

FOX RIVER GROVE

MIDDLE SCHOOL



“Educational Excellence is the Pathway to a Successful Future”

-- District 3 Mission Statement

PARENT/STUDENT HANDBOOK

2018 - 19

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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. **Note: This handbook may be amended during the year without notice. This handbook, in the latest version, is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.**

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. District 3 and our parents value school to home communication. As a general rule and when possible, it is the intent that parents should expect a response within 24 hours from a teacher on school days.

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

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website <http://www.dist3.org> or at the Board office, located at: 403 Orchard Street, Fox River Grove. Commonly used educational acronyms can be found at <http://206.166.105.35/Glossary.htm>.

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. Medical, Vision and Dental forms may also be obtained at that time. Parents enrolling children who previously attended school in another district must also have an official birth certificate for the student. The registration fee for grades 5 - 7 is \$135.00; and for 8th grade is \$170.00. This \$170.00 fee includes a graduation fee (gowns and diploma covers). Lunch prices are \$2.95 and \$.60 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 Accommodating Individuals with Disabilities

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

2.4 Required Health Examinations and Immunizations

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

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

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.

Health Examinations and Immunizations Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;

4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

2.5 Dental Examinations

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

2.6 Eye Examination

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

2.7 Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building administration.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Food Allergy Procedures

Fox River Grove Middle School staff have specific procedures in place for students with food allergies. The parent or guardian of a student with food allergies should contact the school nurse who will then develop a specific Health Care Plan in cooperation with the parent or guardian, which will include all necessary information about the student and his or her allergies. The specific treatment plan will be shared with all staff who have contact with the student. The school nurse provides necessary in-services for staff. Parent permission is required in order for the teacher and nurse to share the medical information of any student in the class with the classmates.

A peanut/nut-free table is available in our lunchroom. Our kitchen does not serve peanut butter or peanuts of any form. Tables are thoroughly cleaned at the conclusion of each lunch period. Precautions are taken in classrooms as necessary for the safety of students with allergies and may include being a peanut/nut-free classroom.

We highly recommend that students with specific food allergies wear “medical alert bracelets” at all times.

2.8 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 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.

2.9 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.

2.10 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. Supply packages are available through PTO in spring of each year.

PLEASE LABEL EVERYTHING WITH A PERMANENT MARKER

2018-2019 School Supply Lists

5th Grade Supplies

- 1 – Pencil Case
- 1 - Crayola – 10 Classic Broadline Markers
- 1 – Double-Barrel pencil sharpener
- 2 – Composition book, 100 sheets (1 Red/1 Black)
- 1 – 9” x 12” Art Sketchbook
- 4 – Pocket folders
- 4 – dozen #2 pencils
- 1 – package. wide ruled notebook paper
- 1 – box 12 count 7” colored pencils
- 1 – box Ziploc Quart bags (Girls)
- 1 – box Ziploc Gallon bags (Boys)
- 2 - large boxes of Kleenex
- 1 – 1 ½” Durable 3-ring binder, black (for Science use only)
- 2 – Yellow chisel-tip highlighters
- 1 – 3” Zip-up binder (Case It brand or similar)
- 1 – headphones or earbuds (to be kept at school)
- 1 – computer mouse (optional)

6th Grade Supplies

- 1 – box markers, classic colors, fine tip, 8/set
- 2 – large box tissues
- 1 – 9”x12” sketchbook
- 1 – box 12 count 7” colored pencils
- 1 – composition book, marble, 100-sheet
- 2 – spiral notebooks
- 1 – 3-ring zippered binder
- 1 – self stick note pad 3”x3”
- 4 – highlighter, chisel tip, yellow
- 1 – pack Wide-ruled filler paper (200 count)
- 2 – dozen #2 wooden pencils
- 8 – pens, erasable, black
- 5 – two pocket folders
- 1 – binder, 3-ring, vinyl, 1 ½” (for science only)
- 1 – headphones or earbuds (to be kept at school)
- 1 – computer mouse (optional)

7th Grade Supplies

- 2 – large box tissues
- 1 – 9” x 12” sketchbook
- 1 – binder , 3 ring, vinyl, 1 ½ ”
- 2 – packs index cards, 3”x5”, ruled, 100/pk, white
- 1 – 70 – page spiral notebook
- 1 – pkg. wide-ruled filler paper (200 count)
- 1 – dozen #2 wooden pencils
- 12 – pens, black, non-erasable
- 5 – two pocket folders with clasp
- 1 – highlighter, chisel tip, yellow
- 1 - package ¼” or ½ cm. squares graph paper 100 sheets/pk.
- 1 – Index Divider 5-tab Colored
- 1 – earbuds (to be left at school)
- 1 – computer mouse (optional)

8th Grade Supplies

- 2 – large box tissues
- 2 – packs index cards, 3”x5”, ruled, 100/pk, white
- 1 – 70 – page spiral notebook
- 1 – pkg. Wide-ruled filler paper (100 count)
- 1 – dozen #2 wooden pencils
- 12 – pens, black, non-erasable
- 5 – two pocket folders with clasp
- 1 – highlighter, chisel tip, yellow
- 1 – binder, 3-ring, vinyl, 1 ½ ”
- 1 – package ¼” or ½ cm. squares graph paper 100 sheets/pk.
- 1 – Index Divider 5-tab Colored
- 1 – earbuds (to be left at school)
- 1 – computer mouse (optional)

5th – 8th graders need a gym suit, an extra pair of socks, gym shoes to be left at school and a combination lock for the gym locker.

- Assignment notebooks will be provided. If it is necessary to replace a lost or damaged notebook at the middle school, a fee of \$5.00 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

2.11 2018 – 19 Calendar

August	20-21	Mon-Tues	NO SCHOOL – Teacher Institute Days
	22	Wed	First day of school – Full Day
	29	Wed	ARS Parent Night
	30	Thur	MS Parent Night
September	3	Mon	NO SCHOOL – Labor Day
	28	Fri	1 st Quarter Midterm Reports - ARS Home / MS Available Online
October	8	Mon	NO SCHOOL - Columbus Day
	24	Wed	End of 1 st Quarter
	31	Wed	1 st Quarter Report Cards - ARS Home / MS Available Online
November	19-20	Mon & Tues	NO SCHOOL – Parent/Teacher Conferences
	21-23	Wed-Fri	NO SCHOOL – Thanksgiving Break
December	7	Fri	2 nd Quarter Midterm Reports - ARS Home / MS Available Online
	21	Fri	Last Day of School Before Holiday Break
January	7	Mon	School Resumes Following Holiday Break
	16	Wed	End of 2 nd Quarter/1 st Semester
	18	Friday	NO SCHOOL - Teacher Institute Day
	21	Mon	NO SCHOOL – M.L. King’s Birthday
February	24	Thur	2 nd Quarter Report Cards - ARS Home / MS Available Online
	18	Mon	NO SCHOOL – President’s Day
	26	Tues	3 rd Quarter Midterm Reports - ARS Home / MS Available Online
March	21	Thur	End of 3 rd Quarter
	25-29	Mon – Fri	NO SCHOOL – Spring Break
April	1	Mon	School Resumes Following Spring Break
	4	Thur	3 rd Quarter Report Cards - ARS Home / MS Available Online
	5	Fri	Early Dismissal, MS 11:20, ARS 11:50 – P/T Conferences
	19	Fri	NO SCHOOL
	22	Mon	NO SCHOOL
May	3	Fri	Early Dismissal, MS 11:20, ARS 11:50
	7	Tues	4 th Quarter Midterm Reports - ARS Home / MS Available Online
	27	Mon	NO SCHOOL – Memorial Day
	31	Fri	Last Day of School If No Emergency Days Used Early Release, MS 1:50, ARS 2:20
June	7	Fri	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	8/22– 10/24	44	2	46
Mid-term	9/21			
2 nd Quarter	10/25– 1/16	43	2	45
Mid-term	11/30			
3 rd Quarter	1/17 – 3/21	44	1	45
Mid-term	2/19			
4 th Quarter	3/22 – 6/7	48*	1	49*
Mid-term	4/30			
	Totals	180	5	18

PROFESSIONAL DEVELOPMENT LATE START DATES

2018-2019

August 27, 2018	4 th Monday	February 11, 2019	2 nd Monday
		February 25, 2019	4 th Monday
September 10, 2018	2 nd Monday		
September 17, 2018	3 rd Monday	March 4, 2019	1 st Monday
September 24, 2018	4 th Monday	March 11, 2019	2 nd Monday
		March 18, 2019	3 rd Monday
October 1, 2018	1 st Monday		
October 15, 2018	3 rd Monday	April 1, 2019	1 st Monday
October 22, 2018	4 th Monday	April 8, 2019	2 nd Monday
October 29, 2018	5 th Monday	April 15, 2019	3 rd Monday
		April 29, 2019	5 th Monday
November 5, 2018	1 st Monday		
November 26, 2018	4 th Monday	May 13, 2019	2 nd Monday
		May 20, 2019	3 rd Monday
December 3, 2018	1 st Monday		
December 10, 2018	2 nd Monday		
December 17, 2018	3 rd Monday		
		NO LATE START ON:	
January 7, 2019	1 st Monday	November 12, 2018	2 nd Monday
January 14, 2019	2 nd Monday	May 6, 2019	1 st Monday
January 28, 2019	4 th Monday		
February 4, 2019	1 st Monday		

Late Start Monday Start Times: 28 days during the year

Algonquin Road School	9:20 – 3:10
FRG Middle School	8:50 – 2:40

- **Bus Transportation**

- **Bus Transportation will run exactly 1 hour later. Example: If your bus stop time is 7:10, it will be 8:10 on late start Mondays.** Parents will no longer need to provide transportation to school at the late start time.
- **Supervision** will be available for parents that are unable to keep children at home until the late start bus arrival time. This supervision is on a drop off basis and begins at 8:20 at ARS and 7:50 at the middle school. Both are on a sign up basis. Please keep students home if at all possible to minimize our supervision need. Thank you.

Administration

Superintendent and Business Manager
Principal – Algonquin Road School
Principal – FRGMS
Director of Special Education

Tim Mahaffy
Sandy Ozimek
Jessica McKenzie
Heather Trom

Algonquin Road School

Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
Special Education (ARS)
Title I/RTI Interventionist
Art/Keyboarding
General Music
Physical Education

Paulette Nichols, Kim Scherzer
Kathleen Cooker, Debbie Yester
Amy Weicheck, **TBD**
Karli Kurschardt, Krista Stevens, Brian Wall
Lora LeGrand, Marge Tietz
Shaina Bowden, Emily McDonald
Kathy Gira, Kim Cox (.5)
Melissa Arnold
Katrina Loundy
Alex Achey

Middle School

Social Studies and Literature
G & W/Literature
G & W/ Literature
G & W/Literature
Math & Computers
Math & Computers
MathTech. Specialist
Science & Health
Science & Health
Social Studies & Physical Education
Social Studies & Physical Education
Special Education
Art & Desktop Publishing
Band, Chorus & Music

Jane Szybowicz
Alisa Bruns
Larry Merkel
Amy Piecuch
Susan Pettigrew
Amanda Zielke
Vicky Rohe
Stephanie Barham
Jackie O'Mara
John Danley
Greg King
Norene Carr, Garrett Pfeiffer
Matt Benrus
Ted Holtz

District Programs (K-8)

English Learning & Spanish Special
Occupational Therapist
Psychologist
Social Worker
Speech & Language Pathologist

Cherie Jones, Kim Cox (.5)
Beth Tabacsko
Beth Ostlie
Lesley Traub
Dena Crissie

Non-Certified

District Administrative Assistant
ARS Administrative Assistant
MS Administrative Assistant
District Bookkeeper
District Nurse

Lois Bowman
Terrie Smialek
Denise Rose
Sarah Ireland
Lisa Liparoto

Teacher Aides

EL: Eva Ippolito
ARS: Kim Solimini, Beth Lombardino, Edie Carr, Sabina Basiorka, **TBD, TBD**
MS: Linda Cassidy, Barbara Walther, Vivian Glenz, Don Lewan, Corey Bruns, Matt Nelsen, **TBD**

Library
Director of Food Service
Lunch Time Personnel

MS - Head Library Clerk - Penny Cole ARS - Asst. Library Clerk - Karen Machroli
Janet Mollet
MS TBD, Daniel Zbacnik, Don Lewan, Kim DiPaolo, Samantha Wheeler

Bus Drivers

Deb Fruhauff, Dana Carr, Mike Fruhauff, Bob Blau, Ed Weisenburger

Facilities Director

Rick Miller
ARS: Kelly Ford, Leticia Garcia, Daniel Zbacnik, Eva Ippolito
MS: Linda Barham, Glenda Marshall, Don Lewan, Mike Fruhauff

Non-District Service Providers

Physical Therapist
Technology Engineer & Tech Service

Maggie McPherson
TBD (Single Path)

2.13 Teacher Qualifications

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

3.0 HEALTH AND EMERGENCY INFORMATION

3.1 Communicable Diseases

Any student suspected of having a communicable illness/condition, or living with persons thus affected, may not be permitted to attend school unless a doctor specifically approves such attendance. The parent or guardian should notify the school office when these types of illnesses are discovered (e.g. Strep throat, Influenza/flu, Pinkeye, Chicken Pox, Fifth Disease, Noro Virus (stomach flu), any unidentified Skin Rash, Vomiting, Diarrhea, fever, etc)

We ask that the school nurse (or office) be notified and updated accordingly when these types of illnesses/conditions are discovered.

3.2 Pediculosis

Head Lice are 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. Students who have live lice will be sent home and are required to complete treatment before being allowed to return to school. A communication to parents will also be sent home with students who are in a classroom where there has been a confirmed case of lice or nits.
4. Parent/Guardian will receive guidelines and information about the elimination of lice and eggs from the nurse.
5. Based on the recommendations of the medical/professional organizations (National Association of School Nurses (NASN), the Center for Disease Control (CDC), and the American Academy of Pediatrics, students are not to be excluded from school based on the presence of nits. Nits are the eggs of the louse bug; they are tiny, grayish white, tan or brown ovals that attach very tightly to strands of hair. The nits are not contagious; it is the lice bug that is contagious because it travels. With this in mind, it is imperative that, upon notification or discovery of nits, parents remove them from the hair, as there is a 7-10-day window before the nits hatch.
6. The school district conducts head lice screenings as needed when cases are suspected, immediately following treatment, intermittently after treatment to ensure that a re-infestation has not occurred, and at a parent's request.

Early intervention may reduce transmission to others.

3.3 Remaining Home Due to Illness and Returning to School after an Illness

Please be advised that if your child has any of the symptoms/illnesses 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/Vomiting
6. Diarrhea
7. Pink Eye
8. Fifth Disease (Virus B 19)

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 Home and Hospital Instruction

A student who is absent or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the school office at: 847-516-5105.

3.5 Administering Medicines to Students

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or

school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a “Medication Authorization Form”.

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

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

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

For students who require the administration of medication while at school (via school personnel or by self-administration):

1. Parents must submit a “Medication Authorization Form” to the school office prior to the medication being accepted or administered at school. This includes prescription medications and over the counter medications. These forms are located on the school district’s web site or can be picked up in the school Health Office.
 - a. A new form must be submitted at the beginning of each school year, or any time medication changes are made (dosage, frequency, or new medication order).
 - b. The form must be signed by both the Physician and the Parent.
2. Medication will not be accepted without the properly signed form discussed in #1.

For Prescription Medications:

1. Parents must provide the medication in its original prescription bottle or packaging with the adhered label printed by the doctor/pharmacy including the student’s name, medication, dosage, and frequency. For asthma inhalers, the prescription label must be provided.
2. If the medication is an inhaler or epinephrine auto-injector, a student may keep possession of it for immediate use at the student’s discretion: 1) while in school, 2) while at a school-sponsored activity, 3) while under the supervision of school personnel, 4) before or after normal school activities, such as before/after school care on school-operated property (105 ILCS 5/22-30, amended by PA 96-1460).

For Over the Counter Medications:

Parents must provide the medication in the manufacturer's original container with the consumer label, and the student's name affixed to it.

Parents are responsible for splitting or cutting pills in half at home, if ordered that way. The school Health Office does not provide this service.

All medication must be brought to school by the parent. Do not send medication to school with your child.

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.

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

All medication forms are available on our website, (www.dist3.org), under Health Services. Forms may be faxed to (847) 516-9169.

3.6 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.

3.7 Toxic Substances

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

3.8 Closing of School

Sometimes during the year conditions may require the closing of school. When such conditions occur, we have instituted an automated service (via phone, text, and/or email) 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.**

3.9 Safety Drill Procedures and Conduct

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

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.

3.10 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

The Superintendent of Schools Ph. (847) 516-5100

Notification will be given before regularly scheduled application of the pesticide. Prior notice is not required if there is imminent threat to health or property (e.g. removal of hornets' nest on a playground, removal of wasp nests near a doorway, etc.)

3.11 Suicide and Depression Awareness and Prevention

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

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

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; or c) any clothing or accessories advertising, promoting, or picturing alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.

Clothing shall be of an appropriate length at all times. **Note:** 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 adequately 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 unless previously approved by the school principal.

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) the student will be asked to change into P.E. 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 Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, iPod®, iPad®, Smart Watch, laptop computer, tablet computer or other similar electronic device.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and secured in lockers, unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

- **1st offense:** Confiscation of electronic device until the end of the school day. Student will receive a warning and may pick up the electronic device from the office after school.
- **2nd offense:** Confiscation of electronic device until the end of the school day, an after school detention will be assigned and parent/guardian must pick up the electronic device.
- **3rd offense:** The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
- **4th subsequent offense:** The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

5.5 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 and or stickers are not be used on the inside or outside of the locker at any time. 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.

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

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.

5.6 Absences and Excuses

The habit of regular and faithful attendance is necessary for successful school life. There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS (**Students in grades 6th – 8th**), or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

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

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 a student exhibits signs, symptoms or behaviors consistent with a concussion during physical education class or during an extra-curricular activity, they must be removed from the activity, practice or competition and will only be allowed to return after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to learn protocols.

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 unexcused absences totaling greater than 5% of days to the Regional Office of Education.

5.7 Make-up Work Due to Absences

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students that have been absent for the above reasons, 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.

Students who are unexcused from school will not be allowed to make up missed work.

5.8 Homework Requests Due to Absences

If a student is absent, parents may access the teachers or grade-level teams web page to see the day's assignments. Otherwise, the student should ask for the assignments when they return to school.

5.9 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 (e.g. 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.

5.10 Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

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

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

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

5.11 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 any time.

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.

5.12 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.

Academic dishonesty includes, but is not limited to:

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

5.13 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>

5.14 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.

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.

5.15 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

5.16 Math Placement Guide

At the end of fifth grade, all students will be reviewed to see if they qualify for advanced mathematics placement (pre-algebra) for their sixth-grade year. Successful completion of the pre-algebra course will allow them to continue into Geometry as an eighth grader. The following criterion is used to make placement determination grades 6th – 8th:

Fox River Grove Middle School Math Placement Guide (Revised March 21, 2018)	
5th Grade Mathematics	
5th Math	5th Grade Math (general curriculum)
6th Grade Mathematics	
Course 1	6th Grade Math (general curriculum)
6th Grade Advanced	Successful completion of 5th Grade Math (passing) AND RIT Score of 230 on 5th grade spring MAP or 81% avg. of all BM exams
7th Grade Mathematics	
Course 2	7th Grade Math (general curriculum)
Pre-Algebra	Successful completion of Course 1 or 6 th Grade Advanced (passing) AND RIT Score of 237 on 6th Grade spring MAP or 81% avg. of all BM exams of Course 1 or 6 th Grade Advanced
Algebra 1	Successful completion of 6 th Grade Advanced (passing) AND RIT Score of 240 on 6th Grade spring MAP or 81% avg. of all BM exams of 6 th Grade Advanced
8th Grade Mathematics	
Course 3	8th Grade Math (general curriculum) 7th grade Pre-Algebra students not meeting the Algebra 1 criteria
Algebra 1	Successful completion of Course 2 or Pre-Algebra (passing) AND RIT Score of 243 on 7th Grade spring MAP or 81% avg. of all BM exams of Course 2 or Pre-Algebra OR did not meet the Geometry criteria after taking Algebra Summer Bridge Program

8th Grade Mathematics (Continued)		
Geometry***	Successful completion of <u>Algebra 1</u> (passing) AND RIT Score of 248 on 7th Grade spring MAP test* or 81% avg. of all BM exams of Alg 1	Successful completion of <u>Pre-Algebra*</u> (passing) AND RIT Score of 248 on 7 th Grade spring MAP test* or 90% avg. of all BM exams of Pre-Alg.*
	OR Successful completion of Algebra Summer Bridge Program if not passing 7th Algebra	AND Successful completion of Algebra Summer Bridge Program**

*Incoming 8th grade students who pass Pre-Algebra and meet the 90% threshold in one of the two other criteria will be invited to complete a District 3 Algebra summer bridge program. (fee may apply)

**Successful completion will be aligned with Cary Grove High School.

*** Available through District 3 or Cary-Grove High School as determined by the district.

Additional Notes

District reserves the right to change the placement criteria based upon current and future needs. Such changes will be effective the following school year.

District 155 **may** offer a summer bridge program for qualifying 8th grade students who excel during their 8th grade Pre-Algebra program for direct freshman geometry placement. Availability and criteria set by CGHS.

Students in a course with multiple sections will be heterogeneously grouped.

RIT scores are based upon 2015 Normative NWEA Data. When MAP assessment is re-normed, RIT scores above may be modified.

5.17 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.

5.18 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.

5.19 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 locker to store jewelry. This effort will contribute to a safe educational environment.

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

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

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

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

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.

5.20 Discipline Guidelines

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.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

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

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, smart watch, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off, out-of-sight, and in lockers during the

regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present hall pass or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public-school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Chewing gum.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures: School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions.

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study/detention.

8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Corporal Punishment

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

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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

- (1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers.

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

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

Access to Student Social Networking Passwords & Websites

School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

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

Seizure of Property

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

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; transportation will not be provided by the school district. 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. If the student fails to serve reassigned detentions, an ISS will be issued. 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.

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.

Re-Engagement of Returning Students The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

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.

ACCUMULATION OF DETENTION INFRACTIONS

Each detention infraction will be held on file for a 6-week detention free period. If there are no additional detention 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 detention infraction. The consequences for repeated detention 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

5.21 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.

5.22 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, "Extra-curricular Guidelines")

5.23 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).

5.24 Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

Complaint Managers:

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

Complaint Managers:

Name	Mrs. Jessica McKenzie
Address	Fox River Grove Middle School
Telephone No.	(847) 516-5105

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment.

5.25 Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or

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

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

5.26 Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

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

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 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.

Nondiscrimination Coordinator:

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

Complaint Managers:

Name	Dr. Tim Mahaffy	Mrs. Jessica Mckenzie
Address	District 3 Admin. Offices	FRG M.S.
Telephone No.	(847) 516-5100	(847) 516-5105
Email Address	mahaffyt@dist3.org	mckenziej@dist3.org

5.27 Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities and shall treat all field trip locations as though they are school grounds. Students who fail to abide by school rules and/or location rules during a field trip are subject to the student discipline code of conduct.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

5.28 Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.

7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

6.0 GUIDELINES FOR PARENTS

6.1 Distribution of Materials

The Superintendent shall authorize the distribution of materials by outside organizations.

6.2 School Visitors

The school has visitor parking locations on the North side of the building. **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 School Visitation Rights

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

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

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

6.5 Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

6.6 Sex Education Instruction

State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the

prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection.

Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Request to Examine Instructional Material

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection.

Class Attendance Waiver Request

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program.

If you do not want your child to participate in these classes or courses, please request a class attendance waiver statement and return it to your child's classroom teacher within 5 school days.

6.7 Education of Children with Disabilities

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

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

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

6.8 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.

6.9 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.

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

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

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

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

These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

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

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

- Name
- Address
- Grade level
- Birth date and place

- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

6. The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information without your prior written consent.¹

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students’ names, addresses, and telephone numbers, unless the student’s parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

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

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

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

6.10 Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

¹ This section is only applicable to high schools.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

6.11 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. 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.

6.12 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.

6.13 Student Treats (Celebrations) Due to the number of students with severe food allergies, treats are prohibited.

6.14 Unsafe School Choice Option

The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event. **This transfer option is unavailable in this District** because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from building principal.

6.15 Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.dist3.org

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.

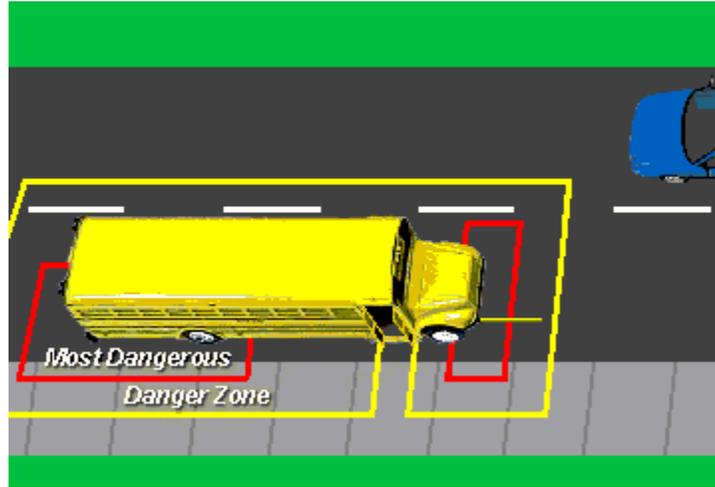
Students who are designated as walkers are not permitted to ride the District 3 school buses as a means of getting to school, getting home, or getting to a social event after school without the permission of the building principal. Such permission is typically granted only for emergency situations.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Stay off the road while waiting for the bus.
3. 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.
4. 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.
5. Be careful when entering or exiting the bus. Keep hands out of pockets and hold onto the rail when boarding the bus.
6. 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.
7. Show respect to the bus driver. Speak politely; do not make noise or distract the driver.
8. Show respect to fellow classmates. Do not hit, spit, shout, shove, trip, or use inappropriate language or gestures.
9. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
10. Do not put anything out a window. Keep hands and head inside.
11. Riders should not eat, drink, chew gum or smoke on the bus.
12. Glass containers are not permitted on the bus.
13. Animals are not permitted on the bus.
14. 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.
15. **Be quiet immediately** whenever the dome lights go on. **Remain quiet** until the dome lights go off. **This is especially important at railroad crossings.**

16. 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.
17. 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** behind the bus.



18. During bus drills and use of the emergency exits:
 - Be quiet and listen for instructions
 - Leave in bus drill order
 - Stay calmWhen using the back door:
 - Duck your head
 - Sit down
 - Push off
 - **Do not jump up!**
19. Athletic footwear equipped with cleats or spikes are not allowed to be worn on the bus.
20. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
21. Parents will be liable for any defacing or damage students do to the bus.
22. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
23. Bus riders staying after school to serve a detention are not allowed to ride the late bus home.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Mrs. McKenzie at 847-516-5105

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. STUDENTS MAY BE SUSPENDED FROM RIDING THE SCHOOL BUS FOR UP TO 10 CONSECUTIVE SCHOOL DAYS FOR ENGAGING IN GROSS DISOBEDIENCE OR MISCONDUCT IF A STUDENT IS SUSPENDED FROM RIDING THE BUS FOR GROSS

DISOBEDIENCE OR MISCONDUCT ON A BUS, THE SCHOOL BOARD MAY SUSPEND THE STUDENT FROM RIDING THE SCHOOL BUS FOR A PERIOD IN EXCESS OF 10 DAYS FOR SAFETY REASONS. THE DISTRICT'S REGULAR SUSPENSION PROCEDURES SHALL BE USED TO SUSPEND A STUDENT'S PRIVILEGE TO RIDE A SCHOOL BUS. A STUDENT WHO IS SUSPENDED FROM RIDING THE SCHOOL BUS AND WHO DOES NOT HAVE ALTERNATIVE TRANSPORTATION TO SCHOOL SHALL BE ALLOWED THE OPPORTUNITY TO MAKE UP ALL MISSED WORK FOR EQUIVALENT ACADEMIC CREDIT. IT IS THE RESPONSIBILITY OF THE STUDENT'S PARENT OR GUARDIAN TO NOTIFY THE SCHOOL THAT THE STUDENT DOES NOT HAVE ALTERNATIVE TRANSPORTATION TO SCHOOL.

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

For all activities coaches/sponsors will attempt to maximize playing/participation 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, a current physical and a copy of our Concussion Policy Information and Sign-off sheet on file in the school office. **These documents are due one week prior to the start of try outs.** 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.

2. At the beginning of each sport's season, a parent-athlete meeting will be held 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
Girls 7th Volleyball	8	12	Girls 8th Volleyball	8	12
Coed Soccer (6th-8th)	15	20	Cheerleading (6 th -8 th)	15	NC
Cross-Country (5 th - 8 th)	12	NC	Scholastic Bowl	8	NC
Track (5 th -8 th)	30	NC			

*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
News Paper	10	NC			

6. The following activity fees per participant are necessary to partially fund each activity. Fees may be reduced upon receipt of donated funds specific to said activity. Uniforms may not be distributed to students until fees are paid or payment arrangements have been made with the middle school principal.
 - \$75: Co-ed Soccer, Girls' Volleyball, Basketball and Scholastic Bowl
 - \$55: Band and Cross Country
 - \$40: Chorus, Track, and Cheerleading
 - \$25: Jazz Band
 - \$15: 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 \$75.00

***If funding for minimum team/group sizes are not received by the fee deadline, 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.

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 and activity fees will not be reimbursed.

7. An athlete must ride the bus to and from a school sponsored activity. Exceptions to this rule 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. **Note:** 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 middle school office or athletic director, or a documented direct verbal communication with the athletic director."
8. An athlete must attend all practices and games 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), g) other absences approved in advance by the coach/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, 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, an athlete/participant will be notified of ineligibility status by an Athletic Director and it is the student's 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 athlete and or annual play/musical participant may only attend practices a maximum of 3-days per week.

During the week of ineligibility:

1. 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 not be permitted to attend the next game. 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.

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. Uniforms should be returned in a bag clearly labeled with the student's name. If it is not returned within two weeks after the season ends, it is the parent's responsibility to pay for the missing uniform.

16. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

17. Students/athletes should be picked up by a parent or adult authorized by a parent immediately upon the conclusion of practice, home games and school bus arrival at school from an away game. Please be considerate of our coaches' time and pick your students up promptly.

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
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.

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	Dr. Tim Mahaffy	Mrs. Jessica McKenzie
Address	Fox River Grove Admin. Offices	Fox River Grove Middle School
Telephone No.	(847) 516-5100	(847) 516-5105

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 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

APPENDIX G - ENGLISH LEARNERS

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

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

For questions related to this program or to express input in the school's English Learners program, contact Dr. Sandy Ozimek at 847-516-5101.

APPENDIX H - HOMELESS CHILD'S RIGHT TO EDUCATION

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

- 1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- 2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For information regarding assistance and support for homeless families, please contact our district social worker.

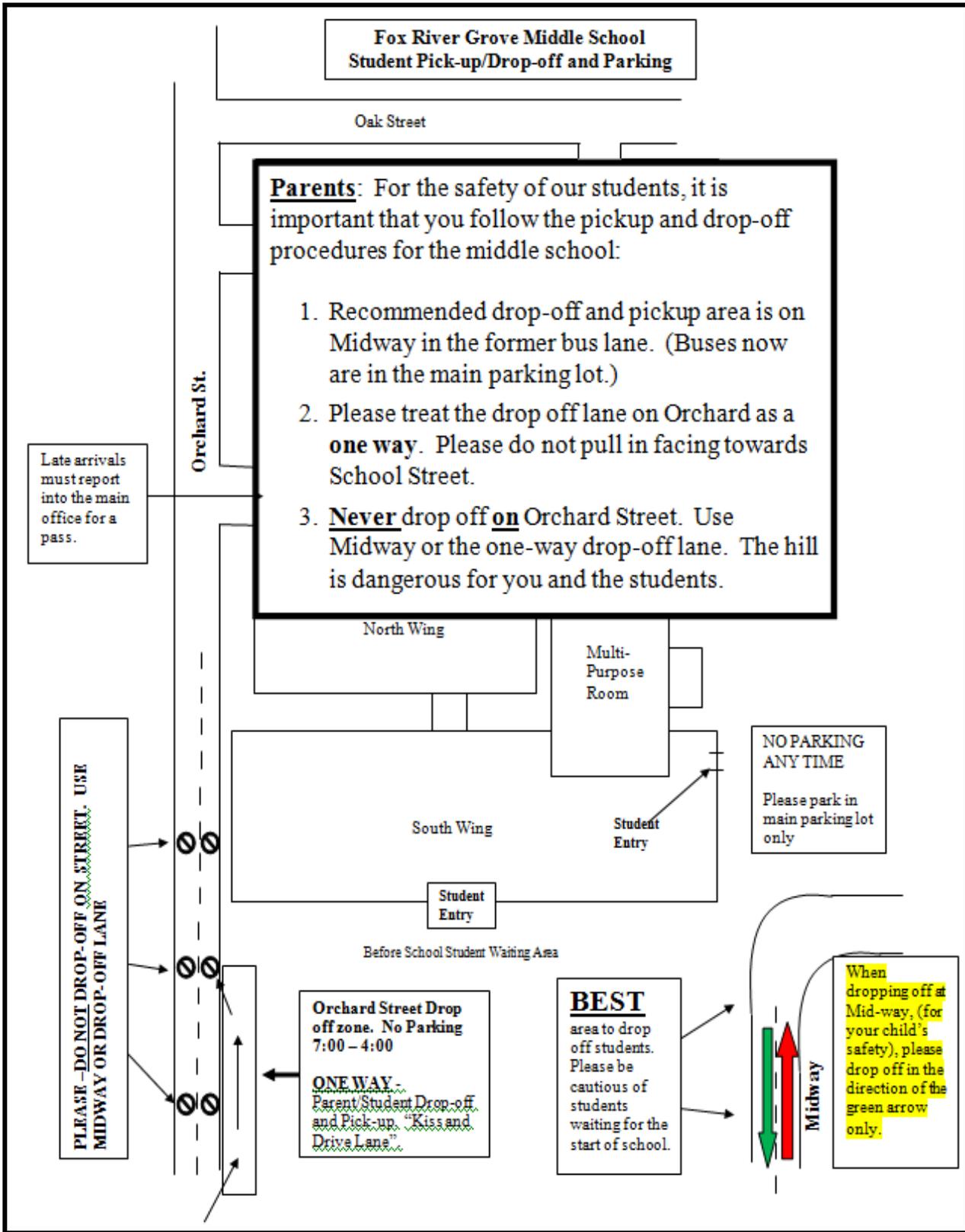
FOX RIVER GROVE SCHOOL DISTRICT 3

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				
Parent Contact Letters		X	X	X	X	X	X	X	X	X
Problem-solving Team		X	X	X	X	X	X	X	X	X
Short-term Individual or Group Counseling		X	X	X	X	X	X	X	X	X
Grade Level Team Meeting		X	X	X	X	X	X	X	X	X
Psychological Services - Short Term		X	X	X	X	X	X	X	X	X
Social Work Services - Short Term		X	X	X	X	X	X	X	X	X
Speech/Language Services - Short Term		X	X	X	X	X	X	X	X	X
Pre-School and Kindergarten 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
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
Short-term 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
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
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 State Assessment - PARCC					X	X	X	X	X	X
MAP - Measurement of Academic Progress	X	X	X	X	X	X	X	X	X	X
AimsWeb Benchmarking		X	X	X	X	X	X	X	X	X
Academically Talented After-School Program					X	X				
PSAT - High School Placement Test										X
Special Education/504 Case Study Evaluations	X	X	X	X	X	X	X	X	X	X
FRGMS Math Benchmark Exams							X	X	X	X
ABSENTEEISM \ TRUANCY	Pre	K	1	2	3	4	5	6	7	8
Parent Contact	X	X	X	X	X	X	X	X	X	X
Individual or Family Counseling Referral	X	X	X	X	X	X	X	X	X	X
Contact County Truancy Officer			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
SPECIAL EDUCATION AND 504	Pre	K	1	2	3	4	5	6	7	8
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	X	X	X	X	X	X	X	X	X	X
Physical Therapy	X	X	X	X	X	X	X	X	X	X
Vision/Hearing Services	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
Academic Support and Services	X	X	X	X	X	X	X	X	X	X
Behavior and Emotional Supports and Services	X	X	X	X	X	X	X	X	X	X
Case Study Evaluation and Screenings	X	X	X	X	X	X	X	X	X	X
Progress Monitoring	X	X	X	X	X	X	X	X	X	X
Alternative Education Placement	X	X	X	X	X	X	X	X	X	X
Additional Services as Determined by Individual Education Plan (IEP)	X	X	X	X	X	X	X	X	X	X
Classroom Accommodation and Modifications	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
Music Parents Organization							X	X	X	X
Back to School Night		X	X	X	X	X	X	X	X	X
Spring Social		X	X	X	X	X				
COMMUNITY AWARENESS	Pre	K	1	2	3	4	5	6	7	8
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
Short-Term Social Skills Groups		X	X	X	X	X	X	X	X	X
Anti-bullying		X	X	X	X	X	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	X	X		X						X
Hearing Screening, Referrals	X	X	X	X	X					X
Notification of Possible Communicable Diseases	X	X	X	X	X	X	X	X	X	X



APPENDIX J – STUDENT PICK-UP/DROPP-OFF AND PARKING

APPENDIX K

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

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

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

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

Student Signature

Date

Parent/Guardian Acknowledgement

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

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

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

Parent/Guardian Signature

Date