of other schools.

### Clubs and Activities

Rebecca Caudill Reading Club - is an opportunity for readers to unite and share their enjoyment of books. Every year, there is a list of twenty titles that are selected from suggestions made by students around the state. After reading three of these titles, a student is invited to join. A favorite book is selected among the members as the school winner, and new recommendations for the book list are taken. All students at the junior high are invited to participate.

Student Council - The student council is made up of sixth, seventh, and eighth grade students who are elected by the student body of each grade level in the first nine weeks of the school year. Some of the activities students participate in are: fundraisers for charity, plan dances, work at concessions, plan student assemblies, and act as liaison between students and staff.

Math Club- Math Club is available to all sixth, seventh, and eighth grade students. Practices are held before school, during lunchtime and after school. Math club meets from November through May of the school year. Students participate in IESA competitions.

Speech Contest- Junior high school speech contest is held during the period of September through November. Students pick a monologue or duet act to perform. Speech contest is an I.E.S.A. sanctioned activity. Eligibility checks will be conducted during the season.

School Play- Fifth, sixth, seventh, and eighth grade students may try out for the school play. The sponsor picks the cast after tryouts are held.

Spelling Contest- The spelling contest is held in the spring of each school year for sixth, seventh, and eighth grade students. Winners represent the school in the IVC Spelling Contest.

eSports League - Fifth, sixth, seventh, and eighth grade students may join. The league is dedicated to providing a fun environment for gamers of all skill levels. Students will play Rocket League, which is like soccer but instead of controlling a human, you drive a car to knock the ball into the goal. Students will also work on teamwork, sportsmanship and coaching skills. The club meets after school one day a week for one hour.

Band- Students in fifth, sixth, seventh and eighth grades are eligible to join the band. Practices begin in August and run through June. Students are encouraged to purchase instruments. Rental instruments are available on a limited basis. Students are expected to attend the winter and spring concerts as well as many parades and organization contests. Students may also choose to participate in solo and ensemble contests. This is a graded subject.

Chorus- Students in fifth through eighth grades may join chorus. Practices are held during or after the school day. Students are expected to attend all required performances that are scheduled.

Yearbook- Yearbook Club utilizes technology to create the memories that are printed into the Junior High School's yearbook. With the use of digital cameras, the internet, and an online-based yearbook program, students in the yearbook club are able to design, sell, and promote the school's yearbook.

Beta Club- Beta Club is a leadership, service, and scholastic organization. Beta Club requires that students meet two requirements for membership. 1) The yearly average of their GPA must be a 3.75 for the previous school year. 2) Students must be in the 90th percentile for 2 of their 3 Reading, or 2 of their 3 Math MAP tests from the previous year. Students who join in 7th grade are automatically members in 8th grade, and students who do not qualify/join in 7th grade have a 2nd chance in 8th grade as well, if they meet the requirements. Anyone meeting the requirements will receive an invitation in the first few weeks of the school year. Beta members are required to complete 25 service hours per year by participating in volunteer and other charitable opportunities. Beta club will sponsor a number of charity and fundraising events throughout the year. All students inducted into Beta Club are expected to maintain a high level of academic excellence, behavior, and character. Any violation of these conditions may result in removal.

Scholastic Bowl- Scholastic Bowl is open to all fifth through eighth grade students. Section 4.00 of the current I.E.S.A. Handbook outlines the guidelines for participation in scholastic bowl contests. Limitations are put on the number of students who may represent a school during the state tournament series.

## **Athletics**

The athletic program is divided into the following categories:

This handbook may be amended at any time during the year without notice.

Junior High Athletics:

With the exception of wrestling, and cross country which allows fifth grade participation, all junior high school athletics are limited to participation by sixth, seventh, and eighth grade students. Interscholastic programs are offered.

Interscholastic Athletics:

Interscholastic sports follow Illinois Elementary School Association regulations and are competitive. All students that fulfill the Illinois Elementary School Association and Minooka District #201 eligibility requirements (weekly passing of every subject) are eligible to participate. The number of openings for a team will be posted before tryouts begin.

Fifth Grade Athletics-The goal of the fifth grade program is to allow maximum participation that is reasonably possible, for each student during regular season play in wrestling or cross country. The main objective will be to participate and use competition as a learning tool.

Sixth Grade Athletics-The goal of the sixth grade program is to allow maximum participation that is reasonably possible, for each student during regular season play. The main objective will be to participate and use competition as a learning tool.

Seventh Grade Athletics-The seventh grade program begins to take a competitive approach toward athletics. The main objective will focus on being competitive with other IESA schools. Participation time will be a consideration, but will not be focused on throughout each contest.

Eighth Grade Athletics-The Minooka eighth grade athletic programs have a highly competitive approach toward competition with other IESA schools. Participation time will not be limited to guarantee playing time for all participants.

There are limitations on the following teams.

Seventh and Eighth Grade Teams (A and/or B)

Baseball-Minimum of 12 and a maximum of 18 players per team

Softball-Minimum of 12 and a maximum of 18 players per team

Basketball-Minimum of 12 and a maximum of 15 players per team

Cheerleading-Minimum of 18 and a maximum of 25 cheerleaders

Volleyball-Minimum of 12 and a maximum of 15 players per team

Soccer-Minimum of 45 and a maximum of 55 players

Wrestling – All students will participate

Track – All students will participate

Cross Country-All students will participate

Sixth Grade Team

Baseball-Minimum of 15 and a maximum of 18 players

Basketball (A & B Teams)-Minimum of 24 and a maximum of 30 players

Cheerleading-Minimum of 12 and a maximum of 15 cheerleaders

Volleyball (A and B Teams)-Minimum of 24 and a maximum of 30 players

Note: If player cuts are necessary, no team shall cut less than three players. No student shall be permitted to compete in a tryout, practice, or game unless she/he has a current physical covering the length of the sport and an online registration form completed prior to the start date of the respective sport. Any student that wants to join a non-cut sport must have all required paperwork listed above, turned in within five days of the first practice.

Any student not able to attend tryouts must contact the coach prior to tryouts. Any student not able to attend tryouts must contact the Athletic Director prior to tryouts. For further information regarding extracurricular activities, please contact the Athletic Director at the Junior High School.

## **General Sports Rules**

Conduct - Athletes and parent spectators are expected to follow all district and school rules. Athletes are to be well-groomed at all times and are to exhibit good sportsmanship at home and away events. Unless prior consent by the coach is given, athletes are to attend all practices. Students should share practice times with parents.

Uniforms - All uniforms are property of Minooka District #201. Athletes will be issued uniforms and necessary equipment at the beginning of the season. Proper care is to be given to uniforms throughout the season. Uniforms are to be worn for athletic events only. Equipment or uniforms damaged or not properly returned will become the responsibility of the athlete, who will be charged the price of a replacement.

Awards - There will be award presentations throughout the school year immediately following the season's end. Upon a student's successful completion of the first athletic season, that student will earn the letter "M" and the pin for that particular sport. A pin will be awarded for each additional year of participation in that sport. If the student successfully completes a different sport, she/he will receive a pin for that sport. Coaches may also award certificates if they choose.

Physical Examinations - The IESA and District #201 requires athletes to have a current physical on file. Physical forms may be acquired on our District #201 website. Physicals are valid for thirteen months from the date of completion and must cover the entire scheduled sport season.

Athletic Drug/Alcohol Procedures- The Board recognizes the importance and special need of maintaining a drug-free environment for all students, including its student athletes. The use of illegal drugs and / or controlled substances (including nicotine) by student athletes and students involved in extracurriculars that are not prescribed for medical conditions can be detrimental to the well-being and safety of those student athletes and others involved in athletics and extracurriculars.

- **First Offense:** At maximum, the student will be ineligible to participate for the remainder of that sport's season or the following season should they not be in season. The Athletic Director may shorten this athletic suspension (no shorter than 25% of the remaining season) based on the following mitigating factors:
  - 1. The student/parents agree to complete professional counseling outside of school.
  - 2. The student and his / her parents / guardians / legal custodian have agreed that the student undergo a drug and alcohol assessment

provided at a state approved alcohol and drug agency by a qualified alcoholism or drug counselor prior to participating in another sport (paid for by parents/guardians); and

- 3. The student and his / her parents / guardians / legal custodian agree to sign a release for the purpose of sharing the student's pertinent information between agencies.
  
- **Second Offense:** Removal from sports and other extracurriculars for their duration of time at MJHS

### Participation Rules

When there is a limited overlap of extracurricular activities as outlined below, a student participating in one activity will, upon their request, be given the opportunity to participate in tryouts for an additional activity. If selected by the coach/sponsor of the added activity, the student must return to the first activity for all remaining events, which includes practices as well as contests. The student may attend events associated with the additional activity when they do not conflict with the first activity, which will take priority at all times. Failure to remain with the first activity will cause the student to forfeit the privilege of continuing with the added activity. Upon making the selection of being involved in both activities, the student acknowledges they may forfeit some opportunities granted to the second activity, and in some instances, both activities.

Students can choose one activity per season, unless noted otherwise.

Summer	Fall	Winter	Spring
Softball Baseball Cross Country Boys' Soccer	Girls' Basketball Boys' Basketball Cheer Speech Chess*  Student may participate in both Speech/Cheer or Speech/Boys' Basketball	Boys' Basketball Wrestling Girls' Volleyball Cheer Drama Math & Science Club Math Club* Spelling Bee* Scholastic Bowl Bowling	Track Girls' Soccer  While students can participate in Bowling or Drama with track, there is a significant overlap.

\* Activities can be overlapped with another from the same season.

- A. Student athletes are subject to the District discipline policy at any time they are representing Minooka District #201.
- B. Players must be passing every subject on a weekly basis in order to be eligible to participate in athletics.
  - a. Week 1- practice but no play

- b. Week 2- no practice or play
  - c. Week 3- no practice or play, and must participate in interventions (homework club, detention, etc.)
  - d. Week 4 consecutively...removed from team
- C. Permission slips and medical forms for a sport with tryouts must be turned in before the team tryout. Permission slips and medical forms for a sport with no tryouts must be turned in by the date specified by the coach.
- D. All players are required to attend all practices and games at the times specified by the coach. A student's absence will be excused if they are competing in a non-athletic contest that conflicts with the practice time. A note from the student's non-athletic extracurricular sponsor must verify any absence for a non-athletic extracurricular contest. A note from the student's parent must verify any other absence. If the absence(s) is/are not verified, then it/they become unexcused absences. A note must be turned into the coach at the next practice or game.
- E. Absence from practice will/may affect playing time.
- F. Three detentions and/or a suspension during the season will result in the student being removed from the team for a minimum of one (1) contest. Further detentions and/or suspensions (as stated above), may result in the student being removed from the team for the remainder of the season.
- G. Proper practice attire must be worn during all practice sessions. In the beginning of the season, coaches will clarify proper attire for practice.
- H. Any player demonstrating disrespectful behavior anytime will be suspended for the next contest.
- I. Players are not allowed in the hallway during practices or contests without the permission of their coach.
- J. Proper behavior is expected in any locker room and elsewhere on school property. This includes the school bus.
- K. Rides should be at the school when practice/contest ends.

### **Student Athlete Concussions and Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

### **Bus Trips**

1. Choose a place to sit and remain there.
2. Disruptive behavior of any manner will not be tolerated.

Any athlete not riding the bus home from an away contest must have his or her parent(s)/guardian(s) sign them out on the "Bus Release" form signed by the parent driving the student home

- A. Athletes should be neatly attired when representing Minooka School District #201. VIOLATION OF ANY OF THE BUS TRIP RULES MAY RESULT IN THE STUDENT BEING SUSPENDED FROM THE NEXT CONTEST or other disciplinary consequences.
- B. Athletes must be in attendance more than half the school day to participate in that day's practice and/or contest..

## STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

Name of Student: \_\_\_\_\_

### **Student Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## CONSENT TO USE OF MATERIALS ON WEBSITE

The undersigned parent(s) or guardian(s) hereby consent to Minooka CCSD #201 District's (the "School") use, reproduction, display, and performance of any creative works made or authored by the below named student as part of his or her School activities (including, without limitation, pictures sketches, essays, short stories, and poems), together with the student's first name and last initial and his/her grade for identification purposes, for inclusion and display in the School's website. As a safety precaution, if a picture of a student or class is displayed on the School website, there will be no reference to student names, initials or other personal information relating to the student. We understand that the School has no control over who will access the School's web site and what, if anything, will be done with the materials by those who access the website. We also understand that, if at any time, we wish to revoke this consent, we may do so by giving the School written notice. Upon receipt of such revocation, the school will remove all of the student's materials from the School's web site, if any, as soon as reasonably possible under the circumstances. This consent also applies to pictures printed in various newspaper articles.

(Please check one)

- Yes, my child's work or photographs may be displayed on the school website or in a newspaper article.
  
- No, my child's work or photographs may not be displayed on the school website or in a newspaper article.

Name of Student: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date