2026-2027
Ladd School



Student Handbook

LADD COMMUNITY CONSOLIDATED SCHOOL

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Ladd, Illinois 61329
Laddccsd94.com

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STUDENT/PARENT HANDBOOK DISCLAIMER STATEMENT

1. This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct.). Membership or participation in a school-sanctioned activity is a privilege and not a right.

2. In addition, the principal, within the school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

3. This handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as an interest in modeling appropriate school government. In addition, this handbook provides for the physical and psychological safety of the students through appropriate rules and regulations.

4. When violations of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, their parents, and other support personnel to help the student correct the individual's behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, their age and maturation, any mitigating circumstances, and the effect of their actions on the welfare of the school community. Disciplinary responses may include, but are not limited to, the following actions described in this handbook.

TABLE OF CONTENTS

General Information 6

Daily Schedule 6

Cancellations and Early Dismissals 6

Visitors 7

Pets on Property 7

Non-Custody Parent Rights 7

Family Privacy Rights 7

Birthday Treats 8

Free Breakfast and Lunch 8

Fees 9

Admissions and Transfers 9

Examinations and Immunizations 10

Communicable and Chronic Infectious Disease 11

Emergency Procedures 11

Student Accident Insurance 11

Administration of Medicine 12

Anaphylactic Response Policy 12

Pandemic Policies and Procedures 14

Diabetes Care Act 15

Seizure Smart Care Act 16

Homeless Students 16

Special Education 16

Speech and Language 17

Asbestos Management Plans 17

Pest Management 17

Offender Notification Laws 17

Student Information 18

Transportation Policies and Procedures 18

Bus Discipline 19

Bicycle and Wheeled Transportation 19

Drop Off and Dismissal Practices 20

Student Desks and Lockers 21

Phone Calls 21

Lost and Found 21

Student Records 22

Cell Phone and Electronic Policies 25

Conduct 26

Dress Code 28

Evening Events 29

Discipline Policies 29

General Behavior Expectations 29

Levels of Discipline 29

Behavioral Interventions 31

Disciplinary Procedures 32

Legal Interventions 34

Interviews by Police 34

Special Education Discipline 35

Interviews by DCFS 35

Search of Property 36
Seizure of Property 36
Academic Information 36
Honor Roll 37
PE Requirements 37
Fine Arts Requirements 38
Attendance Expectations 38
Unadvised Absence 39
Recording Absence vs. Tardy 39
Truancy 39
Chronic Absenteeism 40
Student Mental Health Day Absence 40
Home and Hospital Instruction 40
Homework Policy 41
Missing Assignments 41
Homework and Vacations 42
Academic Dishonesty 42
Retention of Students 42
Extra-Curriculars 43
Eligibility 43
Extracurricular Conduct 43
Technology Policies 44
Social Media 44
Chromebook Care 44
Device Replacement 45
Internet Conduct 45
Internet Safety 46
Student Online Personal Protection Act 46
Terms and Conditions 47
School District Information 52
Discrimination Policy 52
Equal Education Opportunities 53
Sex Equity 53
Bullying and Harassment 53
Sexual Harassment 54
Employee Ethics 55
School Contact 57
Parent-Teacher Conferences 57
Grievance Procedures 57
Who To Call 60

General Information

K-8 Daily Schedule

8:15	School Entry Bell
8:20	School Begins
3:05	Dismissal

Students will be dismissed at 2:00 **p.m. every Wednesday** for staff development. On School Improvement Days students will be dismissed at **11:20 a.m.**

Pre-K Schedule

8:20-11:05	Morning Pre-K
12:20-3:05	Afternoon Pre-K
8:20-10:35	Wednesday Morning Pre-K
11:45-2:00	Wednesday Afternoon Pre-K

All students may arrive at school at 8:00 a.m. for breakfast. If eating breakfast at school, students should enter the north door by the concession stand and go straight into the cafeteria for breakfast. **There will be no outdoor supervision before 8:05.** Students not eating breakfast should not arrive before 8:05. **Students may not arrive before 8:05 unless eating breakfast.**

Cancellations and Early Dismissals:

1. If there is an unexpected cancellation of school due to adverse weather or other unexpected reasons it will be announced on the radio (WLPO/WAJK and WZOE) as early as possible. Usually, if Hall High School cancels, so will Ladd School. Alerts about cancellations will also be sent out through the district website and mass notification system.
2. If school is in session and there is an "Emergency Early Dismissal" it will be announced through the district website and mass notification system immediately.
3. School cancellations and emergency dismissals will also be announced through the district website and mass notification system immediately.
4. Please make arrangements in advance with your children so that they have a place to go, should there be an emergency dismissal, especially if you are not going to be home.

When school cannot be in session, remote learning may be an option. The Superintendent shall develop, maintain, and supervise a remote educational program consistent with *105 ILCS 5/10-29*. The remote educational program shall provide an

opportunity for qualifying students to participate in an educational program delivered by the District in a location outside of the school.

Visitors:

All visitors to Ladd School are to enter through the main door, and check in and out in the office. Visitors must sign in, show valid identification, and wear a visitor's badge to remain on the property. When leaving the school, visitors must return their badge and sign out. Parents/Guardians are welcome to visit the school at any time after checking in at the office and following these procedures.

Students are not to bring younger brothers and/or sisters to school. Our experience has shown that bringing friends or relatives to visit in the school does not benefit the visitor and frequently distracts other students from their normal school work. Therefore, we cannot give permission for other students to visit during the school day. These regulations are for the protection of the student and in accordance with the Illinois School Code. The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event.

Pets on Property

For the safety of students, staff, and visitors, all pets brought onto school property must be kept on a leash and under the control of a responsible adult at all times. Pets are not allowed in the building without prior approval by administration. Pet owners are responsible for their animal's behavior and for cleaning up after their pets. The school reserves the right to restrict or prohibit animals on school grounds if they pose a safety concern or disrupt school operations.

Non-Custody Parent Rights:

It is the intention of the Ladd CC School District 94 to comply with both the laws and decisions of the court system in child custody cases. Therefore, parents with custody of their children must furnish the school with court orders which prohibit the release of students, or records, or both, to non-custody parents. Non-custody parents have the right to information on grades and school progress, and this information will be provided by mail, if a request is made in writing to the school by the non-custody parent, unless a court order indicates that this right has been refused. In cases of parental conflict, the school will contact the Sheriff's office, or other social agency, as necessary to protect the interests of the child.

Family Privacy Rights:

Parents/guardians may request that their child not participate in surveys that concern one or more of the following eight areas.

- Political affiliations or beliefs of the student or student's parent/guardian;
- Mental or psychological problems of the student or student's family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;

- Critical appraisals of others with whom the student has close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents/guardians; or
- Income other than required by law to determine program eligibility.

The school will not penalize any student whose parent/guardian exercises this option. In addition, a parent/guardian may review surveys asking questions about the above areas as well as other instructional materials. School Board Policy 7:15 Student and Family Privacy Rights, contains a more thorough explanation of these rights and may be obtained from the Building Principal.

Birthday Treats

Families wishing to provide birthday treats for students may do so only if the treats are commercially pre-packaged. Homemade treats are not permitted. Birthday treats must be distributed and consumed as a classroom treat at a time approved by the teacher and may not be served during the lunch period or used as a substitute for a student's lunch.

Breakfast and Lunch

Continuing in the 2026-2027 school year, Ladd School is happy to provide breakfast and lunch to all students AT NO COST. We are able to do so through the Community Eligibility Provision which will allow us to provide free meals through the 2028-2029 school year. The funding model will be reevaluated at that time to determine if it will continue.

Breakfast and lunch policies and procedures are as follows:

- Food and/or drinks are not allowed to leave the cafeteria for any reason.
- Students will not be allowed to share food during lunch or breakfast.
- Only students eating hot lunch will be allowed extras.
- Outside breakfasts will not be allowed in the cafeteria.
- Cold lunches may not contain fast food, energy drinks, or soda.
- Students who bring fast food will not be allowed to eat it but will be provided a hot lunch in the cafeteria.

Water Bottles

Students are allowed to bring a water bottle to school. Water bottles **MUST be clear** and may only contain still water. Anything other than still water, will be placed in the office and picked up at the end of the day. Students who do not come with a water bottle may use our drinking fountains in the hallway.

Fees:

Book rental fees include textbooks, workbooks, Weekly Readers and other publications, plus art/music, etc. supplies furnished by the school district. Fees should be paid at registration. If you feel that you are unable to pay student fees, Fee Waiver applications are available in the office. If books or school-owned materials are lost or damaged beyond repair parents will be charged a replacement fee for the item(s). All delinquent fees owed to Ladd CC School are turned over to the school's attorney for collection at the end of each fiscal school year on June 30th.

● Registration/Book Rental/Supply Fee/Technology Fee for Grades K – 8	$135.00
● Activity Fee for Grades 5-8 Extracurricular Participants	$65.00
● PE Clothes for Grades 5-8	$16.50
● One Half-Pint of Milk	$0.50
● Lock Replacement Fee (Grades 5 – 8)	$10.00
● Planner Replacement (Grades 3-5)	$5.00
● Ladd School Folder Replacement (Grades K-2)	$3.00
● Athletic Uniform Replacement	$100.00
● Lost or Damaged Textbook	$35.00
● Recorder Fee (Grades 3&4)	$4.00

Admissions and Transfers:

Age - To be eligible for admission to Kindergarten, a child must be five years of age by September 1st of that school term. Children who enter first grade must be 6 years of age by September 1 of that school year. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.
Parent(s)/guardian(s) may request early admission for a child. The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

Admission Procedure - All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present the following:

- A certified copy of the student's birth certificate or other reliable proof of identity and age. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate or other reliable proof of identity and age, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within ten (10) days, the case shall be referred to the local law enforcement agency for investigation. If compliance is not obtained within that ten (10) day period, the Principal shall refer the case. The Principal shall immediately report to local law enforcement any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
- Proof of residence in the district as required by *Board Policy 7:60, Residence*.

- Proof of immunization or detection and the required physical examinations as required by State law and *Board Policy 7:100, Health Examinations, Immunizations, and Exclusion of Students* (See section on Health Examinations, Immunizations, and Exclusion).

Student Transfers To and From Non-District Schools - A student may transfer into or out of the District according to State Law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Examinations and Immunizations:

State Law requires written evidence of physical examinations, including age-appropriate developmental screening, social-emotional screening, for all students registering for the first time and the grade levels below. Immunizations for Polio, Diphtheria, Tetanus, Pertussis, Measles, Rubella, Hepatitis B, Varicella, and one dose of Meningococcal vaccine are also required. Proof of immunity shall be documented evidence of having received a vaccine or proof of disease verified by a healthcare provider. (Section 655.250) The only waiver of evidence of immunizations is through written objection that these requirements conflict with religious tenets or practices, or that the physical condition of the child is such that compliance would be a hazard to the health of the child. Proof of examinations must be submitted prior to October 15 of the school year. New students to the district registering after October 15 will have 30 days from the date of registration to submit all medical examination records required. Proof of dental exams must be submitted by October 15th. *A STUDENT WHO DOES NOT COMPLY WITH THE REQUIREMENTS BY OCTOBER 15 and MAY 15 WILL BE DENIED ENTRY TO SCHOOL UNTIL COMPLIANCE IS MADE.*

Kindergarten:

- Proof of a physical examination
- Proof of up to date immunizations
- Proof of lead screening
- Proof of dental exam
- Proof of vision exam

Second Grade:

- Proof of dental exam

Sixth Grade

- Proof of physical exam
- Proof of up to date immunizations
- Proof of Dental Exam

Communicable and Chronic Infectious Disease:

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District's policies. Parents/Guardians need to notify the building principal if their child has a communicable or infectious disease. If the child has a communicable disease a note indicating that the child may return to school is required from the attending physician. The Illinois Department of Health mandates exclusion from school on a case by case basis for the following diseases: Chancroid, Chickenpox, Diphtheria, E. Coli, Fifth Disease, Viral Gastroenteritis, Giardiasis, Hepatitis, Herpes Simplex Virus, HIV, AIDS, Impetigo, Infectious Mononucleosis, Influenza, Measles, Meningitis, Mumps, Pertussis, Pink Eye, Pinworms, Polio, Rash, RSV, Ringworm, Rubella, Salmonellosis, Scabies, Shigellosis, Shingles, Strep Throat, Scarlet Fever, Tuberculosis, and COVID-19.

Emergency Procedures:

Student safety is our District's top priority. Our district has developed a Comprehensive Safety and Security Plan. In addition to physical safety, the District is concerned with student's emotional well-being and will help students cope with an emergency or disaster and its aftermath. For this reason, the District approaches every emergency plan with four values: prevention, preparation, response and recovery. State law mandates that emergency plans, including Ladd's Emergency Operations Plan be reviewed annually. During any emergency or potential disaster and for the safety of all students and staff, please follow the instructions of the Superintendent as well as the Building Principal.

Communications – The District will share emergency information via its mass notification system.

Lockdown/Evacuation – During a lockdown, no one may enter or leave the building until it is safe to do so. For evacuation purposes, each school has at least one off-campus site where students and staff assemble to be accounted for and temporarily housed. If students are evacuated, students at Ladd School will go to the Ladd Fire Station and the Community Center. You may pick up your child at these locations through our structured dismissal procedure.

Student Accident Insurance:

All K-8 students are provided with School Time insurance coverage at no cost to parents/guardians for the 2025-2026 school year. This coverage is for medical expenses from accidents that occur while attending regular school sessions and school provided travel between school and up to one hour before or after regular classes. It also covers students participating in extracurricular activities and travel to and from the activity in any vehicle owned or leased by the school and supervised solely by school employees. Parents/guardians may purchase 24-hour coverage through the Illinois School District Agency. This is accident insurance only and can be purchased per school year. Please contact the office for an enrollment form or for additional information.

Administration of Medicine:

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider believes that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must provide written documentation from the licensed health care provider to request that the school dispense the medication to the child and follow the District's procedures on dispensing medication. Medication must be brought to the school in containers appropriately labeled by the pharmacy. The name of the doctor must be on the container. This policy applies to prescriptions and any over the counter medication including cough drops and creams.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. *No student shall 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 policy and its implementing procedures.*

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. Additionally, students with a diabetes care plan can perform all aspects of diabetes care, and in any area on the school grounds.

Anaphylactic Response Policy:

It is the policy of the Illinois State Board of Education, according to Public Act 102-0413, that each school district have an anaphylaxis policy. Illinois School Code (105 ILCS 5/2-3.182(a-g) and Section 22-30) require that all public schools, nonsectarian nonpublic schools, and charter schools create and implement policies concerning anaphylaxis prevention and treatment. This policy will be reviewed and reevaluated every three years and be updated to reflect any necessary and appropriate revisions.

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can occur up to one to two hours after exposure to the allergen.

This anaphylaxis response plan is not intended to replace student-specific orders or parent-provided individual medications. Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with a completed "School Medication Authorization Form" from the student's health care provider for handling anaphylaxis and all necessary medications for implementing the student-specific order on an annual basis. This may be provided as an Individual Health Care Plan, an Emergency Action Plan, or as part of a student's Individualized Education Program or Section 504 Plan.

Administration will be responsible for identifying at least two employees to be trained in the administration of epinephrine by autoinjector. Only trained personnel should administer epinephrine to a student believed to be having an anaphylactic reaction. Training shall be conducted in accordance with Illinois School Code (105 ILCS 5/22-30). All staff members will be trained to know the signs and symptoms of anaphylaxis and know how to initiate the emergency protocol.

The school district has an agreement with an authorized licensed physician to prescribe non-student-specific epinephrine to be administered to any individual believed to be having an anaphylactic reaction on school grounds during the academic day or school-sponsored event. (105 ILCS 5/22-30)

Responding to Anaphylaxis

- Student-specific orders that are on file will be followed for students with known life-threatening allergies and/or anaphylaxis.
- If there is any suspected case of anaphylaxis, 911 will be called immediately.
- Use of Undesignated Epinephrine:
    - In the event of suspected anaphylaxis for any student without a student-specific plan on file, a trained staff member will select the appropriate autoinjector, administer epinephrine, and record the time.
    - Airway and breathing will be constantly monitored
    - Parent/guardian will be notified as soon as practicable.
    - If symptoms continue and EMS is not on the scene, a second dose of epinephrine can be administered five to 15 minutes after the initial injection. Note the time.
    - Administer CPR, if needed.
    - EMS will transport the individual to the emergency room.
    - Documentation of the individual's name, date, and time the epinephrine was administered, and the epinephrine auto-injector that was used will be given to EMS to accompany the individual to the emergency room.

- Post-Event Action Reporting:
    - The principal or superintendent will complete the Undesignated Epinephrine Report form and submit it to the Illinois State Board of Education within three days of the incident.
    - The principal or superintendent will notify the prescriber of undesignated epinephrine auto-injector.

The epinephrine will be stored in a safe, unlocked, and accessible location in a dark place at room temperature (between 59-86 degrees F). The epinephrine will not be maintained in a locked cabinet or behind locked doors during school hours. Trained staff will be made aware of the storage location in the building. The epinephrine will be protected from exposure to hot, cold, or freezing temperatures, and sunlight. The expiration date of epinephrine solutions will be periodically checked by adminstration; the drug will be replaced if it is approaching the expiration date. Additionally, the administration will periodically inspect the contents through the clear window of the auto-injector. The solution should be clear; if it is discolored or contains solid particles, the unit will be replaced. The district will maintain documentation that stock epinephrine has been checked monthly to ensure proper storage, expiration date, and medication stability. The school district will maintain enough extra doses of epinephrine for replacement of used or expired school stock on the day it is used or discarded in accordance with 105 ILCS 5/22-30(f).

<u>Pandemic Policies and Procedures:</u>

A pandemic is a global outbreak of disease. Pandemics occur when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads rapidly. Ladd CCSD 94 plays an essential role, along with surrounding school districts, the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency. During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of Ladd School to provide your child with the best educational opportunities possible.

- All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the discretion of the Governor, Illinois Department of Public Health, the Bureau, Putnam and Marshall County Health Departments, and the Regional Office of Education.
- Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
- Students will be expected to participate in blended and remote instruction as required by Ladd School. Parents are responsible for ensuring the participation of

their child. Students who do not participate in blended or remote learning will be considered truant.

- All school disciplinary rules will remain in effect during in-person, blended, and online learning activities during a pandemic. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
- Students, parents and staff will be required to observe all public health and safety measures implemented by Ladd School in conjunction with state and local requirements.
- During a pandemic or other health emergency, Ladd School will ensure that educational opportunities are available to all students.
- School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
- Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact the principal.
- During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
- In accordance with state mandates, Ladd School may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
- Parents should <u>not</u> send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
- Should a child begin exhibiting symptoms of the pandemic or other health emergency at school, parents will be notified and will be held responsible to have their child picked up as soon as possible. It is the responsibility of the parent to make sure that the school has their most current contact information.
- Please do not hesitate to contact the principal if you have any concerns regarding your child's education, health, or safety.

<u>Diabetes Care Act:</u>

In accordance with the Care of Students with Diabetes Act, parents are required to provide Ladd School with a Diabetes Care Plan signed by the parents and their child's health care provider. This Diabetes Care Plan shall specify the diabetes-related services needed by a student at school and at school-sponsored activities and identifies the appropriate staff to provide and supervise these services. The services and accommodations specified in the diabetes care plan shall be reasonable and reflect the current standards of diabetes care. Parents are responsible for providing all necessary supplies to care for their child's condition during school hours including but not limited to diabetic testing supplies, sources of rapid acting carbohydrates, snacks, etc.

Seizure Smart Care Act:
Effective July 1, 2020, the Seizure Smart School Act requires the development of a Seizure Action Plan for students with epilepsy on how to best care for students with the disorder. A seizure action plan must be submitted to the student's school (a) at the beginning of the school year, (b) upon enrollment, (c) as soon practicable following the student's diagnosis, or (d) when a student's care needs change during the school year. A student's parent or guardian is responsible for informing the school, in a timely manner, of any changes to the student's seizure action plan and emergency contact information. It is the responsibility of the student's parent or guardian to share the health care provider's instructions on the student's epilepsy management during the school day, including a copy of any prescriptions and the methods of administering those prescriptions.

Homeless Students:
Any homeless child shall be immediately admitted, even if the child or child's parent(s)/guardian(s) is unable to produce records normally required for enrollment. Board Policy 6:140, Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

Special Education:
Ladd School has special education programs and services available either in our district or within our special education joint agreement with BMP Tri-County Special Education Cooperative. These services are available for students with all types of disabilities and/or exceptionalities. Within the BMP Cooperative, all member school districts establish, maintain or have access to special education instructional programs, resource programs and related services which meet the educational needs of children.

Referrals of students for special education programs and/or services may be made by parents in writing, as well as by local school certified teachers.

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

Parents may also request a copy of the Illinois Administrative Code, Part 226 - Special Education Rules and Regulations, by writing to the:

Illinois State Board of Education
Department of Special Education

100 North First Street
Springfield, Illinois 62777-0001
It is also available on their website at www.isbe.net.

Speech/Language Screening:
In accordance with PL. 94-142/IDEA, Ladd CC School will provide Speech-Language Services to its students. In order to identify students in need of Speech-Language Services, screenings will be conducted. During the screenings, which last approximately 10 minutes, the Speech Pathologist will listen for the way each child produces sounds in words, the way he/she puts words together to form sentences, the influence of his/her speech (stuttering) and the quality of his/her voice along with some other language skills. Students who will participate in the screening include all new students to the District whose file contains no records of a Speech Screening (including Kindergarten students) and transfer students from out of state. Parents will be notified if their child is in need of further speech-language evaluations.

Asbestos Management Plan:
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. The AHERA law requires that visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required. The Inspection/Management Plan is available for public review in the school office. Should you wish to review the plans, please call to make an appointment between 8 a.m. and 4 p.m. Any concerns relative to asbestos should be directed to Dana Carver, Superintendent at 815-894-2363.

Pest Management:
In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 48 hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers, or deodorizers), insecticide baits, and rodenticide baits. Ladd Community Consolidated School District #94 has therefore established a registry of people who wish to be notified. To be included in this registry, please send written request to: Superintendent, Ladd Community Consolidated School District #94, 232 East Cleveland Street, Ladd, IL 61329.

Offender Notification Laws:
State law requires the school to notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: http://www.oisp.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/

STUDENT INFORMATION

Transportation Policies and Procedures:
Due to safety concerns in the lower grades, teachers of Grades Pre-K - 4 will line up the bus students in the classrooms at the end of the school day and escort them to the doors. The teachers will see that all bus students in their class get on the bus to return home.

If your child will not be riding the bus home after school, parents must notify the teacher through the classroom communication tool. **All bus students will be sent home on the bus unless the teacher receives a message or the office is contacted via email or phone call.** We ask that you discuss after-school plans with your child before sending him/her to school so they know where they need to go. If your child has a regular after-school activity on a particular day of the week, you may send one note informing the teacher that for the rest of the year on that day of the week, your child will not be riding the bus (for example, music lessons, tumbling, religion, etc).

Safety on Johannes school buses is a primary concern. In order to facilitate safe transportation for their children, parents must cooperate with school officials in stressing the following rules of conduct. If possible, parents should notify drivers the day before, if their children will not be riding the next morning.

Penalties: Under the school code 10-22.6 gross disobedience or misconduct in school or on a school bus qualify a student for suspension. The bus driver is in complete charge and has been instructed not to tolerate any misbehavior. Misbehavior or unreasonable conduct will be reported to the Principal or Superintendent. **Students who continually violate school bus rules will have their bus riding privileges suspended and will have to be transported to school by their parents until proper conduct on the bus can be assured.**

On the bus, Ladd students will...

- Treat bus drivers with the same respect they give their teachers
- Be at their bus stop 5 minutes prior to their bus time
- Walk to the bus and board responsibly

- Only board the bus from the door side of the street
- Sit in their seats, facing forward at all times
- Keep hands and feet out of the aisles
- Keep hands, feet and other objects to themselves
- Respect the personal space of the students around them
- Talk with an inside voice
- Will not use any foul, inappropriate or disrespectful language
- Be silent at all train track crossings
- Keep your backpack at your feet and out of the aisle
- Keep all electronic devices (Chromebooks, phones,etc) in their backpacks.
- Not throw any items
- Only get off at their assigned bus stop
- Keep hands off of any safety device unless instructed by the driver
- Clean up after themselves
- Not eat on the bus

Bus Discipline

Bus behaviors may be directed to the principal at any time and students may receive school consequences for their behavior on the bus at the discretion of the principal. Behaviors that are repetitive or significant may result in a written notice from the bus company. Video recordings are maintained by the bus company and may be reviewed by administration at any time to monitor behavior.

FIRST OFFENSE: A written warning to the student. The parents will be notified via email.

SECOND OFFENSE: Parents will be notified via a phone call or email. It is the hope that the parents will help prevent a re-occurrence.

THIRD OFFENSE: Suspension of riding privileges for 10 school days and a written report to the parents. The parent will be called by phone and sent the report.

FOURTH OFFENSE: Suspension of riding privileges for 15 school days and written report to the parents. Parents will be contacted to discuss consequences, severity of issues and possible suspension of riding privileges for the remainder of the school year.

Further behavioral issues on the bus could result in a request to use a harness or a possible lengthier suspension up to and including the remainder of the year.

Bicycle and Wheeled Transportation:

- Bicycles/scooters are a means of transportation to and from school. They must be parked on the north side of the building in the racks.
- Motorized bikes are not allowed on school property.

- If skateboards are used as a means of transportation, they must also be parked on the north side of the building in the racks.
- Students should not lend their bicycles/scooters/skateboards to other students.
- Students "borrowing" other students' bicycles/scooters/skateboards without the permission of the owner will be subject to disciplinary action. This will be considered stealing.
- Riding bikes to school is a privilege reserved for grades 1-8.
- Do not arrive before 8:05 a.m.
- The school is not responsible for damaged, lost, or stolen articles.
- The wheels of "heelys" or other wheeled type shoes may not be used on school property.

Drop Off and Dismissal Practices:

Upon arriving at school, students are to remain on the school grounds, until dismissal or a pre-arranged pick-up. Students eating breakfast may enter the North door starting at 8:00. All other students will enter the playground gate at the East entrance each morning beginning at 8:05. Students will have time for free play prior to the start of school.

NO STUDENTS WILL BE ALLOWED ON SCHOOL PROPERTY BEFORE 8:05 AND NO STUDENTS WILL BE ABLE TO ENTER THE PLAYGROUND AREA UNTIL 8:05.

Ladd School has a closed campus policy. Students are not to leave the school campus at any time, including the lunch period, unless accompanied by a member of our staff or by a responsible person designated by the student's parent or guardian.

If a student needs to leave during the school day for any reason, the student's parent or guardian must sign the child out in the main office at the time of the child's departure. If unavailable, the parent or guardian must designate in writing another responsible person to pick up the student. This responsible person must sign the child out in the main office. No student will be released from school to go with any adult other than the parent or guardian without the written permission of the parent or guardian.

If there are changes to your child's usual dismissal procedure, parents MUST notify the teacher through the classroom communication tool. If the school has not been notified of a change in who will pick up the student, there may be additional verification needed at dismissal.

Upon arrival, all Ladd students will…

- Wait for a crossing guard to cross the street
- Arrive on the premises no earlier than 8:00 if eating breakfast and 8:05 if not eating breakfast
- Walk their bikes across the street and at all times on campus

- Park their bikes upright in the bike rack
- Stay off trees, fences and other equipment
- Walk on the sidewalks and not the grass or other landscaping
- Keep hands, feet and other objects to themselves
- During inclement weather, enter the East door and go directly to the gym

At dismissal, all Ladd students will…

- Be dismissed through the Main, North or East door
- Immediately leave the campus unless participating in an after school activity
- Walk on the sidewalks and stay off the grass and other landscaping
- Stay off of trees, fences or other equipment
- Walk their bikes until they have completely crossed the street
- Wait for a crossing guard before crossing the street
- Keep hands, feet and other objects to themselves

Student Desks and Lockers:

The students' desk and/or locker will be assigned to you by your teacher. They are to be kept neat, organized, and clean. The school cannot be responsible for the loss of personal belongings, so keep them locked. Two locks will be issued by serial number to students in grades 5-8, one for the hall, and one for the locker room. If locks are not returned in good working condition at the end of the year, parents will be charged a $10.00 replacement fee per lock. Students should not share combinations with anyone. Stickers, labels, posters, etc. may **not** be hung or pasted in assigned desks/lockers, unless staff issued. Nothing may be attached, taped, or glued to the **inside or outside** of the lockers, unless staff issued. No breakables are allowed in lockers. The school authorities retain the right to inspect lockers/desks when there is reason to do so. Do not bring any personal items of value to school. **Please note**: All backpacks brought to school must fit inside of the student lockers. Our lockers in K-8 are 10" wide and 11" deep.

Phone Calls Home

Teaching students responsibility sets them up for future success. Students are expected to come to school prepared with all needed items. When necessary, students will be allowed to call home at the discretion of the office for academic or athletic related needs. Students will not be allowed to call home for forgotten water bottles, forgotten lunches, after school planning or other non-school related issues. Students who forget their lunch will be provided a free hot lunch.

Lost and Found:

Most Lost and Found items are placed on the hooks by the playground entrance. Please mark everything brought or worn to school with your child's name. The school will not be responsible for the loss of personal belongings. Items such as jewelry, watches,

glasses, keys, or cell phones are turned into the office. Lost and found items will be donated to charity at the end of each trimester.

Student Records:
Ladd Grade School is in compliance with Federal and State Law in regard to student records. The District will maintain two sets of school records for each student: a permanent record and a temporary record.

The permanent record includes:
Basic identifying information
Missing Children's Records Evidence
Academic transcripts
Attendance record
Accident and health records
Information pertaining to release of this record
Honors and awards, if not maintained in the temporary record file
Intelligence and aptitude scores
Psychological reports
Achievement Test/State Assessment results
Participation in extracurricular activities
Honors and awards
Teacher anecdotal records
Disciplinary information
Special education records
504 Plans
Completed Home Language survey
Verified information of clear relevance to the student's education
Information pertaining to release of this record

The temporary record includes:
Family background

The Family Educational Rights and Privacy Act (FERPA), the Illinois Student Records act, and the Children's Privacy Protection and Parental Empowerment Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's educational needs. They are:

1. **The right to inspect and copy the student's education records within 10 business days after the date 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. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District may extend the response timeline to 15 business days in accordance with ISSRA. 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 a student. 105 ILCS 5/10-22.3c and 10/5a; 750 ILCS 60/214(b)(15).

2. **The right to request the amendment of the student's education records that the parent(s)/ guardian(s) or eligible student believes are inaccurate, irrelevant, or improper.** Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians 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(s)/guardian(s) 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 ISSRA 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(s)/guardian(s) 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. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest. 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 will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) 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 five 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 five years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.

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. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

5. **The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.** 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 a 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 where your student is enrolled for further instructions.

6. **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.**

7. **The right to file a complaint with the U.S. Dept. 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

The District must provide the DCFS Office of Education and Transition Services (OETS) with prior notice before the records of a student in the legal custody of DCFS are destroyed or information is deleted from those records, as well as an opportunity to copy the records or information. OETS has the right to inspect and copy the records of a student in DCFS' legal custody. Parent written consent is not needed to disclose the records of a student in DCFS legal custody to the OETS.

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 five years after the student transfers, graduates, or permanently withdraws. Individuals adding information to a student's temporary record must include their name, signature, and position and the date the information was added. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five years, be transferred to the parent(s)/guardian(s) or to the eligible student.

<u>Cell Phone and Electronics Policies:</u>

Teachers and students will not be called to the telephone during the school day, except in an emergency. Telephones in the school are for business purposes and may be used by students only in an emergency. There is a telephone available in the office for student use after school if needed.

The possession and use of cell phones, smart watches and other electronic devices, are subject to the following rules:

- They must be kept in the student's locker at all times.
- They must be turned **off** during the regular school day and may not be powered on until the student exits the building.
- They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
- They may not be used for creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions* or *non-consensual dissemination of private sexual images* as defined in State law, i.e., *sexting*. Possession is prohibited regardless of whether the depiction violates State law. Any cellular

phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

- Electronic study aids may be used during the school day only if the student has that support on an IEP.
- Air pods are not to be worn.

Failure to follow these guidelines will result in confiscation of the device. If a student's cell phone or smart device is confiscated two times during the school year, parents will need to pick them up in the office after school. An after school detention will immediately be issued upon the second offense. After the second offense, the Administration will contact parents about progressive discipline.

Cell phone and smart device use at extracurricular events is at the discretion of the coaches when students are not in the competition area. Unauthorized cell phone or smart device use at events will result in the coaches confiscating the device, and return will be at the discretion of the coaches. Coaches may enforce consequences for unauthorized cell phone or smart device use.
* The School District is not responsible for the loss or theft of any electronic device brought to school.

<u>Classroom Conduct:</u>

Students at Ladd School are expected to meet the following behavior expectations at all times:

- I will treat others the way I want to be treated.
- I will keep my hands, feet and other objects to myself.
- I will be positive with my voice and actions.
- I will be the best I can be.

Classroom conduct expectations will reinforce these school wide expectations and will be the responsibility of the classroom teacher. Teachers will have classroom expectations posted in clear language and hold students accountable for them.

<u>Cafeteria Conduct:</u>

In the cafeteria, all Ladd students will...

- Enter the cafeteria quietly
- Always walk
- Follow the perimeter to the cafeteria window to get their food (do not walk through tables)
- Listen and be respectful to all staff members
- Wait quietly in line

- Keep hands, feet and objects to themselves
- Eat only their own food
- Not throw food or other items
- Clean up after themselves
- Respect the personal space of others
- Raise their hand for assistance
- Ask for permission before leaving the table
- Talk with quiet voice
- Be silent when lights are out
- Be silent in line before entering the hallway

Cafeteria supervisors are responsible for the enforcement of the cafeteria rules and maintenance of discipline. The cafeteria supervisors may add any rules necessary for proper conduct in the cafeteria.

Playground Conduct:

On the playground, all Ladd students will…

- Use the equipment properly
- Get on and off the equipment carefully
- Only go up the ladder and down the slide
- Keep off of the trees and leave sticks on the ground
- Keep off of the fence
- Only play in areas designated by the supervisor for recess
- Not play any games involving weapons or violence
- Always follow the rules of the game and wait their turn to play
- Not engage in public displays of affection
- Walk to line up
- Keep hands, feet and other objects to themselves at all times
- Not bring food onto the playground
- Return all equipment at the end of recess

Any accident or injury or any damage to school property must be reported immediately. Any accident or injury to any student must be reported immediately to the supervisor. The supervisor must fill out an accident report and the parent/guardian will be contacted.

Hallway Conduct:

In the hallway, all Ladd students will…

- Walk on the right side of the hallway
- Keep eyes forward and hands at their sides
- Make sure they stay with their class
- Be quiet and respectful of other classes
- Go straight to their destination and straight back to class
- Keep hands, feet and other objects to themselves

Restroom Conduct:

In the restroom, all Ladd students will…

- Use the restroom facilities appropriately
- Keep the restroom clean
- Always flush the toilet after use
- Wash hands with one pump of soap, scrub for at least 20 seconds, dry hands with no more than two paper towels
- Respect the privacy of others
- Return immediately to class when finished
- Keep hand, feet and other objects to themselves

Dress Code:

The dress code of Ladd School is one which allows students and their parents or guardians to select responsible styles of dress that are seasonally appropriate. Federal courts have ruled that schools may regulate students' dress and grooming to the extent that it is not disruptive to the educational process, injurious to the health and safety of the student, or is not lewd or obscene. Other than this, it is up to the parents. It is our hope that parents cooperate in seeing that good taste in dress, grooming, and body cleanliness prevail. Ladd CC School, therefore, requires that students meet the following standards for dress: If appropriate clothing cannot be found at school, parents will be called to bring appropriate clothing. For issues not specifically stated in the policy, the administration will decide appropriateness.

When at school or any school related event, Ladd students will NOT…

- Wear halter tops, spaghetti straps or strapless garments
- Wear items that are see-through, expose one's midriff, or reveal undergarments.
- Wear shorts that do not reach the bottom of their fingertips with arms at sides.
- Wear masks (except PPE), hoods, hats or any other head cover in the building if not a specific representation of one's religious beliefs.
- Wear jackets, coats or other outdoor wear unless entering or exiting the building.
- Wear clothes with holes in inappropriate places.
- Wear clothing that displays drug or alcohol advertisements or names or look alike logos, profane language, vulgar statements, satanic symbols, hate messages, sexual innuendo, tobacco adds, death, suicide or violent messages.
- Wear shoes without backs or heel straps if playing on playground equipment.
- Wear steel toed boots.
- Remove shoes in the building.
- Wear or display clothing, jewelry, emblems, badges, symbols, signs or other items commonly associated with membership in a gang or secret society.

Student or Family Evening Activities

- Once the activity begins the students must remain in the building in the designated areas.
- If a student leaves before the end of the activity, the student will not be allowed back in.
- No one leaves a school family event until it is over unless a parent comes and picks up his or her child.
- No one leaves with anyone other than the parent unless a note is signed by the parent stating the name of the person or persons the student is to leave with.
- Hallway restrooms are to be used and are to be kept orderly.
- All other school rules listed in the school policy are effective and must be followed, as this is a school-related activity.
- Anyone breaking a rule will be warned only once. The second time, the student's parents will be called to come and pick them up.
- Parents should arrive promptly at the end of the school family event to pick up their children.
- If someone gets sick, the chaperone will phone the parent/guardian.
- School family events will begin and end at the designated times.
- Only Ladd and Dalzell students are allowed to attend school dances.

DISCIPLINE POLICIES

General Behavioral Expectation:

All Ladd students will be held to the following expectations:

- I will treat others the way I want to be treated
- I will keep my hands, feet and other objects to myself
- I will be positive with my voice and actions
- I will be the best I can be

Levels of Discipline:

Level 1 behavior will be handled in the classroom by the teacher in accordance with their classroom rules. Classroom teachers will provide a copy of their classroom discipline plan to parents. To ensure students grow to be the best they can be, appropriate behavior expectations will be taught and modeled frequently.

Level 1 Behaviors:

- Inappropriate language
- Physical contact (minor pushing, shoving, horseplay)
- Non-compliance
- Dress code violation
- Minor class disruptions (excessive talking)

- Lying
- Inappropriate use of school property or materials
- Cell phone violations
- Gum chewing
- Tardy to class
- Incomplete homework

If the behavior persists, the classroom teacher must:
- Conference with the student/reteach behavior
- Contact the parent regarding the behavior
- Document behavior interventions used

Any and all disciplinary referral consequences are at the discretion of administration.

Level 2 behavior or students who have reached three level 1 infractions in a trimester will receive an immediate referral to the office to conference with an administrator. An administrator will contact the parent to discuss the incident.

Level 2 Behaviors:
- Abusive or inappropriate language toward a staff member
- Fighting
- Cheating/Academic Dishonesty
- Major pushing and shoving
- Disrespect/insubordination
- Major classroom disruptions/tantrums
- Major verbal altercation between students
- Theft
- Habitual discipline

Possible consequences and interventions could include:
- Loss of privileges
- Lunch or after school detention
- Restitution
- In-class behavior supports
- Required Parent Phone or in person Conference
- Suspension in or out of school
- Social Probation (not allowed to attend school events for a period of time)
- Behavior intervention plan

Students committing Level 3 behaviors will be immediately sent to the office with a referral and their parent will be contacted by an administrator.

Level 3 Behaviors:

- A pattern of (or serious) Bullying/Threats
- Alcohol/Drugs/Tobacco
- Immoral Conduct
- Vandalism
- Arson
- Weapons

Level 3 infractions will receive an immediate required parent conference and a suspension, in or out of school. Level 3 infractions may result in expulsion and contacting authorities.

Additional possible consequences and interventions could include:

- Loss of privileges
- Restitution
- Behavior Intervention Plan

Behavioral Interventions:

To ensure that all students have a safe and positive environment, classroom teachers will use a variety of strategies and behavior interventions focused on fostering appropriate behavior, including:

- Clearly posting behavior expectations and guidelines and reviewing them in the classroom
- Distributing all classroom behavior expectations to parents
- Direct instruction of behavior expectations in the various school areas at the beginning of the school year
- Reteaching behaviors frequently
- Redirecting students with respect and holding behavior conversations away from others
- Refraining from engaging in an argument or power struggle with a student
- Refraining from the use of sarcasm or harsh language in discipline conversations
- Acknowledging students demonstrating appropriate behaviors
- Analyzing the reason a student is not complying with behavior expectations, including motivation, educational needs, environmental factors and behavior patterns
- Collaborating with teacher teams, administration and parents to develop behavior plans to address inappropriate behaviors
- Using a variety of consequences within the classroom with a focus on preserving instructional time

In an effort to keep parents informed of any concerns regarding their child/children's conduct in school or at school functions, the staff will use the following reporting system:

If a student does not follow accepted school procedures and does not respond to reteaching of appropriate behavior, the staff member will complete a Disciplinary Report form in triplicate. The report will indicate the infraction and the steps taken to correct the problem. The teacher will retain one copy, the school office will file one copy, and one copy will be sent to the parents.
If the infraction is minor, the teacher will indicate the actions taken to remedy the problem listed on the report. If the problem is chronic or is of a serious nature, the Principal will determine the remediation.

<u>Disciplinary Procedures:</u>
The following are examples of the disciplinary procedures that are utilized by the Ladd School System and/or are authorized by State Laws:

- Verbal warnings without filling out a report form.
- Verbal warnings with a written report.
- Loss of privileges. *(Examples include: staying in for a portion or all of a recess period, loss of the privilege of attending field trips and/or loss of the privilege of attending extra-curricular activities.)*
- Additional assignments or reports.
- Detentions
- Suspension. Suspensions are assigned for serious offenses. *(A suspension is defined as the exclusion of a student from school and/or denial of educational services to which the student would otherwise be entitled, for a period not to exceed ten (10) school days.)* In school suspension for chronic classroom misbehavior is exclusion from the classroom for one to ten school days. Out of school suspension is the exclusion of a student from the school for a period of from one to ten days. The Board of Education has delegated to the Superintendent the power to suspend students in accordance with State laws and regulations.
- Expulsions. Expulsions are assigned as a final measure. *(An expulsion is defined as an exclusion of a student from school and/or denial of educational services, to which the student would otherwise be entitled for a period of more than (10) days.)* Expulsions are identical to suspensions except for the duration of time.

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

The School Code of Illinois will be followed in all cases of suspension and expulsion of students except those set forth in paragraph 2 below. Prior to the imposition of any suspension, the following procedures shall be observed:

- The suspending school official shall give the student oral or written notice of the charges and the evidence to support the charges.
- If the student denies the charges, an opportunity shall be given for the student to present an explanation in a conference with the suspending school official.
- The suspending school official shall make a decision and then inform the student if suspension is to be imposed.
- Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases the requirements of notice and hearing shall follow as soon as possible.

At least two days prior to suspension and immediately following such misconduct, the superintendent shall notify in writing, by registered mail, the parents or guardian of the student of the following:

- The reason(s) for the suspension, including a copy of the specific rules and regulations allegedly violated by the student.
- The beginning date and the total number of days of the suspension.
- The right of a review of the suspension will follow the procedure of Board Policy 7:200. A request for a review hearing shall be submitted in writing within two days after the receipt of the suspension notice. Unless said review is requested within two days by the parents or guardians of the student, the right to review is revoked.
- Upon request of the parents or guardians, a hearing shall be conducted by the Board of Education or a hearing officer appointed by the Board to review the suspension. After the hearing, the parents or guardians of the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, they shall submit to the Board a written summary of the evidence heard at the meeting. After its hearing upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

The Board of Education may expel students for gross disobedience or misconduct. Such expulsion shall take place only after a review hearing by the Board of Education or the Board has taken action upon the findings submitted by a hearing officer appointed by the Board of Education.

The student and the parent(s) or guardian(s) of the student shall be notified by registered or certified mail of the following: The reason for the expulsion, including a copy of the specific rules and regulations allegedly violated by the student; the time

and place of the hearing; the review hearing procedures set forth in the section below.
The hearing shall be conducted at a time and date mutually convenient to the parties involved. The hearing shall be conducted in closed session at the request of the parents/guardians or school administration.

The student shall be afforded the following: The right to be represented by counsel (at the expense of the student or parents); the right to present evidence and call witnesses; the right to cross examine the opposing witnesses.

A written decision shall be issued to the student and the parent(s) or guardian(s) within ten (10) school days after the review hearing conducted by the Board of Education. It shall contain a statement of the facts and the basis for the decision.

A student will be requested to complete school work and will receive full credit the first time they are suspended from school. A second suspension will result in reduced credit for work covered over the suspension. Work will still be required to be completed in full, and if not, no credit will be given.

Legal Interventions:

All requests by agency or police officials to interview a student shall be handled according to procedures developed by the Superintendent.

Interviews by Police

- The Building Principal will check the police officer's credentials and any legal papers such as warrants for arrest, search warrants, or subpoenas to be served.
- The Building Principal will attempt to contact the student's parent(s)/guardian(s) if possible, and inform them that the student is subject to an interview. In extreme emergency situations, DCFS employees, law enforcement personnel, or treating physicians may, in effecting temporary protective custody, request that the District not notify parents until the child's safety is ensured. The Building Principal should ask that such a request be put in writing. The parent(s)/guardian(s) will be given the opportunity to be present and be represented by legal counsel at their own expense. Interviews of a minor without permission of the parent(s)/guardian(s) is not permitted unless it is an emergency or a legal process is presented.
- Interviews will be conducted in a private setting. If the parent(s)/guardian(s) are absent, the Building Principal and one other adult witness, selected by the Building Principal, will be present during the interview.
- Interview proceedings will be documented in writing for inclusion in the student's temporary records.
- No minor student shall be removed from the school by the police officer without the consent of a parent(s)/guardian(s), except upon service of a valid warrant of arrest or in cases of warrantless temporary protective custody.

Special Education Discipline

A student may not be expelled for behavior which is the result of a disability as defined in the Illinois revised Statutes, Chapter 22, Section 14-1.01 through 14.1.07 and the Rules and Regulations to Govern the Administration and Operation of Special Education. If the child is a direct physical danger to themselves, other students, faculty, or school property, a student may be removed from school, suspended, or expelled. If evidence is presented during an expulsion or suspension proceeding which indicates that the student's behavior is symptomatic of, or results from, a disability as defined in the Illinois Revised Statutes or Special Education Rules and Regulations, the student shall be referred for special education evaluation pursuant to the Rules and Regulations to Govern the Administration and Operation of Special Education.

Any student meeting the criteria for participation in any Special Education Program at the Ladd School shall be allowed the following adjustments to Disciplinary measures in order to comply with Public Law 94-142.

- Any reported violation of the student Disciplinary Code will result in a conference with the administration and the Special Education teacher directly involved for the purpose of determining if the misconduct/behavior is related to the child's disability.
- In consultation with the Special Education teacher and, when warranted, remediation will be provided in appropriate disciplinary measures as prescribed by the Student Disciplinary Code of the school. The parents will be informed by telephone, if possible, and by letter if the violation is not related to the child's disability.
- Disciplinary action for violations which are determined to be unrelated to the child's disability will be dealt with as stated in the Student Handbook.

Interviews by the Illinois Department of Children and Family Services (DCFS)

- The Building Principal will check the agent's credentials and any papers pertaining to a legal process.
- The Building Principal will attempt to contact the student's parent(s)/guardian(s) and inform them that the student is subject to an interview, if appropriate.
- If the DCFS agent does not want a parent(s)/guardian(s) present or notified during the interview, this stipulation must be in writing and signed by the DCFS agent.
- Interviews will be conducted in a private setting. If the parent(s)/guardian(s) are absent, the Building Principal and one other adult witness, a member of the District staff, will be present during the interview.
- The student may be removed from school by the DCFS agent if case circumstances warrant. A local law enforcement agency officer, designated DCFS employee, or a physician treating a child may take or retain temporary

protective custody of the child without the consent of the person responsible for the child's welfare, if (1) he or she has reason to believe that the child's circumstances or conditions are such that continuing in his or her place of residence or in the care and custody of the person responsible for the child's welfare, presents an imminent danger to that child's life or health; (2) the person responsible for the child's welfare is unavailable or has been asked and does not consent to the child's removal from his or her custody; and (3) there is not time to apply for a court order under the Juvenile Court Act for temporary custody of the child. The person taking or retaining a child in temporary protective custody shall immediately make every reasonable effort to notify the person responsible for the child's welfare and shall immediately notify the Department.

- No District employee may act as a DCFS agent.

Search of Property:

School authorities may search a student and/or personal effects in the students 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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive considering the student's age, sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

- Outside the view of others, including students,
- In the presence of a school administrator or adult witness, and
- By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search and given to the Superintendent.

Seizure of Property:

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

ACADEMIC INFORMATION

Grading System:

A –One who does outstanding work in class and does more than the work assigned by the teacher.

B – One who does better than average work and completes assignments on time.

C – One who finishes the required work and meets acceptable standards.

D – Assigned work is generally done, but the quality of work is poor.
F – Assigned to students doing failing work (below 50).

*Curriculum modifications will be made as necessary.

Grade	Range	Honor Roll Points
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7
F	50-59	0

Honor Roll:
Students in grades 5-8 are eligible for the Honor Roll. Honor Roll Averages are derived from the following areas of the curriculum: Math, Social Studies, Science, English Language Arts. In grades 6-8, a student's Exploratory grades are counted toward Honor Roll. Health and Physical Education courses for students in grades 5-8 are Pass/Fail and do not count towards Honor Roll.
High Scholastic Honor Roll (3.7-4.0) is gained through achieving superior scholastic achievement.
Scholastic Honor Roll (3.0-3.6) is gained through achieving excellent scholastic achievement.

PE Requirements:
All students are required to take part in physical education classes. Any long term excuse of two (2) or more days must be requested in writing by a doctor licensed to practice in the State of Illinois. All students in grades five through eight are required to dress for PE in the district PE uniform and PE shoes. Students who do not have the required PE clothes AND appropriate PE shoes will be given a "no dress" and will not be able to participate in class. Students who receive a "no dress" THREE times during one academic trimester will receive an after school detention. Additional detentions will be given if a student does not correct the behavior. Detentions will be issued at the discretion of the teacher and principal.

Fine Arts Requirements:

Band in grades 5-8 and chorus in grades 6-8 are optional courses for students. To ensure reasonable stability and avoid situations of exodus which could be harmful to the stability of the programs, the programs require that the choice to participate ties the student in for a trimester at a time. The music instructor should be notified prior to the end of the trimester, by the parent, that their student will be exiting the program. Failure to comply with the compulsory trimester commitment may result in a failure in band/chorus for the remainder of the trimester involved.

Along with the commitment to participate in band/chorus is the additional responsibility to participate in performances and contests with the band and chorus. This requirement does not include beginner's band, as the purpose here is one of adjustment, and to test whether further participation would be of a positive nature to the program, student, parent, and music instructor.

Attendance Expectations:

Students are legally required to be in school except for instances of excused absence. There are only four legal reasons for school absence, which are:

- Illness
- Death in the immediate family
- Observance of a recognized religious holiday
- Reasons approved by the school administrator.

Your child is too ill to attend school if:

- They have had vomiting or diarrhea within the last 24 hours.
- They have a temperature of 100° F now or in the past 24 hours.
- They have a contagious illness that is treated with antibiotics, such as strep throat or pink eye, and the student has not been taking the antibiotics for a full 24 hours before returning to school.

Students are to be fever-free without the use of fever-reducing medications and/or vomiting/diarrhea free for 24 hours before returning to school.
Please do not send a sick child to school as it only spreads the illness to others.

Other absences from school are considered unexcused. The school Principal has the right to determine what constitutes an excused absence. Any other absences are subject to legal prosecution of the parents or legal guardians. Student absences for vacation are strongly discouraged.

If for any reason a child must be absent from school, parents should call the school office before 9:00 a.m. on the day the child is absent and report the specific reason for the absence. Parents may leave a voicemail message if calling before school hours. If the parent or guardian has not called the school, the District will attempt to contact the home or work to verify the absence.

If a child is absent for three or more consecutive days, due to illness, a doctor's note will be required. Students will be considered truant unless the absence is cleared through the office within 24 hours upon the student's return to classes regardless of circumstances. Excessive absences will be referred to the principal for review and parental contact.

Students who need to make up work after an absence will be allowed one day for each day of school missed.

Unadvised Absence:
This is an authorized absence for causes other than those considered as excused. Examples are: family vacations and non-school trips. A parent/guardian should make arrangements with the school in advance for such trips. Unadvised absences will count as a part of the student's total number of absences. Try not to schedule vacations and trips on days when school is in session.

Recording Absence vs. Tardy:
Kindergarten–Grade 1

- Tardy: Less than two hours missed instruction
- Absence: More than two hours missed instruction

Grades 2-5

- Tardy: Less than one hour missed instruction
- Half-day absence: More than 1 hour of instructional time missed

Grades 6-8

- Tardy: Less than 40 minutes missed instruction
- Half-day absence: More than 40 minutes of instructional time missed

Truancy:
Repeated absences from school without a valid excuse is considered truancy. The District will contact the parents/guardians, via letter, as the first step in dealing with truancy. A follow-up phone call from the principal will take place if the problem continues. School resources such as the social worker, psychologist, family counseling, etc. are available in attempting to find a solution. If the problem is not resolved at the school, it will be referred to the Regional Office of Education Truancy

Specialists. The district will review chronic absence data and ensure adequate resources for families.

Chronic Absenteeism:
Chronic Absenteeism occurs when any student misses more than 10% of the school year, excused or unexcused. Ladd School provides several levels of support and intervention to improve student attendance through the Chronic Absenteeism Plan which can be found on the district website and in the registration information.

Student Mental Health Day Absences:
The Illinois State government passed Public Act 102-0321, the Excused Student Absence for Mental Health Reasons Act, that became effective January 1, 2022. This act allows students to have an excused absence due to the mental or behavioral health of the student. Students will be allowed up to five excused days. After the student uses five days, a doctor's note may be required.

After using two days the student may be referred to the appropriate school support personnel. Ladd School recognizes the importance of mental health and will implement the following plan for students who request a mental health day. If you ever have concerns about the mental health of your child or to schedule a meeting, please feel free to contact administration.

Students needing mental health support should text 988 for the National Suicide Prevention Lifeline or text: Safe2 (72332) for Safe2Help Support

- Day One: Administration will check-in via email or phone with parent/guardian.
- Day Two: With consultation and support from the appropriate school support personnel, administration and/or the school social worker will check-in with the student and contact parent/guardian.
- Day Three: An in-person meeting will be scheduled. This meeting may include parent/guardian, student, school social worker, and/or other appropriate school personnel. Additionally, the parent/guardian will be provided with a list of local resources.
- Day Four: An in-person meeting will be scheduled. This meeting may include parent/guardian, student, school social worker, and/or other appropriate school personnel. Additionally, the parent/guardian will be provided with a list of local resources.
- Day Five: A parent meeting will be scheduled

Home and Hospital Instruction

If a student misses school because of a severe medical condition which is corroborated by a physician, physical assistant, or advanced practice registered nurse, the student may be eligible to receive blended or online instruction. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff to coordinate course work and facilitate the student's return to school.

Homework Policy:

The goal of homework should be to advance a spirit of learning and curiosity. All students attending Ladd Community Consolidated School are expected to finish work assigned by teachers and to hand it in on time. Late work will be accepted by teachers at a reduction in points determined by the teacher for each assignment. To the extent possible, homework will be limited to:

- Nightly reading
- Project based learning
- Student chosen options
- Studying for assessments
- Practicing math facts
- Practicing instruments

Missing Assignments

Turning in assignments on time is an important part of being a responsible student and helps you stay on track with your learning. Completing and submitting work shows that you are practicing important skills and taking your education seriously. When assignments are late, will be reduced by 10% for each day it is late. Students will receive a 0% if not turned in after five days. Students with excessive missing assignments may be required to stay at school and complete work on Wednesdays from 2:05-3:15. Transportation will not be provided by the school in this event. Parents will be notified in advance if make up work is required on Wednesdays.

Homework and Vacations

Vacations resulting in student absences from school are highly discouraged. Due to the ever changing nature of instruction, teachers will not distribute work prior to students leaving for vacation. Students are responsible for contacting teachers upon returning, to get their missed assignments. All missing work must be completed not later than one week following the students return. Failure to complete their assignments within one week of returning to school will result in a zero for each assignment.

Academic Dishonesty:

Academic dishonesty consists of offering and/or receiving information under circumstances when such offering and/or receiving such information is prohibited. This includes, but is not limited to:

- copying or offering answers to assignments or tests verbally, in written form, or electronically
- bullying or paying others to cheat
- bringing unauthorized information into a testing session
- having others (including parents/guardians and tutors) complete student work.
- unauthorized use of AI

Academic dishonesty may result in a conference with the principal and parents, loss of credit for work, credit recovery, detention or suspension.

Retention of Students

It is the goal of Ladd Staff to ensure that all students have the support and interventions necessary to be successful at their grade level. Underperforming students will enter a problem solving process including the teacher, administration, parents, and other necessary support staff. Tiered levels of intervention will be administered and students will be progress monitored to accelerate growth and close the achievement gap. Ladd School does not prohibit retention, however, retention of students is a last resort after all other interventions have been tried. In cases of retention the following will be considered:

- Students will not be promoted to the next higher level based upon age or other social reasons not related to academic achievement.
- Kindergarten attendance is not state mandated; therefore, retention at this level will be a decision made at a conference between the teacher and the parent.
- Students in grades one or two who fail reading for the year and show low test scores in this area after significant intervention, may be considered for retention by the problem solving team, including parents, when it is

considered in the best interest of the child. Students in grade levels 3-8 who have a failing percentage for at least two trimesters and have not shown significant improvement with intervention, may be retained or placed in a credit recovery program. Credit recovery may be required in the summer or after school. Additional judgment may rest in student attendance, student capabilities, testing results, teacher judgment, and the student's conduct or effort.

EXTRA-CURRICULARS

Eligibility:

Eligibility is in place for students in grades 5th-8th. Teachers calculate eligibility on the first student attendance day of the academic week. They will notify ineligible students and their parents. The ineligibility list is in effect until the first student attendance day of the following school week.

- Extra-curricular participation is a privilege afforded to students who exhibit proper scholastic effort.
- Teachers are to consider the student's ability to perform in relation to his/her effort rating.
- Students must maintain a grade average of 60% or above in each class to remain eligible for extra-curricular activities. This includes participation in practices, games, performance, or attendance at all extra-curricular activities.
- Incomplete homework or class work may result in loss of privileges.
- Any violated coach or sponsor's rules may also serve as a means of extra-curricular ineligibility or exclusion from the team.
- Ineligibility will run through holidays, including Winter and Spring Breaks.

Extracurricular Conduct:

All students in grades 4 through 8 at Ladd will have a student section designated for all home game seating at athletic contests in the gymnasium. Only students and cheerleaders of the Ladd School will be allowed to sit in this section, along with any designated supervisors. If this section becomes filled up, the administration or responsible adult in charge shall offer alternative seating.

- Students below fourth (4th) grade are not permitted to attend extra-curricular events without their parent or responsible adult supervisor and are to sit with their parents or the responsible adult if they attend games. High school students are to sit in the regular adult section.
- Soda is not allowed in the gymnasium.
- Street shoes and non-participants are not allowed on the playing floor of the gymnasium.

- The locker rooms are off-limits, except for the players.
- The north hall restrooms are to be used at all athletic events.
- No running or rowdiness is allowed.
- All garbage is to be put in proper containers.
- Students are to remain seated when play is in progress and pay attention to the game.
- Good sportsmanship is to be displayed by all.
- Students are not to throw anything.
- Home or away, the same rules apply.
- Players and cheerleaders must adhere to the rules set down for them for that particular sport by the coach or sponsor.
- Participation in extracurricular functions or school programs is required unless given permission by the teacher or coach in charge of the activity.

TECHNOLOGY POLICIES

Social Media: The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. 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.
2. 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.

Chromebook Care:

Ladd School provides one to one chromebooks for students grades 3-8. Chromebooks will be kept at school with the exception of teacher approved checkout for the purpose of completing school work. All Students and parents with assigned devices must sign the district 1:1 Technology Agreement prior to removing the Chromebook from school grounds. By signing the agreement, parents and students agree to

- Keep all equipment in good working order as it was assigned to them

- Only use the device for school purposes
- Keep the device protected and treat with care
- Refrain from marking or attaching any labels or stickers to the device
- Defacing or damaging the device in any way will result in loss of access to a school device
- The district has the ability to monitor student activity when using a school device
- Storing the device properly and charging at night
- Contacting the school office right away to report damage or loss of any part of the device, charger and carrying case.

The use of technology as educational material in a curriculum-based program is not a necessity but a privilege, and a student does not have an absolute right to use his or her electronic device while at school.

Device Replacement

In the event of damage, the student/parent will be billed for the cost of the damage or the replacement cost of the Chromebook. If the damage is deemed accidental, there will be a $25 charge for the cost of the first repair each school year. This does not apply to warranty repairs. If subsequent repairs are required during the school year, or if the damage is deemed intentional due to neglect, the student/parent will be charged based on the following fees:

- Screen repair or replacement $75
- Battery $45
- Keyboard $45
- Touchpad $45
- Power Adapter and Cord $30
- Chromebook Case $20
- Motherboard $140
- Chromebook $250

Internet Conduct:

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Internet Safety:

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is almost assured if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

The Student Online Personal Protection Act

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

Under the Illinois Student Online Personal Protection Act, or SOPPA (105 ILCS 85/1 et. seq.), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data. Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number, school issued Google account login and password

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

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

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

Terms and Conditions:

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;

b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
c. Downloading of copyrighted material for other than personal use;
d. Using the network for private financial or commercial gain;
e. Wastefully using resources, such as file space;
f. Hacking or gaining unauthorized access to files, resources, or entities;
g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
h. Using another user's account or password;
i. Posting material authored or created by another without his/her consent;
j. Posting anonymous messages;
k. Using the network for commercial or private advertising;
l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the network in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
b. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District

provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
e. Use of the School District's email system constitutes consent to these regulations.

<u>Online Privacy Statement:</u>
The School District respects the privacy of all Web site visitors to the extent permitted by law. This Online Privacy Statement is intended to inform you of the ways in which this Web site collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us.

There are four types of information that this site may collect during your visit: network traffic logs, Web site visit logs, cookies, and information voluntarily provided by you.

Network Traffic Logs
In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such

monitoring, these programs may detect such information as e-mail headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

Web Site Visit Logs

District Web sites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

Cookies

Cookies are pieces of information stored by your Web browser on behalf of a Web site and returned to the Web site on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different Web sites and do not exchange cookies with other entities.

Information Voluntarily Provided by You

In the course of using this Web site, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations. Each Web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific

page, or listed below, with questions or concerns on the use of personally identifiable information. While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

Communication Preferences
You can stop the delivery of informational emails from the District by following the specific instructions in the email you receive. Depending on the respective service, you may also have the option of proactively making choices about the receipt of email, telephone calls, and postal mail for particular District information and activities.

Web Links to Non-District Websites
District Web sites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this Online Privacy Statement; they may have their own policies or none at all. Often you can tell you are leaving a District Web site by noting the URL of the destination site. These links to external Web sites open a new browser window as well.

SCHOOL DISTRICT INFORMATION

Discrimination Policy:
Ladd Community Consolidated School District #94 shall not discriminate against any student on the basis of race, religion, color, sex, national origin, economic status, or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding the non-discrimination policies.

Dana Carver, Superintendent
815-894-2363 x 154
232 E. Cleveland Street, Ladd, IL 61329

Appeals may be directed in writing to the Board of Education by filing within fourteen calendar days of the original decision being received.

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

Sex Equity:
No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Bullying and Harassment:
Bullying more specifically addressed and defined here:

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, age, status as homeless, or actual or potential marital or parental status, including pregnancy. The District will not tolerate harassing, intimidating conduct, or bullying/cyber bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation, or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation, or bullying, by including this policy in the appropriate handbooks. Reports and complaints of discrimination or harassment will be

confidential to the greatest extent possible, subject to the District's duty to investigate and maintain an educational environment that is respectful and free of unlawful discrimination.

Sexual Harassment is Prohibited:

Any person, including a district employee or agent, *or* student, engages in sexual harassment whenever he or she make sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
    a. substantially interfering with a student's educational environment;
    b. creating an intimidating, hostile, or offensive education environment;
    c. depriving a student of educational aid, benefits, 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, discussion of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

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

An allegation that one student was sexually harassed by another student shall be referred to the Superintendent/Principal for appropriate action.

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

likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Employee Ethics; Code of Professional Conduct and Conflict of Interest

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any.

Professional and Appropriate Conduct
Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on:
(1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior;
(2) this policy; and
(3) federal and state reporting requirements are essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.

2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee student boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.

3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:

a. Transporting a student;
b. Taking or possessing a photo or video of a student; and
c. Meeting with a student or contacting a student outside the employee's professional role.

4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting.

5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:

A. Violates expectations and guidelines for employee-student boundaries.
B. Sexually harasses a student.
C. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
D. Engages in grooming as defined in 720 ILCS 5/11-25.
E. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:

- A sexual or romantic invitation.
- Dating or soliciting a date.
- Engaging in sexualized or romantic dialogue.

- Making sexually suggestive comments that are directed toward or with a student.
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
- A sexual, indecent, romantic, or erotic contact with the student.

SCHOOL CONTACT

Parent-Teacher Conferences:
These meetings will be held whenever there is a need. The parent/guardian, teacher, or principal may initiate a conference. Parents/guardians should contact their child's teacher, or the Principal's Office, by sending a note, or calling the school office at 815-894-2363. 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 to attend necessary educational or behavioral conferences at their child's school. Please review the following copy of this Act *(820 ILCS 147)* to determine if you are entitled to a school visitation leave.

Grievance Procedures:
Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, 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:

- Title II of the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., excluding
- Title IX sexual harassment complaints governed by the Board policy that includes the, Title IX Sexual Harassment Grievance Procedure
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.
- Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.
- Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq. (Title IX sexual harassment complaints are addressed under the Board policy that includes, Title IX Sexual Harassment Grievance Procedure)
- Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
- Bullying, 105 ILCS 5/27-23.7
- Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children

- Curriculum, instructional materials, and/or programs
- Victims' Economic Security and Safety Act, 820 ILCS 180/
- Illinois Equal Pay Act of 2003, 820 ILCS 112/
- Provision of services to homeless students dd. Illinois Whistleblower Act, 740 ILCS 174/
- Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. § 2000ff et seq.
- Employee Credit Privacy Act, 820 ILCS 70/

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 a 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 him 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 the Complainant to provide a written statement regarding the nature of the complaint or require 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.

   Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in

accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal
   Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by US mail, first class, as well as the Complaint Manager.

   Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.
   This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

   The complaint and identity of the Complainant will not be disclosed except as:
   a. Required by law or this policy;
   b. Necessary to fully investigate the complaint; or
   c. Authorized by the Complainant.

   The identity of any student witnesses will not be disclosed except as:
   a. Required by law or any collective bargaining agreement;
   b. Necessary to fully investigate the complaint; or
   c. Authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Nondiscrimination Coordinator	**Complaint Manager**	**Complaint Manager**
Dana Carver	Jyll Jasiek	Katy DeRubeis
232 E. Cleveland Street	232 E. Cleveland Street	232 E. Cleveland Street
Ladd, IL 61329	Ladd, IL 61329	Ladd, IL 61329
815-894-2363 x 154	815-894-2363 x 121	815-894-2363 x 133

For a concern regarding:	Contact
The lessons taught in a particular classroom	Teacher
The behavior of students in a particular class	Teacher
The organization and/or instructional technique used in a particular classroom	Teacher
Student behavior/activities during non-classroom hours	Coach/ Principal
Rules, regulations, procedures, and schedules that apply to the entire school district	Principal
The facilities in the school	Principal
The discipline or penalties given to a student	The Staff Member Involved
The overall evaluation of a student's academic progress	Classroom Teachers
The level or composition of the group or class to which a student is assigned	Classroom Teachers
A student's overall outlook, attitude, motivation, and potential	Classroom Teacher or Principal
The Prioritization of Urgency of Need for Services (PUNS)	Assigned from the BMP Special Ed Co-Op

If your concern is not addressed by this list, please contact the office for assistance.