

FOX RIVER GROVE

MIDDLE SCHOOL



“Educational Excellence is the Pathway to a Successful Future”

-- District 3 Mission Statement

PARENT/STUDENT HANDBOOK

2011 - 2012

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1.0 INTRODUCTION

Welcome to School District 3! Please read this handbook carefully so that you will be familiar with how our district operates. Each year, there are possible changes and updates.

The School District 3 Staff is dedicated to providing students with the best education possible. We take this responsibility seriously and depend upon student and parent support in helping us achieve this goal.

We are looking forward to a successful school year and would like to invite you to become actively involved in our schools' activities. You can contact the schools and the District Office at the following addresses and telephone numbers:

Fox River Grove Middle School

401 Orchard Street
Fox River Grove, IL 60021
847/516/5105 – phone
847/516/5104 – fax

MS

1st bell: 7:45 A.M.
School starts: 7:50 A.M.
School ends: 2:40 P.M.

Algonquin Road School

975 Algonquin Road
Fox River Grove, IL 60021
847/516/5101 – phone
847/516/9058 – fax

ARS

1st bell: 8:20 A.M.
School starts: 8:30 A.M.
School ends: 3:10 P.M.

School District 3

403 Orchard Street
Fox River Grove, IL 60021
847/516/5100 – phone
847/516/9169 – fax

District 3 Web Site – www.dist3.org

We hope you will find this handbook helpful. If you have any questions feel free to contact us at any of the above numbers.

2.0 REGISTRATION INFORMATION

2.1 Registration Process and Fees

Parents who wish to enroll their children must have an official birth certificate. The medical and dental forms may also be obtained at that time. The registration fee for grades 5 - 7 is \$130.00; and for 8th grade is \$165.00. This \$165.00 fee includes a graduation fee (caps, gowns and diploma covers). Lunch prices are \$2.50 and \$.50 for milk.

It is important that the school office have accurate emergency information for each child on the student's registration card. When completing this card, please make sure that you designate someone as a contact in case an emergency arises and we cannot reach you. It is best if the emergency contact is someone who lives in the area.

2.2 Waiver of Student Fees

The Superintendent will recommend to the Board any fees that will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. **Students will pay for loss of or damage to school books or other school-owned materials.**

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges.

Students whose parents are unable to afford student textbook fees may receive a waiver of fees. However, these students are not exempt from charges for lost and damaged books.

Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) on an application form available from each building.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).

Additional consideration will be given by the Superintendent when emergency situations are present.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student.

The Superintendent will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Superintendent's denial of a fee waiver request may be appealed to the Board of Education by submitting the appeal in writing to the President of the School Board within 14 days of the denial. The Board President or designee shall respond within 14 days of receipt of the appeal. The decision of the Board is final and binding. Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

2.3 Physical Examinations

All students are required to have a complete physical examination immediately prior to entrance into kindergarten and into sixth grade. The same requirement shall apply to any student (regardless of grade) transferring to Fox River Grove Public Schools from another state. Each student shall show proof of immunization against communicable diseases as required by the Illinois Department of Public Health. Physical exam forms are due by October 15 or the student will be excluded from school.

Students who wish to try out for interscholastic sports need to have an up-to-date sports physical on file in their school health folder. Sports physicals remain valid for one calendar year. Physicals must remain valid during entire activity.

2.4 Dental Examinations

All children in kindergarten, second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health. School dental examinations must be completed within 18 months of the May 15th guideline.

If a child in second or sixth grade fails to present proof by May 15th, the school may hold the child's report card until:

- Child presents proof of dental examination form OR
- Child presents a dental examination waiver form OR
 1. Child is enrolled in the free and reduced lunch program and is not covered by private or public dental insurance (Medicaid/KidCare).
 2. Child is enrolled in the free and reduced lunch program and is ineligible for public insurance.
 3. Child is enrolled in Medicaid/KidCare, but we are unable to find a dentist or dental clinic in our community that is able to see my child and will accept Medicaid/KidCare.
 4. Child does not have any type of dental insurance, and there are no low-cost dental clinics in our community that will see my child.
- Child presents an exemption based on religious grounds (follow ISBE Administrative Rules) OR
- Child presents proof that dental examination will take place within 60 days after May 15th.

2.5 Eye Examination

All children enrolling in kindergarten after January 1, 2008, and any children enrolling for the first time in a public, private, or parochial school after January 1, 2008, must have an eye examination and present proof of the eye examination to the school before October 15th of the school year. If not, the school may hold the child's report card, but may not deny school attendance to the child. The eye examinations shall at a minimum include history, visual acuity, subjective refraction, internal and external examination, and a glaucoma evaluation. Please provide a copy of Proof of Eye Exam, or report new eye glasses prescription to the school nurse.

The Department of Public Health will establish, by rule, waivers for children who show an undue burden or lack of access to a licensed physician or optometrist. Religious objectors also are exempt from the eye examination in accordance with other health examination religious objections in subsection 8 of Section 27-8.1. Please contact our District Nurse or the District Office with any financial concerns relating to obtaining physicals, dental, or vision services for your child.

2.6 Student Accident Insurance

School District 3 has added student accident and catastrophic coverage for all district students to the base school district liability coverage for the current school term at no cost to the student or family. The student accident program is being offered through Sentry Life Insurance Company and Zevitz, Redfield and Associates, Inc.

The program provides school time coverage for injuries and accidents on school property or at any school sponsored event. This program is a secondary coverage program. It will pay first dollar benefits to a maximum of \$25,000 for injuries not covered due to a family health plan deductible or in absence of insurance coverage.

A complete description of coverage will be provided each family at the beginning of the school year. This information will include a summary of coverage, option rates for 24-hour coverage and a toll free number for claim purposes. Please contact the District 3 Office at 847/516-5100 for more information.

2.7 New Student Enrolling or Transferring Into District 3

1. District 3 does not allow refusal to admit or enroll a student because of failure to present his/her student permanent or temporary record from a school attended previously.
2. District 3 will forward, within 10 days of the receipt of request, an unofficial record of the student's grades to the school to which he/she is transferring. Each school shall forward written information relative to the grade levels, mathematics and language arts placement levels, health records and a most current set of standardized test results. The district, within 10 days after the student has paid all of his or her outstanding fines and fees, forwards an official transcript of the scholastic records of each student transferring.
3. The district provides a "Student Transfer Form" (ISBE 33-78) to any Illinois public school student who is moving from a school district located in this State to verify whether or not the student is "in good standing" and their medical records are up-to-date and complete.
4. If you are homeless and don't have a permanent address, you have a right to enroll your child immediately even without school and medical records as well as lack of legal guardianship documents. Scheduling issues may not slow down the registration process. Tuition will not be charged for homeless students and residency document requirements will not delay enrollment. For help, call our District Homeless Education Liaison, our social worker, at (847) 462-2416 or (847) 462-2373.

2.8 Supply Lists

The teachers at each grade level have made the following supply lists available. These lists are subject to change from year to year. Changes in the list will be given to the student during the first week of school. Supply packages are available through PTO in spring of each year.

PLEASE LABEL EVERYTHING WITH A PERMANENT MARKER. Students are expected to take all bold items to every core academic class EVERYDAY.

5th Grade Supplies

- | | |
|-----------------------------------|--------------------------------------|
| 2 – large pink eraser | 6 – spiral notebooks |
| 2 – dozen #2 wooden pencils | 6 – two pocket folders |
| 1 – 9" x 12" sketchbook | 1 – binder/trapper |
| 1 – zippered pencil pouch, 3-hole | 2 – glue sticks |
| 1 – box gallon-size Ziploc bags | 2 – highlighters, chisel tip, yellow |

5th Grade Supplies (Continued)

2 – pkg. wide-ruled filler paper (200 count)
1 – 12” plastic ruler (inches and metric)
2 – large box tissues
1 – composition book, marble, 100-sheet
1 – double-barrel pencil & crayon sharpener
1 – Crayola 10-Classic Broadline Markers

1 – box 8 count 7” colored pencils
1 – pair 7” Fiskars scissors
1 – box markers, classic colors, fine tip, 8/set
1 – set, dividers, 3-ring, 5-tab
1 – Expo 4-pack dry erasers
1 – “Wet Ones” wipes

6th Grade Supplies

1 – glue stick
2 – large box tissues
1 – box 12 count 7” colored pencils
1 – composition booklet
1 – packs index cards, 3”x5”, ruled, 100/pk, white
2 – pkgs. Wide-ruled filler paper (200 count)
6 – red pens, medium point
6 – two pocket folders

1 – box markers, classic colors, fine tip, 8/set
1 – 9” x 12” sketchbook
1 – 6” protractor, plastic, transparent 180°
1 – binder, 3 ring, vinyl, 1”
6 – spiral notebooks
2 – dozen #2 wooden pencils
8 – pens, erasable, black
1 – 12” plastic ruler (inches and metric)

7th Grade Supplies

2 – large box tissues
1 – binder, 3 ring, vinyl, 1 ½”
3 – pkg. wide-ruled filler paper (200 count)
1 pack – red pens, medium point
6 – two pocket folders
***1 – 4” protractor, plastic, transparent 180°**
***protractor is not included in the PTO schoolkidz order**

1 – 9” x 12” sketchbook
2 – packs index cards, 3”x5”, ruled, 100/pk, white
2 – dozen #2 wooden pencils
20 – pens, black, non-erasable
1 – 12” plastic ruler (inches and metric)
1 – highlighter, chisel tip, yellow
6 – spiral notebooks

8th Grade Supplies

2 – large box tissues
1 – box 12 count 7” colored pencils
6 – spiral notebooks
2 – dozen #2 wooden pencils
20 – pens, black, non-erasable
1 – 12” plastic ruler (inches and metric)
1 – binder, 3-ring, vinyl, 1”
***1 – 4” protractor, plastic, transparent 180°**
***protractor is not included in the PTO schoolkidz order**

1 – 9” x 12” sketchbook
2 – packs index cards, 3”x5”, ruled, 100/pk, white
3 – pkgs. Wide-ruled filler paper (200 count)
1 – pack – red pens, medium point
6 – two pocket folders
2 – highlighter, chisel tip, yellow
1 -Spanish/English Dictionary
(not included in PTO schoolkidz kit)

- **5th – 8th graders need a gym uniform and gym shoes to be left at school. A combination lock will be needed for the gym locker. Skater shoes (e.g. DC, Vans, etc.) pose a safety issue and are strongly discouraged.**
- Assignment notebooks will be provided. If it is necessary to replace a lost or damaged notebook at the middle school, a fee of \$4.00 will be assessed.
- Backpacks are to remain in each student’s locker during the school day. Exceptions are made when required on an IEP, a 504 plan or if a student is using crutches. Students are not allowed to carry an over-sized purse (book bag) from class to class that blurs the line between the needs of a purse and carrying a backpack

2.9 School District 3

2011-2012

Calendar of Events

August	22-23 24	Mon-Tues Wed	NO SCHOOL – Teacher Institute Days First day of school – Early Dismissal, MS 11:20,ARS 11:50
September	5 8 20 30	Mon Thurs Tues Fri	NO SCHOOL – Labor Day Early Release – MS 1:50, ARS 2:20 Early Release – MS 1:50, ARS 2:20 1 st Quarter Midterm Reports Home
October	10 19 27	Mon Wed Thurs	NO SCHOOL - Columbus Day Early Release – MS 1:50, ARS 2:20 End of 1 st Quarter
November	1 3 21-22 23-25	Tues Thursday Mon & Tue Wed-Fri	NO SCHOOL - Teacher Institute Day 1 st Quarter Report Cards Home NO SCHOOL – Parent/Teacher Conferences NO SCHOOL – Thanksgiving Break
December	5 16	Mon Fri	2 nd Quarter Midterm Reports Home Last Day of School Before Holiday Break
January	2 10 16 19 26	Mon Tues Mon Thurs Thurs	School Resumes Following Holiday Break Early Release – MS 1:50, ARS 2:20 NO SCHOOL – M.L. King’s Birthday End of 2 nd Quarter/1 st Semester Report Cards Home
February	2 20 28	Thurs Mon Tuesday	Early Release – MS 1:50, ARS 2:20 NO SCHOOL – President’s Day 3 rd Quarter Midterm Reports Home
March	5 14 23 26-30	Mon Wed Fri Mon – Fri	NO SCHOOL – Casmir Pulaski’s Birthday Early Release – MS 1:50, ARS 2:20 End of 3 rd Quarter NO SCHOOL – Spring Break
April	2 5 6 9 13	Mon Thurs Fri Mon Fri	School Resumes Following Spring Break Report Cards Home NO SCHOOL NO SCHOOL Early Dismissal, MS 11:20, ARS 11:50 – P/T Conferences
May	3 9 11 28	Thurs Wed Fri Mon	Early Release – MS 1:50, ARS 2:20 4 th Quarter Midterm Reports Home Early Dismissal, MS 11:20, ARS 11:50 NO SCHOOL – Memorial Day
June	4 11	Mon Mon	Last Day of School If No Emergency Days Used Last Day of School If 5 or More Emergency Days Used

		<u>Attendance Days</u>	<u>Inservice/Conf Days</u>	<u>Total Days</u>
1st Quarter	8/24– 10/27	44	2	46
Mid-term	9/23			
2 nd Quarter	10/28– 1/19	43	3	46
Mid-term	12/5			
3 rd Quarter	1/20 – 3/23	44	0	44
Mid-term	2/21			
4 th Quarter	4/2 – 6/11	48*	1	49*
Mid-term	5/2			
	Totals	179	6	185

*Any unused emergency days will be deducted from the end of the school year.

Superintendent	Tim Mahaffy
Principal (MS)	Eric Runck
Principal (ARS)	Karen Machroli
Kindergarten	Beth Diller, Lora LeGrand
First Grade	Kathleen Cooker, Paulette Nichols, Kathy Wagner
Second Grade	Rick Knapp, Marge Tietz, Susan Dilsaver
Third Grade	Beth Achey, Pat Beebe, Barb Savage
Fourth Grade	Donna Stick, Kathy Gira, Amy Weicheck
Fifth Grade	Jane Szybowicz, Jennie Bebber, TBA
Art (K-4)	Mary Ellen Bebber
Art (5-8)	Matt Benrus
General Music (K-2,5),Chorus (5-8), and Drama (7)	Katrina O'Reilly-Greene
General Music (3-4) & Band (5-8)	Jo Ann Limpus
ARS Physical Education	Susan Pettigrew
MS Physical Education	Don Lewan
MS English/Literature (6), English (7)	Alisa Bruns
MS English & Literature (7, 8)	Larry Merkel
MS English/Literature/Foreign Language (8)	Amy Piecuch
MS Math (6,7) & Computers (6,7,8)	Shirley Slater
MS Math (6), PowerMath (5), English (6)	Stephanie Barham
MS Math (7, 8)	Debbie Wagner
MS Health (6), Science (6, 7)	Mary Beth Miller
MS Science (7, 8)	Jackie O'Mara
MS Literature (6) & Social Studies (6, 7)	Greg King
MS Social Studies (7, 8)	John Danley
Special Education (ARS)	Shaina Bowden, Kim Scherzer
Special Education (MS)	Cindy Shaw, Norene Carr
ECE Teacher	Lauren Brancato
Teacher Aides (ARS)	Dianne Suchy, April Schiestel, Lauryl Barnett, Eva Ippolito, Kim Solimini, Beth Lombardino, Sue Roche, Alyson Phillips, Linda Cassidy
Teacher Aides (MS)	Evelyn Blau, Susan Hoffman, Cindy Perkins, Jana Still, Renee Baniqued
Reading Specialist	Debra Yester
Reading Center Teacher	Gina Martucci
Network Specialist	Brian Sawyer
Speech & Language Pathologist	Karen Russon
Psychologist (ARS)	Eric Roven
Psychologist (MS)	Judy Claxton
Social Worker	Kim Neilson
Occupational Therapist	Laurie Whitlock
Librarian/Technology Support	Laura Richards
Library Aide	Penny Cole
Administrative Assistant	Lois Bowman
District Bookkeeper	Sarah Ireland
District Nurse	Laura Chamerlik
ARS Secretary	Terrie Smialek
MS Administrative Assistant	Denise Rose
Facilities Director	Rick Miller
Director of Food Service	Jerry Cappellania
Bus Drivers	Deb Fruhauff, Jack Winterton, Marge Stefani
District Custodians	Linda Barham, Sue Winterton, Leticia Garcia, Vickie Walton, Jerry Cappellania, Kelly Ford, Daniel Zbacnik, Sal Errera
Lunch Time Personnel	Kelly Ford, Janet Mollet, Jack Tekampe, Dawn Ives, Sue Kreher, Ginny Tousey

3.0 HEALTH AND EMERGENCY INFORMATION

3.1 Communicable Diseases

A student suspected of having a communicable disease, or living with persons thus affected, shall not be permitted to attend school unless attendance is specifically approved by a doctor. The parent or guardian should notify the school office when these types of diseases are discovered (i.e. strep throat, flu, pink eye, chicken pox, Fifth Disease, etc).

3.2 Pediculosis

Head lice is an ongoing problem throughout the United States. Although not a serious medical situation, it can cause an interruption in students' education; therefore, the school requires the following:

1. Parent/Guardian will be contacted if their child is suspected of having a lice infestation.
2. Siblings and close contacts will also be inspected.
3. Any child found to have adult lice or eggs in their hair will be excused from school for immediate treatment.
4. Parent/Guardian will receive guidelines and information about the elimination of lice and eggs from the nurse.
5. On return to school, the nurse will inspect the child's hair for lice/eggs and upon re-examination, if nits are present, the student will be sent home to have them removed.

3.3 Guidelines for Returning to School

Please be advised that if your child has any of the symptoms listed below he/she should not attend school for at least one full school day after the symptoms have resolved:

1. Fever
2. Rash
3. Sore throat with fever
4. Persistent cough
5. Nausea and vomiting
6. Diarrhea
7. Pink Eye
8. Fifth Disease

If your child has recently been ill, please be aware of the following guidelines before having your child return to school:

1. If your child has a fever is vomiting or has diarrhea, he/she must remain home an entire day after symptoms have resolved.
2. If your child is taking an antibiotic for Strep, Pneumonia, or Pink Eye, he/she must remain home for an entire day after starting the prescribed medication.
3. If your child has Chicken Pox, he/she should remain home for at least 5 days after the appearance of the rash, or until all blisters have scabbed.

If your child contracts a contagious condition, please notify the school nurse so that we can complete mandated reports to the Health Department.

The single most important thing you can do to keep your child free of illness is to teach proper hand washing skills and cough/sneeze etiquette. In addition, make sure your child gets plenty of rest, eats a nutritious breakfast, and dresses appropriately for the weather. Please refer to our website (www.dist3.org) for more information, under Health Services.

3.4 Administering Medicines to Students

Every attempt should be made to schedule medication administration outside of school hours. However, if under exceptional circumstances, a child is required to take prescribed oral medication during school hours, the nurse, the principal, or a designee appointed by the principal will administer the medication in compliance with the following regulations:

Prescription Medication:

In order to have prescription medication administered to a student at school, the following requirements must be met:

1. The original prescription bottle must be brought to school by the parent/guardian (children should NOT bring medication to school).
2. The prescription bottle, including all inhalers, must be labeled with the child's name, the name of the medication, the dosage, and the time of administration.
3. To carry his/her own inhaler, we must have a Medication Authorization on file, with the doctor's signature, approving your child to do so.
4. The Request for the Administration of Medication During School form must be completed and signed by both the physician and the parent/guardian. This form is available in either office or at the district website (www.dist3.org). Completed forms may be faxed to (847) 516-5104.

Non-Prescription Medication:

In order for students to have non-prescription medication (including cough drops, Tylenol or other common over-the-counter remedies) administered at school, the following requirements must be met:

1. The medication must be brought to school by the parent/guardian. (Children should NOT bring medication to school).
2. The Request for the *Administration of Medication During School* form must be completed and signed by the parent/guardian.
3. The medication bottle or package must contain the child's name, the name of the medication, the dosage, and the time of the administration.
4. The time period for the dispensation of non-prescription medication **must not exceed three consecutive school days**.
5. If medication needs to be dispensed for more than three consecutive school days, or needs to be available on an "as needs basis" throughout the school year, the Request for the Administration of Medication During School form needs to be completed and signed by both the physician and the parent/guardian. Once again, the parent (not the child) must bring the medication to school.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at school-related functions, other than as provided for in this policy and its implementing procedures.

A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian have completed and signed the Request for the Administration of Medication During School form. The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parents/guardians 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 medication or the storage of the medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including calling 911 and or administering medication.

3.5 Vision Screening

Each fall, District 3 students in pre-kindergarten, kindergarten, second grade and eighth grade undergo a vision screening, as mandated by the Illinois Department of Public Health. Special education students are screened every year, just prior to their annual reviews. The purpose of the screening is to discern whether or not parents need to be alerted to the possibility that their child may have a vision problem that requires a complete evaluation by an eye doctor. Students may be exempted from the screening if parents submit a completed and signed report from an eye doctor indicating that an examination has been conducted within the previous 12 months.

3.6 Toxic Substances

School District 3 prohibits the purchase of art or craft materials that contain toxic substances in prekindergarten through fifth grade.

3.7 Closing of School

Sometimes during the year conditions may require the closing of school. When such conditions occur, we have instituted an automated phone service which alerts parents of an emergency closing. Announcements are also made over the following radio stations: WLS 94.7 FM, Star 105.5 FM, WGN 720 AM, WLS 890 AM. This information is also available on the District 3 website (www.dist3.org) and school message board (847) 516-5105. If no announcement of an emergency closing is made, **SCHOOL WILL BE IN SESSION.**

3.8 Fire and Disaster Plan

School District 3 has a fire and disaster plan for the guidance of district staff to take necessary action to ensure the safety of students in an emergency situation. The plan directs teachers and pupils to proceed in the following manner:

- Leave the building in a prompt, orderly manner in case of fire or other emergency.
- Take refuge in designated areas of the building in case of severe weather or other emergency.

Every effort is made to prevent injury to students. Safety education is a part of every child's program. However, accidents do occur, and emergency first aid will be administered unless we are specifically

instructed otherwise. The parent or guardian will be notified of any accidents or injuries. If needed, emergency calls will be made to the Fox River Grove Fire Protection District to request the assistance of paramedics.

4.0 TRANSPORTATION

4.1 Bus Transportation

Bus transportation will be provided for those students living at least one-and-one-half miles from school. Students who live in a designated hazardous area will also be transported by school bus.

Bus routes are established to keep walking distance to the bus stops short. Students should determine which stop they will use at the beginning of the year and continue to use that stop throughout the remainder of the year. Bus riders should be at their stops at least ten (10) minutes before the scheduled pick-up. Any variation of stops should be requested through a written note from the parent and approved by the office.

Please refer to Appendix A for transportation guidelines as well as Bicycle, Scooter, Roller Blade/Wheeled Shoes and Skateboard Safety and Guidelines

5.0 GUIDELINES FOR STUDENTS

5.1 Arrival at School

Children should not be at school more than five minutes before the first bell in the morning. The school provides for supervision of students five minutes prior to the first bell.

5.2 Dress Code

In order to maintain the safety and well being of the students of this district, to prevent the development and activities of gangs and cults within the schools, and to ensure a safe, effective educational environment in our schools, the following Dress Code Rules and Procedures are hereby adopted.

It is hereby forbidden for students to wear a) any apparel, including jewelry, which displays vulgar, offensive or profane words, symbols or sayings; b) clothing, jewelry, emblems, badges, symbols, signs, or any other things which denote affiliation or membership, either knowingly or unknowingly, with any gang or cult.

Clothing shall be of an appropriate length at all times. All clothing must reach a minimum of the tips of the fingers when a student is standing straight with his/her arms extended at their sides. This is a quick check for the length of all shorts, skirts or skorts. Undergarments shall not be purposefully visible (example: boxers, bras, etc.). Flip flops, and open-toed shoes are highly discouraged when participating in physical activities.

Torsos and backs must be fully covered and shoulder straps must be a minimum of two inches wide. Shoes must be worn at all times. No hats or head coverings shall be worn within the school building and offensively dyed or sculpted hair is forbidden.

No coats shall be worn within the school building. A coat is any item determined to be outerwear.

Also forbidden are items of clothing and makeup, which the principal deems inappropriate.

The enforcement of the Dress Code shall be as follows: a) a parent will be called to bring a change of clothing, or if that is not possible, the principal will determine under what conditions the student will remain in school; b) repeated offenses will require a parent conference and could lead to suspension.

The district and its employees are not responsible for articles of student apparel or personal belongings that are lost, stolen, damaged or otherwise not in the possession of the student.

5.3 Jewelry

Earrings and other jewelry should not be worn at times when, due to the nature of the activity, there is an opportunity for injury. Parents are responsible for proper hygiene and care of their child's ears (skin) when they are pierced. Proper protection will be required for newly pierced ears (skin) during the time when the earrings should not be removed. **Note: During athletic sports seasons, in accordance with IESA rules and regulations, all piercings must be removed for play/participation. No exceptions are made for new piercings.**

The School District is not responsible for earrings or other jewelry that is lost, stolen or damaged while on school property.

5.4 Use of Telephone

Office phones can only be used in emergency situations. Classroom phones can only be used with permission and under direct supervision of a staff member. Students may have cell phones at school. They are to be turned off and out of sight from 7:45 am until 2:40 pm. Cell phones out during the school day will result in:

- **1st offense:** Confiscation of cell phone until the end of the school day. Student may pick up the phone from the Office after school.
- **2nd offense:** One after school detention and a parent must pick up the phone.
- **3rd or more offense:** One day of ISS for each occurrence.

Ringing cell phones will be removed from lockers and may be picked up in the office at the end of the school day.

Note: Because of the sophisticated nature of cell phones, any student with a cell phone turned on and/or visible during a test or quiz will be considered cheating and the student will receive a zero on the test or quiz.

Middle school staff members are not responsible for the condition of the phone when it is confiscated or when it is returned to the student.

5.5 Use of Electronic Listening Devices

The use of Electronic Listening/Entertainment Devices: (iPods, MP3s, Cassette Players, Gameboys, PDAs, iPhones, etc) is only allowed in the multipurpose room and hallways before or after school or in classrooms for educational purposes at the teacher's discretion. Electronic listening devices used inappropriately must be surrendered upon request to faculty or staff.

- **1st offense:** Confiscation of electronic device until the end of the school day. Student may pick up the electronic device from the office after school.
- **2nd offense:** One after school detention and a parent must pick up the electronic device.
- **3rd or more offense:** One day of ISS for each occurrence.

Note: Middle school staff members are not responsible for the condition of the electronic device when it is confiscated or when it is returned to the student.

5.6 Locks and Lockers

A student's locker is the property of the school and must be used for the purpose intended – as a storage area for books, school supplies, and outdoor garments. It is not to be used to display or store pornographic or obscene materials. Tape is not to be used on the inside or outside of the locker at anytime. Instead, magnets or sticky tack should be used. All materials must fit into the locker in such a way that the door can open and close easily.

Lockers are the property of the school. School officials may search the locker with or without the student's knowledge or consent. Law enforcement officials who wish to search lockers should possess valid search warrants.

Physical Education: *All students must keep their personal items (clothing, etc...) in a locker during PE class.* Students are strongly encouraged to purchase a combination lock for their PE locker and to keep all items in locker and locked up at all times. He/she is *solely responsible* for his/her personal belongings that are stored in the locker room.

5.7 Absences and Excuses

The habit of regular and faithful attendance is necessary for successful school life. Students should be absent only in cases of illness or emergency.

When a student is marked absent, his or her home will be contacted within the first two hours after school starts unless the office has already been notified by a parent or guardian. **PLEASE CALL THE OFFICE.** The Middle School office opens at 7:10 A.M. Calls before that time will be recorded on an answering machine. Parents are encouraged to call as soon after that as they can. Please see 5.8 for homework request procedures.

If for any reason a student must leave school for medical appointment or personal family reason, a note from the parent or guardian is requested so that the absence may be noted on the daily attendance. Students must be picked up in the office – **not at the classroom**. A signature is required by a parent or alternate when picking up a student.

Absences for reasons other than illness should be prearranged with the school through a written note or a telephone call. We strongly suggest that these types of absences be kept to a minimum to prevent disruption of the student's educational program. Whenever possible, medical and dental appointments should be scheduled outside of school hours.

Students must be in attendance for a minimum of four full academic periods (not including lunch or study hall) on the day of a game/activity in order to attend or participate in the after school/evening event. Exceptions are made due to a funeral of a family member.

*if a child leaves school early due to an illness (regardless of academic periods attended) the student will not be able to attend or participate in the after school/evening event.

District 3 strongly discourages parents from removing their children from school to take vacations. If parents do elect to do this, however, a written note should be sent to the office at least three school days in advance of the trip. **Teachers will not be required to furnish any student with work ahead of time.** Instead, a homework make-up schedule will be given to the child as soon as possible after his/her return to school.

If a student is to be excused from physical education, the parent or guardian should state in a note to the teacher the date, the reason for the excuse, and the length of time the student should be excused. **If the student is to be excused from physical activities for longer than two days, a doctor's excuse is required. Students excused from participation in physical education will not be allowed to participate in extra-curricular sports activities nor recreation time on those days.**

If greater than 15% of days are missed, all subsequent absences will need to be excused by the school nurse, or by a medical doctor's release, which specifies the dates, and reasons for the absence. School Administration is required to report absences totaling greater than 20% of days to the Regional Office of Education.

5.8 Make-up Work Due to Absences

Students that are absent for any reason have one day to make-up their work for each day they were not in attendance upon returning to school. Late work penalties will occur after the appropriate number of make-up days per grade level guidelines.

5.9 Homework Requests Due to Absences

Homework requests will only be accepted if the student is absent for more than two full days of school. Parents may access Homework Hotline (Access individual teacher's phone extensions; see Appendix F) from 3:30 p.m. to 7:00 a.m. to check on the day's assignments. Otherwise, the student should ask for the assignments when they return to school.

5.10 Tardiness to School

At the middle school, tardiness to school is any student arriving late anytime during the first or second period. * For every third tardy, excused or unexcused, in a quarter, a detention will be issued. The only exceptions are those who are late because of a doctor/dentist appointment. These tardies will remain unexcused until we receive a note from the doctor/dentist's office verifying the appointment.

*Any student arriving to school past 8:15 without parent knowledge (sleeping in after parent goes to work, etc...) will be considered cutting class and will receive 30 minute detention for cutting 1st period as well as an additional 30 minute for each subsequent period or portion of that is missed due to their extreme tardiness.

5.11 Truancy

The Superintendent or designee will determine if a student is a truant, chronic or habitual truant, or truant minor. If truancy continues after supportive services have been offered, the Superintendent or designee may request the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the appropriate Regional Office of McHenry County. No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless the following supportive services have been provided to the student:

- a. Phone call or interview with parent.
- b. Home visit by principal and social worker.
- c. Contact and work with the ROE truant officer.

5.12 Lunch Period Procedures

Fox River Grove Middle School has a closed campus. Therefore, once students arrive at school, they may not leave without permission from the building principal or his/her designee. Students may be allowed to walk home for lunch if they have a signed note on file in the school office. To go anywhere else for lunch, students must have a note from a parent and must be picked up by a parent.

Student lunches will be purchased using Mealtime, a debit card swipe system. Parents send money to the school to replenish the student's account when it gets low. Low balance slips will go home weekly with each student. Parents can call our cafeteria to request a print out of their child's purchases at anytime. Milk = \$.45 and lunches are \$2.40.

School is a place in which proper procedure and acceptable behavior should be fostered and modeled. The lunchroom is no exception. Students should not be tardy to lunch and must have a note from a staff member to leave.

In order to have a more enjoyable lunch period, a few simple procedures are to be followed:

1. Good manners are in order in the lunchroom. Any activity should be carried on with respect for others.
2. Students should speak quietly and refrain from any inappropriate behavior in the lunchroom.
3. Running is not permitted in the lunchroom.

4. Students should get their milk and lunches at the appropriate time. Students are expected to consume their **own** lunch (whether purchased or brought from home. Students should not be asking for or be expected to get any food/drink from other students).
5. Students are not permitted to bring high content caffeine drinks on school property. These drinks include, but are not limited to, coffee and the “energy drinks”.
6. The lunchroom should be kept neat and clean. Tables should be cleared, and papers should be placed in the waste containers provided. One person will be assigned daily to make sure the table is clean.
7. **ALL FOOD AND DRINK IS TO REMAIN IN THE LUNCHROOM** unless prior arrangements have been made with a staff member.
8. Five minutes prior to the end of lunch, no additional items may be purchased.
9. Students should be quiet and come to order when the dismissal bell rings or when directed to do so by the lunchroom supervisor.
10. Students should enter and leave the lunchroom only through the doors designated by the lunchroom supervisor.
11. Students may not return to their lockers or classrooms until the end of the period.

Any student needing to leave the lunchroom during the lunch period to see another staff member must have a written pass from the supervising staff member. This pass must be acquired **prior** to the lunch period.

- a. 5th and 6th graders will have the opportunity to go to the gymnasium at a designated time during their lunch period. All school behavior expectations must be followed when students are in route to and from their lunchtime recreation period in the main gymnasium. Students are expected to follow all predetermined school behavior expectations during recess, including the following:
 1. Students are to be on time to recess. Tardies will be issued for any student not in the gym at the bell
 2. Any balls or toys from home must be approved by the recess supervisor(s)
 3. Games or sports that result in or depend upon physical contact are forbidden
- b. 7th & 8th graders will have a 20 minute study hall/SSR (sustained silent reading) period opposite their lunch. Classroom expectations apply during this period, including the following:
 1. Students are expected to be on time to SH/SSR. Tardies will be issued for those students not in the classroom at the bell

2. Students are to come to SH/SSR with a reading book or other homework. Chronic unpreparedness is subject to disciplinary action by the SH/SSR supervisor
3. Work in SH/SSR is to be conducted silently. Failure to follow this rule is subject to disciplinary procedures by the supervisor

*Students need to go directly to and from the cafeteria without making a stop (including the washroom or locker) without supervisor's permission during the transition time in their lunch period.

5.13 Academic Expectations

Students are expected to come to class with materials, supplies and completed homework. Assignments are expected to be completed on time. If a teacher accepts late assignments, there may be a reduction in grade. (Make-up work due to absences: refer to 5.8)

Students may be required to complete unfinished work after school once the parent or guardian has been contacted. Parents will then be responsible for arranging transportation home from school.

Any students receiving an Incomplete on the report card must satisfy all assignments prescribed by the teacher for a letter grade to be issued. (The maximum additional time allotted would be 15 school days).

Students engaging in academic dishonesty, such as intentionally giving or receiving answers including tests, daily work, and homework or plagiarizing*, will receive a ZERO on that assignment(s). A detention may be issued.

*Plagiarism is defined as using someone else's thoughts, ideas, or words as though they are your own. Student papers, work and projects are expected to be original and contain the students' own work. Any direct quotation or paraphrasing must be given proper credit. This includes material from computer websites. If a student is unsure about plagiarism within their work, they can discuss it with their teacher **before** turning in their assignment. Plagiarism is dishonest and will not be accepted. Each situation will be handled on an individual basis.

Students who display academic dishonesty on **Accelerated Reader** will receive only 80% of that quarter's earned AR points. These AR tests will be blocked (zero points awarded) for the remaining middle school years.

Academic dishonesty includes, but is not limited to:

- sharing and/or accepting answers
- taking test/doing projects on books the student has not read or did not read during that grading period
- taking tests without a literature teacher's permission.

In addition, if the student is caught being dishonest **twice within a grading period**, the student will receive a zero in Accelerated Reader for that grading period.

5.14 Use of District 3 Internet

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow the terms of the Acceptable Use Policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action. This includes, but is not limited to, vandalism of equipment, unauthorized access or unacceptable use of the Internet, breaching security, or other technologies. Yearly Internet Safety Lessons will be taught to students in Grades 3 – 8. For the complete Acceptable Use Policy, please see our website at the following address: <http://www.dist3.org/district/tech/tech.html>

5.15 Homework Policy

Homework is assigned to students to check for understanding in academic areas. When homework is assigned by the classroom teacher, the assignment is expected to be completed and turned in on time. No late homework will be accepted for full credit unless other arrangements have been made with the teachers. Fifteen minutes of homework per class per day is assigned on an average over the week.

Teachers may require students to remain after school to finish incomplete assignments. Parents will be informed in advance if their child is required to stay after school for this purpose. Parents are then responsible for arranging transportation home from school.

Students and parents may access the daily assignments by calling the **Homework Hotline** by dialing their teacher's direct number after 3:30 or on the weekends. For further hotline information refer to Appendix F.

5.16 Student Written Work Guidelines

The quality of students' communication skills should be maintained at the highest level by having a common set of standards for written work both at school and at home. In an effort to improve these skills, we would like to propose the following guidelines.

1. Heading: The heading shall consist only of the student's name. The headings in grades three through eight shall be in the top right hand corner and shall be as follows:

Student's Name

Date

Subject (and if appropriate, page number)

In grades three through eight, the title of the page or assignment shall be centered on the top line of the page when the teacher finds it appropriate.

2. Teachers may require assignments to be written in cursive. Students identified as having special needs with cursive will receive help on an individual basis.
3. Assignments shall be completed on white, ruled notebook paper in grades three through eight.
4. Students are expected to spell correctly, use proper grammar, and display neat penmanship on written assignments.
5. Parents and teachers must work together to maintain these standards. Parental assistance in using these standards regarding homework is of great importance.

5.17 Curriculum

A curriculum guide has been developed for each core academic subject and most non-core subjects. As guides are developed or revised by district curriculum committees, a curriculum map is added and the content of each guide is aligned with the Illinois State Standards. Copies of the curriculum guides are available in each building. Each is also available on the District 3 website at www.dist3.org.

5.18 Pre-Algebra Placement Guidelines

At the end of sixth grade, all students will be reviewed to see if they qualify for advanced mathematics placement (pre-algebra) for their seventh grade year. Successful completion of the pre-algebra course will allow them to continue into Algebra as an eighth grader. The following criterion is used to make placement determination:

1. Final Exam (three parts - final %)
2. Overall Math Grade (%)
3. MAP Scores
4. Classroom Effort (homework, study habits, shows work, has prerequisite skills and good attendance).

The top 40 students, plus ties, in overall math grade, will be reviewed. Students within five points either way of the cut-off score (25th student's score) may be added or removed based upon teacher recommendation.

5.19 Textbooks

Each student has the responsibility of keeping his/her textbooks as neat and as free of writing as possible. If the binding of the book is ruined at the end of the year, the student will be assessed a fee. If unnecessary writing or ripped pages are found at the end of the year, the student will pay a fee. If the book is lost by the student, he or she must pay the full cost of the book.

5.20 Complaint/Grievance Procedure

We attempt to treat all students and parents fairly, equally, and in a consistent manner. If anyone has a complaint, that person should **FIRST** approach the party with whom he/she has the problem. If the complaint cannot be resolved, the student and/or parent should ask the building principal to explain the process which should be followed to resolve the situation.

5.21 Physical Education

Medicals: A note from the parent will excuse the student for no longer than two days of physical education class. After that, a note from a physician is required.

District Safety Regulations require that all jewelry must be removed before physical education class. Students are expected to perform the removal of jewelry themselves. If special circumstances prevent the removal of jewelry (such as newly pierced ears) by the student, the child should then provide his/her own Band-Aids or surgical tape to cover the jewelry. It is recommended that each child have a small box in his/her desk to store jewelry. This effort will contribute to a safe educational environment.

Physical Education Uniforms

Uniforms are required for students in grades 5 through 8 to participate in the P.E. program. If students do not participate, their grades will be lowered. New uniforms may be purchased during registration for availability on the first day of school. Purchases made after this date need to be done through the physical education teacher.

5.22 Discipline Guidelines

PART I - CONDUCT EXPECTATIONS

Student discipline relies on the cooperative effort of students, staff and parents. Rules established for classroom behavior will be discussed with students and the consequences for inappropriate behavior reviewed at the beginning of each school year. Reinforcement of these ideas will continue as needed throughout the year.

Consequences for misbehavior may include verbal/written warning or issuance of a Disciplinary Notice, which may include a detention, an in-school isolation, suspension or recommendation for expulsion, depending on the severity of the infraction. Teachers also have the option of working out specific plans with the student or his/her parent(s). Such plans would be aimed at correcting certain student behaviors.

Students who misbehave during any school related activity will be removed from the respective activity. This policy is in effect during or outside of school hours.

A record will be kept of student detentions and suspensions, including student's name, date, occurrence, and follow-up. This information will be used to detect patterns of inappropriate behavior and to develop ways to improve a student's conduct.

Additionally, behavioral and academic expectations for 8th grade students regarding their participation in special activities and programs (e.g., Great America, Class Dinner and the Graduation Ceremony) will be distributed to parents and students prior to the fourth quarter.

School authorities may search a student and/or the student's personal effects when deemed appropriate as noted in Board Policy 7.40.

Conduct expectations for bus and bicycle riders can be found in the TRANSPORTATION GUIDELINES.

DETENTIONS

In grades 5-8, disciplinary procedures will begin in the class with the teacher and the student. A class or personal warning will be given by the teacher prior to issuing a detention for minor classroom disruptions.

Detentions will be served before or after school for a 30-minute period. A detention notice will be issued. Students are to have the notice signed by their parent and returned to the issuing teacher **the following day**. Detentions are to be served on the day stipulated by the teacher unless an alternate date

has been agreed upon by the parent and the teacher. If a student fails to return the detention notice or show up for a detention and alternate arrangements have not been made with the issuing teacher, the student will receive an additional detention and must serve both. Detentions must be served. If a parent objects to a detention, a conference with the parent, teacher and principal will be held. The student may also be required to attend.

If the situation warrants, students may be required to contact their parents during the school day regarding infractions. This request can be made by the parent, the teacher, or an administrator. At the discretion of the administrator, parents may be required to remove their child from school for the balance of the day. An administrator will contact a parent if a student commits any offense warranting in-school isolation, suspension or recommendation for expulsion. Consequences may also include exclusion from extracurricular activities.

A student may be given a detention for any of the following reasons. **This is a guide for detentions and need not be limited to just these reasons.**

1. Disrespect toward a teacher, other school personnel or student. Being disrespectful may include, but is not limited to, talking back, using a rude tone of voice, or any other behavior deemed inappropriate in the school setting
2. Bullying (see definition on page 23)
3. Refusing to obey a teacher or other school employee
4. Misbehavior for substitute teacher (a substitute need only leave the student's name for the regular teacher)
5. Writing notes or drawing pictures that are obscene, profane, or suggestive
6. Fighting, hitting, pushing, or any other physical attack on another person
7. Possessing obscene, profane, or suggestive literature or pictures
8. Using inappropriate language or gestures
9. Gum chewing on school property
10. Consuming food or drink on school property, except in the cafeteria during lunch, at sporting events, or under the supervision of an adult in charge of a group of students
11. Damaging or defacing student or school property
12. Lying
13. Academic dishonesty (see definition under 5.12)
14. Forging a parent signature
15. Failure to return a signed detention slip or report for the detention
16. Use of cellular phones, portable music players, electronic games, or other electronic devices during school hours unless given permission by staff member
17. Possession of any item deemed inappropriate by the principal
18. Excessive tardiness to school or class
19. Cellular phones used during school hours is prohibited
20. Personal pager used during school hours is prohibited

IN-SCHOOL ISOLATION, SUSPENSION AND EXPULSION

An IN-SCHOOL ISOLATION is served by having a student spend a full school day in isolation from the regular classroom. Regular homework and class work is the student's responsibility to complete during the in-school isolation and turn in on the following school day. A morning and afternoon washroom break are allowed. In-school isolation is overseen by the principal or his/her designee.

On the day of the in-school isolation, the student **may not** participate in or attend any school related activities.

SUSPENSIONS Out-of-School Suspensions occur when a student is temporarily suspended from Fox River Grove Middle School for a period of one to ten days. A suspended student shall not be denied the opportunity to take an examination missed during the suspension period for credit. It is the student's responsibility to contact his/her teachers for their assignments and the parent/guardians responsibility to pick the material up from the middle school. In order to receive credit, all completed homework must be handed in on the first day that a student returns to his/her classes unless arrangements have been made with their teacher(s). Also, all tests and quizzes must be made up immediately upon their return unless other arrangements have been made. When a student accumulates 10-days of suspension, in-school and/or out-of-school, per year, the administration may recommend expulsion to the Board of Education.

When a student is given an out-of-school suspension, that student will be suspended from the entire school program and its environment. The student will not be permitted to attend class, to be in the building, on school grounds, in the area of the school, or to participate in any co-curricular or interscholastic school sponsored function.

EXPULSION is determined by the Board of Education and removes students from school for up to two years or such period as designated by the Board. An expelled student may not be on school grounds or attend any school related activities for the duration of that expulsion.

The following offenses are severe and could result in an in-school isolation, suspension or recommendation for expulsion on the first occurrence. Restitution may be required in cases of property damage or theft. When warranted, the police may be called for any of these occurrences.

1. Gross disrespect toward any school employee, volunteer, or student including threatening, the use of profanity, name calling, obscene gestures, striking, pushing, yelling or harassment (including *bullying and/or excessive teasing)

***Bullying** among children is commonly defined as intentional, repeated hurtful acts, words or other behavior such as name-calling, threatening and/or shunning committed by one or more children against another.

2. Threat of or physical assault on another student
3. Theft
4. Willfully damaging school or individual property
5. The wearing or drawing of gang symbols
6. Students exchanging, distributing, selling, possessing, or being found under the effects of illegal, non-prescription or look-alike drugs, alcohol, inhalants, weapons (as defined in the IL. Criminal Code), cigarettes, fireworks, or other dangerous materials as determined by school administration **will not be tolerated**. Items will be confiscated, parents will be notified, and when warranted, the police will be called. Recommendation for expulsion may be made to the Board.

ACCUMULATION OF DISCIPLINARY INFRACTIONS

Each infraction will be held on file for a 6-week detention free period. If there are no additional infractions within this 6-week period, the student will start with a clean record. This 6-week time frame is determined by the date of the most recent infraction. The consequences for repeated infractions are as follows:

1st Infraction	-	Detention
2nd Infraction	-	Detention
3rd Infraction	-	Detention (Probation notification)
4th Infraction	-	1 day in-school isolation
5th Infraction	-	Detention
6th Infraction	-	Detention
7th Infraction	-	Detention (Probation notification)
8th Infraction	-	2 day in-school isolation
9th Infraction	-	Detention
10th Infraction	-	Detention
11th Infraction	-	Detention (Probation notification)
12th Infraction	-	1 day suspension
13th Infraction	-	Detention
14th Infraction	-	Detention
15th Infraction	-	Detention (Probation notification)
16th Infraction	-	2 day suspension

Tardiness and Truancy – see 5.10 and 5.11

5.23 Secret Societies/Gangs

The Board of Education believes that the presence of gangs, cults, and other such secret societies as referred to in Chapter 31 of The School Code interferes with the educational process and fosters anti-social behaviors, attitudes, and practices which may endanger the health, safety, and welfare of our students. Therefore, students are prohibited from participating in any activity related to any such secret society while on school property or while attending/participating in any school-sponsored event.

Gangs are determined to fall within the Illinois School Code definition of a secret society. Being a member, promising to join, pledging to become a member or soliciting any other person to join, promise to join or become a member of a gang/secret society is prohibited. Involvement in gang related activities including the display of gang symbols or paraphernalia is prohibited. Gang activity is defined as gross disobedience or misconduct punishable by suspension and/or expulsion in accordance with the Illinois School Code.

Pursuant to Chapter 31 of the School Code of the State of Illinois, any student found to be a member of any secret society or who solicits another person to join a secret society, as defined in Section 31-1 of the School Code of the State of Illinois, shall be suspended for not less than a five (5) day period.

5.24 Extracurricular Activities

Each student will have an opportunity to become involved in extracurricular activities. These activities are privileges granted by the school to the students for their enjoyment. A student must attend school for at least four academic periods in order to participate in any of these activities. Any student whose

behavior or academic achievement is in question can be denied these privileges. In addition, use or possession of alcohol, inhalants, tobacco, or controlled substances, or misuse of non-prescription drugs or look-alikes, will be considered a violation of the Student Discipline Guidelines. On the first offense, any student found using or possessing these items at **ANY TIME OR ANY PLACE** will be prohibited from participation in any school-related activities for the next 15 days that school is in session. On the second offense, the student will be prohibited from participation in any school-related activity for the remainder of the school year!

All students who participate in sports must have an annual physical by a medical doctor licensed in the state of Illinois. The exam record must be in the student's health folder. This requirement must be satisfied prior to a student's try-out for a team. The sports physical is good for one calendar year. It is recommended that the student secure the physical in the summer. That would permit the student to participate in all sports for the entire school year. (See Appendix B, "Parent/Athlete Guidelines")

5.25 Sex Equity

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of schools (pursuant to 105 ILCS 5/3-10 of the School Code) and thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code). See Appendix D of Parent/Student Handbook

5.26 Sexual Harassment

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he/she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct 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 unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include inappropriate 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.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Complaint Manager, or Building Administrator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good-faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Nondiscrimination Coordinator, Complaint Manager or Building Administrator for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Name Dr. Tim Mahaffy, Superintendent
Address 403 Orchard Street (District 3 Administrative Offices)
Telephone No. (847) 516-5100

Complaint Managers:

Name	Mr. Eric Runck	Mrs. Karen Machroli
Address	Fox River Grove Middle School	Algonquin Road School
Telephone No.	(847) 516-5105	(847) 516-5101

The Superintendent shall also use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

6.0 GUIDELINES FOR PARENTS

6.1 Distribution of Materials

The building principal must authorize all items to be distributed to groups of students by staff or students. The superintendent shall authorize the distribution of materials by outside organizations.

6.2 School Visitors

ALL VISITORS MUST STOP AND CHECK IN AT THE SCHOOL OFFICE before visiting a classroom. For security reasons, all visitors should wear a visitor's pass. **PARENTS SHOULD NOT PICK UP THEIR CHILDREN AT THE CLASSROOM DOORS OR IN THE HALLWAYS.** They should meet their children outside at the end of the school day. Appointments should be made for conferences.

6.3 Pupil Evaluation

Parents will be informed at regular intervals about their children's achievement in school. In addition to these report cards, parent/teacher conferences will be scheduled to discuss the student's progress (refer to school calendar). The teachers will confer with parents whenever necessary to constructively discuss the child's rate of progress in school and other matters of mutual concern.

6.4 Student Records

Parents of transfer students will be asked to sign a "Release of Records" form, which will facilitate the arrival of records from the student's former school.

In accordance with the Illinois School Records Act, Chapter 122, Article 50, Illinois Revised Statutes 1975 and Regulations adopted by the State Board of Education, notification is hereby given of the rights offered to parents, their authorized representative, and students.

There are two types of records maintained by schools on students - the permanent record and the temporary record.

The permanent record includes:

- Basic information about students: parents' names, address, birth date and place, and gender
- Grades, class rank, grade level achieved, and graduation.
- Attendance
- Accident and health records
- Record of release of permanent record information

Note: School District 3 keeps a photocopy of the student's health record. Everything else is sent to the receiving school upon parent authorization. After graduation, all information is automatically sent to Cary Grove High School; parents may review records prior to their transmittal.

The temporary record consists of all information not required to be in the student's permanent record and may include:

- Family background information
- Intelligence test scores, both group and individual
- Aptitude test scores
- Reports of psychological evaluations including intelligence, personality, academic information obtained by test administration, observation, or interviews
- Achievement level results
- Participation in extra-curricular activities such as offices held, awards, and honors

- Teacher anecdotal records
- Disciplinary information
- Special education files, including the record of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education hearings and appeals
- Verified reports or information from non-educational persons, agencies, or organizations
- Other verified information of clear relevance to the education of the student

Parents and authorized representatives have the right to:

- Inspect and copy permanent and temporary record
- Control access and release of school student records and/or request a copy of information released
- Challenge contents in a student's records (see Procedure for Challenge)
- Be notified of persons, agencies, or organizations having access to student records without parent consent. Notice is hereby given that access is afforded on a need basis to:
 - A. Teacher of child
 - B. Principal of building
 - C. Administrative assistant
 - D. Psychologist, and if necessary for possible special education placement, SEDOM personnel, McHenry County Mental Health agencies, schools, both public and private, and facilities where placement is pending
 - E. Superintendent
- Copy a student's records before destruction or deletion and receive notice of the school's schedule for review and destruction
- Information regarding categories designated as directory information and the right to prohibit the release of such information
- Challenge prior to transfer to another district any information in student's records
- No person may condition the granting or withholding of any right, or 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

Procedure for Challenge:

1. Inspect records to determine exactly what is to be challenged and list challenges in writing
2. Turn in list to principal
3. Principal makes determination. If the principal does not agree with the parent, the principal notifies the parent in writing of his action and his forwarding of the challenge to an impartial hearing officer
4. The hearing officer notifies the parent of the time and place of the hearing
5. A record is made of the hearing
6. The parent has the right to submit evidence for cause of reversal
7. Notification of the findings of the hearing officer is given to the parent. The parent is advised of further steps possible if the hearing officer disagrees with the parent's request. (For this procedure, the hearing officer shall be the Superintendent.)

The review of student records to verify entries and eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information shall be conducted by March 24, 1977, on all records of students enrolled on the effective date of these regulations. Thereafter, the records shall be reviewed every four years or upon a student's change in attendance centers, whichever occurs first. This section does not apply to records of students who have graduated, transferred, or permanently withdrawn before March 24, 1976.

Upon graduation, transfer, or permanent withdrawal of a student from school, the school shall notify the parents and the student of the destruction schedule for the student permanent record, the student temporary record, and the right to request a copy of such records at any time before their destruction. Parents need to notify the building principal if they would like copies of transferring permanent records or of temporary records soon to be destroyed prior to the last day of student attendance.

Upon graduation or permanent withdrawal of a handicapped student (as defined in IL Rev. State. 1975, Ch. 122, Article 14 and the Rules and Regulations to Govern the Administration and Operation of Special Education), psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. The school shall explain to the student and the parent the future usefulness of these records.

6.5 Grade Reporting System/Honor Roll

Grade reports are issued at the end of each nine-week grading period. Parents can access student grades through our web-based PowerSchool parent information system. The grading scale is as follows:

99-100	A+	83-84	B-	67-71	D
94-98	A	81-82	C+	65-66	D-
92-93	A-	76-80	C	below 65	F
90-91	B+	74-75	C-		
85-89	B	72-73	D+		

Subjects where a choice of course is available (i.e. band or chorus) are a semester long commitment. Consideration for changing such a course will only be entertained at the semester and is dependent on the ability to reschedule the student into an alternative course.

Incomplete grades are given because of student absences or inability to complete certain assignments or tests. Any student who receives an incomplete should receive a form indicating the subject area and time the student has to make up the grade. The cumulative grade will be computed after a grade has been turned in.

The middle school honor roll system is to recognize our exceptional scholars each quarter. Students will receive a window cling the first time that they achieve honor roll status. Only grades 6th through 8th will be included in a student's cumulative GPA for graduation awards.

Grade values for calculating honor roll are as follows:

A+ = 4.33	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = .00
A = 4.00	B = 3.00	C = 2.00	D = 1.00	
A- = 3.67	B- = 2.67	C- = 1.67	D- = .67	

The grade point average, for honor roll purposes, is figured on the average of all subject areas, with the exception of chorus, and band. A student earning a grade point average of 3.67 or higher will qualify for HIGH HONORS while a grade point average of 3.00 to 3.66 will qualify a student for HONORS status. A student is only eligible for placement on the Honor Roll when he/she does not receive a grade less than a "C" in any subject area.

6.6 Promotion and Retention (refer to board policy 6:285)

Promotion or retention of each student is carefully considered. The final decision will be in the best interest of the student with due consideration given to the academic expectations at each grade level.

The final determination of a student's placement will be made by the district.

Promotion/Retention

Students must meet the following criteria in grades 5 – 8 for promotion:

- A. Pass four out of five academic classes in grades 5, 6, 7 & 8.
 - Language Arts (Literature), Language Arts (Grammar & Writing), Science, Social Studies, Mathematics.
- B. Special Education students are required to meet IEP requirements.
- C. In addition, seventh grade students must also pass U.S. and Illinois constitution tests.

Students who do not meet the above criteria may participate in an approved summer correspondence course(s) approved by the administration at the parent's expense. This option is limited to two courses during the middle school grades.

Whenever a student is not making adequate progress, parents will be given notice of this possibility at the end of the second and third quarters. Parents will also be encouraged to meet with the principal and the classroom teacher(s) who work with the student in an effort to understand this decision.

6.7 Student Treats (Celebrations)

If students choose to bring treats for celebrations, they must be store bought because ingredients are well labeled and can be checked for food allergies.

APPENDIX A - TRANSPORTATION GUIDELINES

To help us provide students with a safe and orderly ride to and from school or school sponsored activities, video surveillance is used in all District 3 buses.

Students who are designated as walkers are not permitted to ride the District 3 school buses as a means of getting to school, getting home, or getting to a social event after school without the permission of the building principal. Such permission is typically granted only for emergency situations.

The following rules shall be observed when riding School District 3 buses or when waiting at school bus stops:

1. Stay off the road while waiting for the bus.
2. Form a single file line behind the curb when the bus approaches. Wait in an orderly manner, and do not move forward until the bus stops. Drivers will stop only at scheduled bus stops.
3. Students who are assigned to ride the bus are expected to use it regularly. All riders shall decide which approved bus stop they will use and shall get on and off at this stop both before and after school. A student will not be allowed to change bus stops unless he/she submits a note from home. These changes must be approved by the building principal.
4. Be careful when entering or exiting the bus. Keep hands out of pockets and hold onto the rail when boarding the bus.
5. Find a seat quickly (three to a seat) and remain seated, facing forward, with arms and legs out of the aisle. This includes passing any items (cell phones, Ipods, etc..) from seat to seat or across the aisle.
6. Show respect to the bus driver. Speak politely; do not make noise or distract the driver.
7. Show respect to fellow classmates. Do not hit, spit, shout, shove, trip, or use inappropriate language or gestures.
8. Do not put anything out a window. Keep hands and head inside.
9. Riders should not eat, drink, chew gum or smoke on the bus.
10. Glass containers are not permitted on the bus.
11. Animals are not permitted on the bus.
12. Keep the bus clean. Place trash in the container at the front of the bus. Be careful not to leave any personal belongings on the bus.
13. **Be quiet immediately** whenever the dome lights go on. **Remain quiet** until the dome lights go off. **This is especially important at railroad crossings.**
14. Wait until the bus has stopped completely at school or at your regular stop before standing. Then walk to the front door and step down while holding onto the handrail.
15. If there is a need to cross the street after getting off the bus, make sure to cross ten feet in front of the bus where the driver can see you and you can see the driver. Wait for the driver to signal you to cross. **Never cross** in back of the bus.
16. During bus drills and use of the emergency exits:
 - Be quiet and listen for instructions
 - Leave in bus drill order
 - Stay calm

When using the back door:

- Duck your head
- Sit down
- Push off
- **Do not jump up!**

CONSEQUENCES: ANY STUDENT WHO VIOLATES THE BUS RULES WILL BE ISSUED A BUS CONDUCT REPORT (A COPY OF WHICH WILL BE SENT TO THE PARENT). INFRACTIONS OF THE RULES MAY RESULT IN A STUDENT'S REMOVAL FROM THE BUS FOR A PERIOD OF TIME TO BE DETERMINED BY THE BUILDING ADMINISTRATOR. PARENTS WILL BE CONTACTED PRIOR TO A STUDENT'S BUS SUSPENSION, AND THE CIRCUMSTANCES WILL BE EXPLAINED.

WHEELED SHOES/TRANSPORTATION SAFETY GUIDELINES

Students should take great care when riding to school using any device that has wheels. All village guidelines and traffic laws should be followed at all times. Due to damage done to school property, students are not allowed to ride bicycles, scooters, roller blades/wheeled shoes (Heelys), or skateboards on school property immediately before, during, or after school. This is in accordance with village ordinance and students can be ticketed.

Students who ride their bicycles to school are to put them in the bicycle racks provided. Bicycles **should be locked** to prevent theft.

APPENDIX B - EXTRA-CURRICULAR/ATHLETIC TEAM GUIDELINES

Fox River Grove School District 3 recognizes its athletes as students, members of our school community, representatives of our school, and finally as athletes. With this in mind, the District Athletics Program has established the following objectives:

- To instill good sportsmanship
- To develop a competitive skill level and knowledge of each sport in each participant
- To provide the best instruction in skill and attitude as possible
- To provide an excellent opportunity for maximum participation in athletic or other activities

Due to the current fee structure for athletics, all athletes that dress for a regular season contest will play a minimum of 25% of the athletic contest. This does not include conference tournaments, although coaches will attempt to maximize playing time.

To achieve these objectives, it is imperative that the following guidelines be adhered to by all students, parents, and coaches. **THERE SHALL BE NO EXCEPTIONS TO THESE GUIDELINES.**

1. Prior to trying out for any team, all athletes must have a release of indemnity agreement and a current physical on file in the school office. Physicals are current for one year from the date of the physical. It is highly recommended that you schedule your child's physical during the summer so that it applies to the entire school year. If necessary to obtain a sports physical during the school year, please avoid scheduling the appointment during school hours. If a student's physical lapses during the course of an activity, the student will be excluded from further participation in that activity. Students may attend, but not participate in a tryout without a physical. This will not count as a tryout if cut considerations need to be made.
2. At the beginning of each sport's season, a parent-athlete meeting will be held at the end of the first practice to explain the athletic guidelines and to distribute practice and games schedules. If a coach has additional team rules, they will be presented in writing at this meeting. Parents are encouraged to attend, but minimally athletes must return athletic guidelines signed by a parent/guardian prior to participating in the next practice.

3. When the number of students trying out exceeds the maximum number, a cut will be necessary. If a cut is necessary, students must make 2 of 3 tryouts and first consideration will be given to those attending all three tryouts.
4. All athletes shall be evaluated in a fair and consistent manner. The evaluation should center on: SKILL, SPORTSMANSHIP AND EFFORT. Other considerations would be: conditioning, adaptability, speed/athleticism, and knowledge of games and team concepts.
5. Team (conference) sizes will be as follows:

	<u>Min</u>	<u>Max</u>		<u>Min</u>	<u>Max</u>
Boys 7th Basketball	8	12	Girls 7th Basketball	8	12
Boys 8th Basketball	8	12	Girls 8th Basketball	8	12
Boys 7th Volleyball	8	12	Girls 7th Volleyball	8	12
Boys 8th Volleyball	8	12	Girls 8th Volleyball	8	12
Boys Soccer (6 th -8 th)	15	20	Girls Soccer (6 th -8 th)	15	20
Girls Softball (6 th -8 th)	12	15	Cheerleading (6 th -8 th)	15	NC
Cross-Country (6 th -8 th)	12	NA	Scholastic Bowl	8	NC
Track (6 th -8 th)	30	NA			

*NC = No cuts

All teams can keep 0, 1 or 2 non-playing managers who are not subject to participation fee.
Sixth graders may try-out for the seventh grade teams.

<u>Clubs/Activities</u>	<u>Min</u>	<u>Max</u>	<u>Clubs/Activities</u>	<u>Min</u>	<u>Max</u>
Play	20	NC	Beta Club	20	NC
Art Club	20	NC	Chorus	25	NC
Band	25	NC	Jazz Band	12	NC

6. The following activity fees per participant are necessary to partially fund each activity. Fees are based upon parent/community volunteers. Fees may be reduced upon receipt of donated funds specific to said activity.
 - \$100: Soccer, Softball, Volleyball, Basketball and Scholastic Bowl
 - \$75: Band, Cross Country and Gifted
 - \$50: Chorus, Track, Cheerleading and Art Club
 - \$35: Jazz Band
 - \$20: Beta Club
 - No Fees due to self funding: Play (admission) 8th Grade Activities (fundraising)

***Note: 5th grade students who enroll in both chorus and band at the beginning of the year will be charged a combined fee of \$100.00**

***If funding for minimum team/group sizes are not received by the fee deadline below, the extra-curricular activity will be canceled.**

All activity fees are due **prior** to the first date of the activity or conference game/match if athletic. There is no refund of an activity fee for a student being removed from any extra-curricular activity or who quits the activity.

7. An athlete must ride the bus to and from a school sponsored activity unless permission is given by the office. Permission will only be granted to a contest in an emergency situation and if a written request is given to the office and signed by the child's parent. Parents who wish to take their student home from an event must sign their student out with the coach after the event. The coach must see the child with the parent when signing out. Any student riding home with another parent or family member from an event must have a pre-approved note from the parent, with a signature, signed by the office.

8. An athlete must attend all practices except for the following reasons: a) illness; b) emergency; c) a doctor's appointment that cannot be rescheduled at any other time; d) family vacations; e) death in the family; or f) conflicts with other scheduled school activities (arrangements must be made with respective activity sponsor).
9. The second unexcused absence results in the athlete missing one game. A third unexcused absence results in the athlete missing two consecutive games (for a total of three). The fourth unexcused absence results in removal from the team.
10. Athletes/students must be in attendance for a minimum of four full academic periods (not including lunch or study hall) on the day of a game/activity in order to participate in the after school/evening event. Exceptions are made due to a funeral of a family member.

*if a child leaves school early due to illness (regardless of academic periods attended) the student will not be able to participate in the after school/evening event.

11. All athletes and scholastic bowl participants, and school play/musical participants must keep their work at a satisfactory level in order to play/participate in their respective event. Students cannot have 2 "D's (D+, D or D-) or any failing "F" grades.
12. Each Friday, teachers will let the director or Athletic Director know if an athlete's/participant's school work is unsatisfactory. The athlete/participant will be notified of ineligibility status and it is his/her responsibility to notify parents. Any athlete/participant who is ineligible for a total of three weekly periods due to unsatisfactory school work will be dropped from the team/event. The first week of a marking period (each quarter) and weeks with fewer than 4-days will be counted with the following week regarding eligibility.
 - An ineligible athlete/scholastic bowl participant will remain so for that week, (Monday through Sunday) regardless of the number of games.
 - An ineligible annual play/musical participant may only attend practices a maximum of 3-days per week.

During the week of ineligibility:

1. He/she is to attend practice.
2. He/she may not attend home or away games. They should be home working on improving grades.

13. Athletes are expected to follow school, classroom, and team rules. They are expected to project an image of positive leadership in the school and to show respect to students and teachers alike. If an athlete must serve a detention because of discipline consequences, the coach will be notified by the building principal. If a second detention is issued, the coach will again be notified by the principal, and the athlete will miss the next game that he/she attends. If an athlete receives three detentions within the season, he/she will be dropped from the team.

In-school isolation or suspension will result in an athlete missing any games during the consequence, or at least one game. A second in-school isolation or suspension will result in removal from the team.

If a student athlete must miss a game due to disciplinary reasons, he/she is to attend the game, not in uniform, and will be under the supervision of the head coach. This means on the bench or with the cheerleading supervisor. Students are excused if a parent chooses to keep their child home and the head coach or athletic director is notified.

14. Use or possession of alcohol, inhalants, tobacco, or controlled substances, or misuse of non-prescription drugs or look-alikes (including steroids), will be considered a violation of the student athletic guidelines. On the first offense any student athlete found using or possessing these items at **ANY TIME OR ANY PLACE** will be prohibited from participation in any school related activity for the next 15 days that school is in session; however, the athlete must attend practices. On the second offense the student will be prohibited from participation in any inter-scholastic sport for the remainder of the school year.
15. Each athlete is issued a uniform, and it is her/her responsibility to return it in good condition at the end of the season to their coach or athletic director if their coach is not a staff member. If it is not returned within two weeks after the season ends, it is the parent's responsibility to pay for the missing uniform.

We have read and agree to abide by all these stated guidelines. Any violation of such stated guidelines may result in disciplinary action or removal from the team.

STUDENT: _____ **DATE:** _____

PARENT: _____ **DATE:** _____

APPENDIX C – LIBRARY PROCEDURES

I. OBJECTIVE & PURPOSE

School District 3's main goal in supplying libraries for its school community is to provide supplemental materials for the various purposes of:

- Approved areas of curricula
- Reading enrichment
- Research in curricular areas
- Independent learning about our world

We intend to meet these objectives by having our basic library needs met by our own resources. As a member of the North Suburban Library System and Information Network (ILLINET) we will be sharing resources and will eventually make available our resources to the system and its members.

II. RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

Selection of learning materials involves teachers, parents, students, administrators, and resource personnel. It is the building principal's responsibility to coordinate the selection process with the actual purchase recommendations of the library staff and faculty.

III. CRITERIA FOR SELECTION

- A. Materials chosen for use in the libraries of School District 3 will be consistent with the philosophy, standards, and regulations established by the Board of Education.
- B. Materials will be chosen to enrich and support the established curricula of the District.
- C. The materials selected will provide books students may use for personal enrichment, such as reading for enjoyment, and for their personal expansion of knowledge.
- D. Materials will be chosen based on appropriate subject matter for the ages served, varying ability levels, readability, and different learning styles of the students using the facility.
- E. Materials chosen will meet the high standards of quality in actual content and be presented in an attractive manner.

- F. Some materials will be chosen to increase student awareness of the fine arts, various cultures, world history, etc.
- G. Materials chosen will represent a fair and unbiased view of the information presented.

IV. PROCEDURES

A. Screening Materials

1. Materials in the library will be periodically reviewed to ensure they are current. Copyrights will be noted and information screened to determine usefulness of the material. Worn books will also be noted so that replacements can be ordered.
2. Faculty, parents, and students will provide feedback in the book selection process.
3. The screening process begins with library personnel who will collect the feedback and faculty input, screen present materials, and provide a list of priorities for ordering.
4. Preview copies will be ordered, whenever practical and possible, to validate proper selection.
5. Recommendations for purchase will be sent to the building administrator as per the requisition of supplies policy.

B. Guidelines for the Selection Process

The following criteria will be used to assess the appropriateness of materials to be purchased:

1. Educational significance
2. Supplementary to current curricula
3. Content valid and updated
4. High degree of user appeal
5. Potential lifespan of usefulness
6. Quality literary style
7. Historical value
8. Contemporary value
9. Readability for varying ability levels

C. Complaint Procedures

School District 3 recognizes the individual rights designated by the First Amendment of the United States Constitution, which establishes intellectual freedom and free access to ideas. The District also recognizes the rights of parents to be involved in their children's education. Should a parent or guardian question the appropriateness of library materials, the following procedures should be followed:

1. If a parent complains to a staff member, the complaint should be reported to the building administrator.
2. The administrator will try to resolve the conflict by informally discussing the issue with the complainant.
3. If the person wishes to pursue the complaint, she/he will be given a packet of materials. This packet will contain a copy of District 3's Complaint/Grievance Procedure and a form which requests a formal review of the material in question.
4. If the formal review request for the material to be reviewed is not received within two weeks, the issue will be considered closed. If the form is returned, a committee will be formed to review the material in question.
5. The material in question may remain in the library until a determination has been made by the committee. This committee will consist of one Board Member, the building administrator, library personnel, a teacher and a parent representative.

6. The committee will read the formal complaint and assess the value and appropriateness of the material in question based on the District's philosophy, goals, and criteria for selection. Their recommendation will be presented to the Superintendent of Schools for review and final decision.
7. The complainant will be notified of this decision, his/her right to appeal, and the procedure to be followed.

APPENDIX D - UNIFORM GRIEVANCE PROCEDURE

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Statute, or Board Policy, or have a complaint regarding:

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. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
5. Sex Equity (as defined in 5.23 of this handbook)
6. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
7. Curriculum, instructional materials, programs.
8. Equal educational opportunities (sex equity as defined in 5/23 of this handbook).

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. **Filing a Complaint**

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. **Investigation**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Name	Mr. Eric Runck	Mrs. Karen Machroli
Address	Fox River Grove Middle School	Algonquin Road School
Telephone No.	(847) 516-5105	(847) 516-5101

APPENDIX E - ASBESTOS NOTIFICATION

The following public notification is being released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos containing materials. The Inspection Report and Management Plan is on file for review at the Superintendent's Office of Fox River Grove School District 3, 403 Orchard Street, Fox River Grove, Illinois.

PUBLIC NOTIFICATION

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials in Fox River Grove School District 3. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. Materials containing asbestos have been found in the following school buildings: Algonquin Road School and Fox River Grove Middle School. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

Cleaning and maintenance personnel who have been trained in identification of asbestos containing materials and who recognize the danger of asbestos are taking special precautions during their work to properly clean up asbestos debris and to guard against disturbance of the asbestos containing materials. All asbestos containing material in inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

Any concerns relative to asbestos containing materials should be directed to the Asbestos Program Manager, Superintendent Dr. Tim Mahaffy, School District 3, 403 Orchard Street, Fox River Grove, Illinois 60021 (847) 516-5100.

APPENDIX F - HOMEWORK HOTLINE INFORMATION

At Fox River Grove Middle School, parents and students may access the daily assignments (after 3:30 or on the weekends) by dialing your teacher's individual phone number (see list below). When listening to a teacher's homework message, parents or students can press "1" to skip to the end of the message and leave a message for that teacher. All calls during school hours (7:00 a.m. to 3:30 p.m.) go directly to the teacher's voice mail.

<u>Staff Member</u>	<u>Phone Ext.</u>
Mrs. Bebber	462-2318
Mrs. Barham	462-2308
Mr. Benrus	462-2302
Mrs. Bruns	462-2314
5 th Grade (TBA)	462-2332
Mr. Danley	462-2327
Mrs. O'Mara	462-2310
Mrs. Shaw	462-2334
Mr. King	462-2309
Mr. Lewan	462-2305
Mrs. Limpus	462-2301
Mr. Merkel	462-2307
Mrs. Miller	462-2311
Mrs. O'Reilly-Greene	462-2313
Mrs. Piecuch	462-2306
Mrs. Carr	462-2333
Mrs. Slater	462-2312
Mrs. Szybowicz	462-2328
Mrs. Wagner	462-2303

APPENDIX G - WRITING RESOURCE

Note: The Middle School is currently revising our writing processes to align to the new Common Core Standards and the Writing Resource section of this handbook will be updated during the 2011 – 12 School year.

Transition Words and Phrases

<u>Sequence</u>	again, also, and, and then, finally, next, still, too
Time	after a few days, after a while, afterward, as long as, as soon as, at last, at that time, before, earlier, immediately, in the meantime, in the past, later, meanwhile, now, shortly, soon, until, when
Comparison	again, also, in the same way, once more

Contrast	although, but, despite, even though, however, in contrast, instead, on the contrary, on the one hand, on the other hand, still, though, yet
Examples	after all, even, for example, for instance, in fact, specifically, such as, to illustrate, the following example
Cause and Effect	as a result, because, consequently, for this purpose, so, therefore, to this end
Place	above, adjacent to, below, beyond, closer to, elsewhere, far, further on, here, near, nearby, opposite to, there, to the left, to the right
Summary or Conclusion	as a result, as has been noted, as we have seen, as mentioned earlier, in any event, in conclusion, in other words, on the whole, therefore, to summarize

Appendix - H Response to Intervention

Response to Intervention (RtI) is a multi-step approach to providing services and interventions to struggling learners at increasing levels of intensity. RtI allows for early intervention by providing academic supports early-on rather than waiting for a child to fail before offering help. Current legislation underscores the importance of providing high quality, scientifically-based instruction and interventions while carefully monitoring student progress. The information gained from an RtI process is used by school personnel to adapt instruction, identify students' specific educational needs and determine how well students are responding to changes in instruction. The essential elements of an RtI approach include:

- High quality, research-based instruction in general education
- Universal screening of academics to determine which students need closer monitoring or additional interventions
- A systematic, data-based method for identifying, defining and resolving students' academic difficulties
- Multiple tiers of increasingly intense interventions that are matched to students' needs
- Use of a collaborative approach by school staff for development, implementation and monitoring of the intervention process
- Continuous monitoring of student progress during the interventions, using data-driven information to determine if students are meeting goals
- Follow-up measures providing information that the intervention was implemented as intended and with appropriate consistency
- Parent communication throughout the process

FOX RIVER GROVE SCHOOL DISTRICT 3

APPENDIX I

ARTICULATION OF STUDENT SERVICES

AT-RISK ACADEMICALLY	Pre	K	1	2	3	4	5	6	7	8
Response to Intervention		X	X	X	X	X	X	X	X	X
Title I Reading Support		X	X	X	X	X				
Parent Contact Letters	X	X	X	X	X	X	X	X	X	X
Problem-Solving Team		X	X	X	X	X	X	X	X	X
Individual or Group Counseling	X	X	X	X	X	X	X	X	X	X
Grade Level Team Meeting *with support team	X*	X	X	X	X	X	X	X	X	X
Special Education Services	X	X	X	X	X	X	X	X	X	X
Psychological Services	X	X	X	X	X	X	X	X	X	X
Social Work Services	X	X	X	X	X	X	X	X	X	X
Speech/Language Services	X	X	X	X	X	X	X	X	X	X
Occupational Therapy Services	X	X	X	X	X	X	X	X	X	X
Physical Therapy Services	X	X	X	X	X	X	X	X	X	X
Pre-School Screening	X	X								
ELL Screening/Assessment		X	X	X	X	X	X	X	X	X
Consultation With Local Early Intervention Programs	X									
Parent-Teacher Conferences	X	X	X	X	X	X	X	X	X	X
Academic Accommodations - 504 Plans	X	X	X	X	X	X	X	X	X	X
Alternative Education Placement	X	X	X	X	X	X	X	X	X	X
AT-RISK BEHAVIORALLY	Pre	K	1	2	3	4	5	6	7	8
Handbook Discipline Code		X	X	X	X	X	X	X	X	X
Parent Contact	X	X	X	X	X	X	X	X	X	X
Functional Behavior Assessment (FBA)	X	X	X	X	X	X	X	X	X	X
Behavioral Intervention Plan (BIP)	X	X	X	X	X	X	X	X	X	X
Alternative Education Placement	X	X	X	X	X	X	X	X	X	X
AT-RISK ENVIRONMENTALLY	Pre	K	1	2	3	4	5	6	7	8
Home Visits	X	X	X	X	X	X	X	X	X	X
Fee Waivers/Free-Reduced Lunch Program	X	X	X	X	X	X	X	X	X	X
Parent Meetings and Consultations	X	X	X	X	X	X	X	X	X	X
Individual or Group Counseling	X	X	X	X	X	X	X	X	X	X
Alternative Education Placement	X	X	X	X	X	X	X	X	X	X
Referral to Family Care Services	X	X	X	X	X	X	X	X	X	X
ACADEMIC TESTING	Pre	K	1	2	3	4	5	6	7	8
Illinois Standards Achievement Test - ISAT										
						X	X	X	X	X
						X		X		
MAP – Measure of Academic Progress					X	X	X	X	X	X
AIMSweb - Reading (RTI) *benchmarks only	X	X	X	X	X	X	X	X	X	X
Academically Talented After-School Program					X	X				
Explore Test - High School Placement										X
Special Education Case Study Evaluations	X	X	X	X	X	X	X	X	X	X
Diagnostic Reading Assessment		X	X	X	X	X				
FRGMS Math Placement Test								X		
ABSENTEEISM \ TRUANCY	Pre	K	1	2	3	4	5	6	7	8
Parent Contact by Phone	X	X	X	X	X	X	X	X	X	X
Individual or Family Counseling	X	X	X	X	X	X	X	X	X	X
Parent Contact Letters	X	X	X	X	X	X	X	X	X	X
Contact County Truancy Officer		X	X	X	X	X	X	X	X	X
Home Visit by Social Worker/Principal/Nurse	X	X	X	X	X	X	X	X	X	X
Perfect Attendance Award Program	X	X	X	X	X	X	X	X	X	X
Behavior Intervention Plan (BIP)	X	X	X	X	X	X	X	X	X	X
Functional Behavior Assessment (FBA)	X	X	X	X	X	X	X	X	X	X

PARENTAL INVOLVEMENT	Pre	K	1	2	3	4	5	6	7	8
Parent-Teacher Conferences	X	X	X	X	X	X	X	X	X	X
Parent / Community Volunteer Program	X	X	X	X	X	X	X	X	X	X
Joint Advisory Committee	X	X	X	X	X	X	X	X	X	X
PTO Meetings and Activities	X	X	X	X	X	X	X	X	X	X
Pre-School Screening	X									
Newsletters to Parents	X	X	X	X	X	X	X	X	X	X
Classroom Visits	X	X	X	X	X	X	X	X	X	X
Music Parents Organization							X	X	X	X
Back to School Night	X	X	X	X	X	X	X	X	X	X
Spring Social	X	X	X	X	X	X				
COMMUNITY AWARENESS	Pre	K	1	2	3	4	5	6	7	8
Crimestoppers	X	X	X	X	X	X	X	X	X	X
Fox River Grove Library Partnership	X	X	X	X	X	X	X	X	X	X
District Website	X	X	X	X	X	X	X	X	X	X
CHARACTER ED./PREVENTION PROGRAMS	Pre	K	1	2	3	4	5	6	7	8
PeaceWorks Curriculum		X	X	X	X	X	X	X	X	X
Social Skills Groups	X	X	X	X	X	X	X	X	X	X
Anti-bullying Programs							X	X	X	X
Beta Club									X	X
Comprehensive School Safety Plan	X	X	X	X	X	X	X	X	X	X
Red Ribbon Week Activities	X	X	X	X	X	X	X	X	X	X
Health Classes		X	X	X	X	X	X	X	X	X
HEALTH SERVICES	Pre	K	1	2	3	4	5	6	7	8
School Nurse Services	X	X	X	X	X	X	X	X	X	X
Referral to Lions Eye Care program	X	X	X	X	X	X	X	X	X	X
Family Care Referrals	X	X	X	X	X	X	X	X	X	X
Referral to Reduced Fee Health Services	X	X	X	X	X	X	X	X	X	X
Head Lice Screening Info and Handouts	X	X	X	X	X	X	X	X	X	X
Hygiene Instruction	X	X	X	X	X	X	X	X	X	X
Mobile Dental Program	X	X	X	X	X	X	X	X	X	X
SEDOM Diagnostic Clinic Services	X	X	X	X	X	X	X	X	X	X
Vision Screening, Referrals, Parent Notification	X	X	X							X
Hearing Screening, Referrals, Parent Notification	X	X	X	X	X					
Notification of Possible Communicable Diseases	X	X	X	X	X	X	X	X	X	X
Health Screenings for Special Education Referrals	X	X	X	X	X	X	X	X	X	X