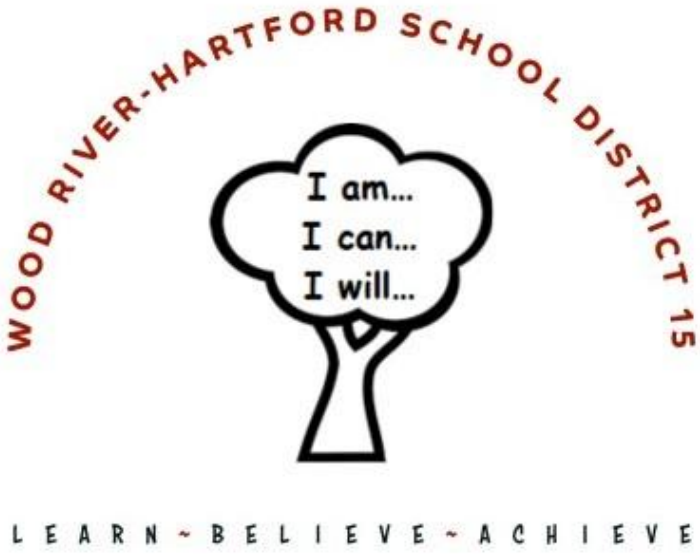
Student/Parent Handbook

2026-2027

Wood River-Hartford School District #15



August 2026

Dear Students and Parents,

Welcome to Wood River-Hartford Elementary School District #15. We are very proud of our school system and hope that you will share the same feelings of pride. On behalf of the administration, faculty, and staff; we wish you a successful school year.

We provide this handbook so that you will become acquainted with the expectations, procedures, and practices of our District. It has been reviewed by District staff and parents so that it will be a practical working document. We hope that you will read the handbook aloud and discuss it to promote a good understanding and to emphasize the importance of this handbook.

Please feel free to contact your Building Principal or the Superintendent if you have any questions regarding any items in this handbook. We will do our best to help you understand the reasons behind the expectations, procedures, and practices.

Best wishes for a great school year.

Sincerely,



Dr. Patrick Anderson, Superintendent of Schools

and

Wood River-Hartford ESD #15 Board of Education

Mr. Steven Scroggins, Mrs. Sheila Sorgea, Mr. Jefry Campbell, Ms. Paula Guarino, Ms. Jonni McCaslin, Mrs. Marilyn Moore, and Mrs. Jennifer Porter

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SUGGESTIONS TO PARENTS

PARENT/GUARDIAN'S PLEDGE

As a Parent/Guardian, I will:

- **work with the school staff and cooperate to see that my child gets a good education.**
- **see that my child attends school unless ill and comes to class on time.**
- **take an active interest in my child's homework projects and assignments.**
- **set a time and place for my child's homework, free from distractions.**
- **provide educationally-oriented activities at home for my children, and develop summer activities, as a family, which will be educationally valuable.**
- **attend Open House, programs, and meet my child's teachers when the need arises.**
- **contact the school immediately if I have a concern or a problem.**
- **work to instill a positive attitude and to motivate my child with a desire and a feeling of need for an education; support the school, the administration, and the staff of the School District.**
- **attend school functions and show my child that I am interested.**

PARENT/GUARDIAN SCHOOL PARTNERSHIP

It is important that school employees and parents/guardians form a strong bond. We have two wonderful organizations—the Lorena Avenue PTA for LCE and the Parent Club for HE. Both offer great ways to be involved with your child's school. Working together and supporting one another will aid in helping a child. If we are divided, a child will lose great opportunities to learn appropriate behaviors and work standards.

Some students will occasionally try to play parent/guardians against school and vice versa. Open communication is a key to resolving problems and discovering truth. If you are ever in doubt or troubled by what your child says to you, please call your school's principal or teacher immediately.

PARENT + SCHOOL = SUCCESSFUL CHILD

PHYSICAL NEEDS

Children need appropriate rest and food. A child's physical well-being does affect his/her mental capacity.

Make sure your child receives a well-balanced diet, and especially a good breakfast. Send them to bed at an appropriate time to ensure adequate sleep. Dress them appropriately for various weather conditions. Protect them as well as you can from accidents or injuries.

Healthy children have a much greater chance to succeed in school than children who may not be well. Promote good health habits every way possible.

CHARACTER EDUCATION PLEDGE

I pledge to be a kid of character.
To show respect for myself and others;
To be honest at all times;
To be responsible in my home, school, and community;
And to help others be people of character.

GENERAL INFORMATION

STUDENT ARRIVAL & DEPARTURE

Please do not send students to school before 7:50 AM because adult supervision is not provided on the playground or in the buildings.* Students who do not have school business or school related activities must leave the school building and school grounds within 15 minutes of dismissal at each building. **

Parents/guardians, please do not enter the staff parking/bus loading areas when picking up or dropping off students. Also, please do not block the entrances to and from the staff parking lots when dropping off or picking up your children.

* As often as possible, parents/guardians who are transporting their own children to school should drop them off at the assigned outside door. Unless you have other business, please do not enter the building when dropping off your child.

** We do ask that other parents/guardians NOT enter the school building to pick up a child at the close of school. Please meet your child outside the building. The purpose of this request is to reduce congestion in and around the schools.

SCHOOL CLOSING ANNOUNCEMENTS

In case of bad weather or any other emergency, the District will activate the automated call out system and post it on our Facebook Pages. The District will also contact the radio and television stations listed below for the airing of closing announcements. Parents/guardians should tune to one of these stations on days when it appears school may be closed due to severe weather.

TELEVISION STATIONS	RADIO STATIONS
KMOV, Channel 4	KMOX, 1120 AM
KSDK, Channel 5	WBGZ, 1570 AM
KTVI, Channel 2	

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If school is cancelled or we dismiss early for an emergency, all extracurricular functions and after school events are automatically cancelled.

BOARD OF EDUCATION MEETINGS

The Board of Education meets the fourth Tuesday of each month at 6:00 PM except November and December which will be the third Tuesday. Meetings are open to the public. All board meetings will be held in the Board Room at the Lewis and Clark Complex. To address the Board, it is necessary to contact the Superintendent at 254-0607 Ext. 2220 at least 24 hours before the Board Meeting. He will explain the Board agenda to you and ensure that you have an opportunity to speak.

PROCEDURE FOR HOME/SCHOOL PROBLEMS

The faculty and administration of Wood River-Hartford School District #15 are sincerely interested in the educational welfare, rights, and responsibilities of the students. Occasionally, a problem may arise between a student and/or parent/guardian and District #15. If there is a problem in the classroom, you are encouraged to meet with the teacher to seek a solution. Appointments may be made with the teacher by calling the school office. Should you have a problem with District #15 policy or procedure, then please see the principal or his/her designee. If you do not receive satisfaction from the teacher or principal, then your problem can be heard by the superintendent or his/her designee; and, finally, the Board of Education. Every effort will be made to find a fair solution to any problem.

Good communication between home and school is the key ingredient to stopping or solving a problem. Please discuss your concern with the proper person, which will usually be the teacher and/or principal.

VISITORS

Visitors are always welcome in District #15. However, for the safety of our students, all visitors must use the buzzer entry system at the handicap entrance, marked L-3 for LCJH, the Acton entrance, marked A-1 for LCE, or the front main entrance at HE depending on which building they are visiting. Upon buzzing the office, office staff will identify visitors through remote cameras and ask the purpose of their visit. If dropping off

items to students, the visitor may be asked to place it in the drop box at that door or a staff member will come to the door to retrieve the item(s) from the visitor.

All visitors, including parents/guardians and siblings, are required to enter through the door of the building they are visiting as indicated above and proceed immediately to the office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, show identification and get a visitor's badge. Approved visitors must wear the tag identifying themselves as a guest in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the building office where they signed in return their badge to the office staff for checking out before leaving the school.

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

TRESPASSERS WILL BE PROSECUTED. This includes Trespassers in school buildings, on any school grounds, or on a school bus.

SCHOOL VOLUNTEERS

All school volunteers must have their identification scanned and a badge made. Volunteers are required to check in and out of the building office and receive a visitor badge before going to their destination.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

SAFETY DRILL PROCEDURES AND CONDUCT

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

REGISTERED SEX OFFENDERS

Illinois law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present. As an exception, if the offender is a parent or guardian of a student in the school and notifies the principal, the parent or guardian offender may be present to (1) attend a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (2) participate in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (3) attend conferences to discuss other student issues concerning his or her child such as retention and promotion. Additionally, a parent or guardian offender may request permission to be present for other reasons from the Superintendent or School Board. Permission to be present on school premises for other than the above specified three purposes is at the sole and exclusive determination of the Superintendent or School Board.

Specifically, before being present on school property, a sex offender who is the parent of a student in the District must notify the District and receive appropriate permission in accordance with the relevant Board Policy available upon request from the office.

SMOKING/TOBACCO/VAPING/DRUGS/ALCOHOL PROHIBITED

Federal law and District #15 policy prohibits smoking, tobacco use, vaping, drugs, or alcohol by all people on school grounds, in school facilities, on school buses, during school sponsored trips of any kind, or school functions. ***Please do not use any of the above-mentioned products while at school or while assisting on a school field trip.***

PHYSICAL AND DENTAL EXAMINATIONS, IMMUNIZATIONS, AND EYE EXAMINATIONS

Physical examinations are required by law for students entering kindergarten/first grade, sixth grade, and ninth grade. Dental examinations are required for students entering kindergarten, second grade and sixth

grade by May 15th of the current school year. All physical/dental examinations must be recorded on the authorized State of Illinois forms. These forms are available in the school offices or from the school nurse.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

All students must show proof of immunizations against mumps, rubella, measles, tetanus, diphtheria, whooping cough, and poliomyelitis. Hepatitis B vaccine is also mandated for all children fifth grade through twelfth grade. Also, pre-school through sixth grade students must show proof of the chickenpox vaccination or documentation from the doctor stating the student has had the disease. Immunizations must be current and in compliance with the Illinois Department of Public Health Rules and Regulations. District #15 will abide strictly within the law in enforcing these examinations and immunizations. A student can be excluded from school if the proper physical exam and immunizations are not on file with the school nurse.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

STUDENT INSURANCE

Generally, "School Time" student accident insurance is available for students in **grades K through 8 that are enrolled in our District**. This coverage protects your eligible child against excess medical expenses for accidental injury that may occur while attending academic classes during the regular school session. This coverage also helps to protect your **K-8 grade child** against the high cost of medical expenses resulting from an accidental injury that may occur while participating in a school activity. As in all cases, insurance coverage is limited. **Ultimately, the parent/guardian is responsible for securing proper coverage and providing proof to the school.**

Additional optional coverage is available at a small cost. The office staff in each building will have further details.

ACCIDENTS

Any accident and/or injury that occurs during the school day or at a school activity must be reported to the nurse, a teacher, coach, playground supervisor, or the office personnel immediately. At the discretion of the nurse or principal, an accident/injury report will be completed. **Parents are requested to update their emergency information with the school secretary as changes occur.** This emergency information is very important when an accident occurs and must be kept current.

STUDENT FEES

Student fees for the school year are $50.00, payable by cash or check. Checks that are returned will result in a $15 charge.

Please submit a fee waiver to your building principal to determine eligibility. Fee waiver forms are available at any time in the Principal's office.

We will charge parents for any lost, stolen, or damaged textbooks, Chromebooks and iPads. Books are very expensive. Help us to conserve your tax dollar by encouraging your children to take good care of their materials. There will be a $5.00 charge to replace a student agenda.

TELEPHONES & MESSAGES

Please feel free to call and leave a message with the secretary for your child's teacher at any time during the school day. The teacher will attempt to return your call at his/her earliest convenience, and not later than the conclusion of the school day, if possible. You are encouraged to use e-mail to contact the faculty. A list of faculty e-mail addresses is available at **www.wrh15.org**.

Students may use a school phone only in case of an emergency. **Only messages of an urgent nature will be delivered to students by office personnel**. Students will not be called to the phone during instructional time except for emergencies. Please do everything that you can to work out transportation arrangements with your child prior to the start of the school day.

Cellular phones (and other electronic devices including smart watches/devices) may be brought onto school premises but may not be turned on or displayed at any time during school hours (7:45 a.m. – 2:45 p.m.). Junior high students' cell phones along with purses and backpacks must be stored in their lockers. Students violating this rule will receive consequences in the following manner:

- **1st Offense: Device will be confiscated and stored in the office for the remainder of the school day (unless picked up by a parent/guardian).**
- **2nd Offense: Device will be confiscated and stored in the office for the remainder of the school day (unless picked up by a parent/guardian). One day of lunch detention will be assigned.**
- **3rd Offense: Device will be confiscated and stored in the office for the remainder of the school day (unless picked up by a parent/guardian). Two days of lunch detention will be assigned.**
- **4th Offense: Device will be confiscated and stored in the office for the remainder of the school day (unless picked up by a parent/guardian). One day of In-School Suspension (ISS) will be assigned.**
- **5th and Subsequent Offenses: Device will be confiscated and stored in the office for the remainder of the school day (unless picked up by a parent/guardian). In-School Suspension (ISS) will be assigned, increasing by one additional day for each subsequent offense.**

Repeated violations may result in additional disciplinary action at the discretion of the administration.

WEBSITE

District #15's website contains our Mission Statement, a spotlight on student activities, a current school calendar, a monthly events calendar, Board of Education information, faculty and staff listings, cafeteria menus, school closing information, District job vacancies, and the current annual school budget, etc. Visit us at www.wrh15.org.

NON-DISCRIMINATION

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status.

Any student may file a discrimination grievance by using the Uniform Grievance Procedure, found on pages 9-10.

EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, 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 or parent/guardian with a sex equity or equal opportunity concern should contact Dr. Patrick Anderson, Superintendent.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure, found on pages 9-10. A student may appeal the Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/23.8 of The School Code).

UNIFORM GRIEVANCE PROCEDURE

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

1. **Title II of the Americans with Disabilities Act;**
2. **Title IX of the Education Amendments of 1972;**
3. **Section 504 of the Rehabilitation Act of 1973;**
4. **Individuals with Disabilities Education Act, 20 U.S.C. §1400, *et seq.*;**
5. **Title VI of the Civil Rights Act, 42 U.S.C. §2000, *et seq.*;**

6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act, 42 U.S.C. §2000, *et seq.*);
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims Economic Security and Safety Act, 820 ILCS 180/1, *et seq.*;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112/1, *et seq.*;
12. Provision of services to homeless students.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, 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 herself/himself 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; (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 require an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will decide 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 U.S. mail, first class, as well as the Complaint Manager. Within 5 school days after receiving the Complaint Manager's report, the Complainant may appeal the decision to the Board of Education 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 Board of Education. Within 10 school days, the Board of Education 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 Board of Education'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 Board of Education hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party. District #15's current Complaint Managers are Mrs. Radena Lemmon and Mrs. Jill Christeson.

TEACHER QUALIFICATIONS

Under the No Child Left Behind Act of 2001, parents have a right to request information about the qualifications of their child's teachers and teacher assistants. In accordance with District policy, such requests may be made in writing to the District office.

MANDATED REPORTERS

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

ASBESTOS NOTICE

To the best knowledge of District #15, all asbestos containing materials have been removed from all buildings in the District. However, in accordance with Illinois law, this notice is to inform building occupants of the potential hazard asbestos containing materials could pose. 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.

Asbestos containing materials have been removed from the following school buildings, which are now determined to be free from asbestos: Lewis and Clark Jr. High, Lewis and Clark Elementary, and Hartford Elementary.

In the event any asbestos containing materials are located in any building in the future, any evidence of disturbance or change in condition will be documented in the Management Plan as required by law. Cleaning and maintenance personnel, who have been trained in identification of asbestos containing materials and recognize the danger of asbestos, would take any special precautions necessary to properly clean up asbestos debris and guard against disturbance of the asbestos containing materials, although no asbestos is believed to be present in any District building. If necessary, however, measures will be taken when needed to protect the health of building occupants.

Any concerns regarding asbestos containing materials should be directed to the designated Asbestos Program Manager, 501 East Lorena Avenue, Wood River, IL 62095, (618) 254-0205 Ext. 2241.

NOTICE OF PESTICIDE USE

In accordance with state law, the District has adopted an integrated pest management policy. The District uses pesticides in accordance with this policy to keep its buildings and grounds free from insects, rodents, weeds, and other unwanted pests. These pesticides are applied by licensed contractors or employees at times when students are not present. Please contact the Superintendent if you desire more information or to be put on a notification list.

RESIDENCY

In order to attend District #15 schools tuition-free, a student must be a resident of District #15 within the meaning of the Illinois School Code or fall within specific exceptions to the law. A student is considered a resident when they reside within the District at least 90% of the time. When registering students, two proofs of residency within the District must be presented in the form of a current utility bill, occupancy permit, and/or legal housing contract or lease. The District reserves the right to verify residency status, which may include conducting home visits or requesting additional documentation. If it is determined at a hearing of the Board of Education that a student attending District schools is not a resident of the District, pursuant to Illinois law, the District will charge tuition for that student. Additionally, willfully and knowingly providing false information regarding a student's residency in order to avoid payment of tuition may constitute a criminal offense. Questions regarding student residency and tuition may be directed to the Superintendent.

BALANCED CLASS SIZE

It is the goal of District #15 to provide the best possible environment for learning for all students. As a result, the District will make every effort to make class sizes equitable at all elementary grade levels. The District reserves the right to place students in the school that can best help the District achieve this goal. Students may be required to attend a school outside of their community of residence (Hartford students may be placed at Lewis and Clark Elementary or Wood River students may be placed at Hartford Elementary). When this occurs, the District will be responsible for providing transportation from the student's home school.

INVITATIONS

To maintain a positive and inclusive environment, invitations may be distributed at school if all students in the class are invited. Distribution is handled at the discretion of the teacher.

TREATS & SNACKS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

VIDEO & AUDIO MONITORING SYSTEMS

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

TEACHER PERFORMANCE ASSESSMENT (TPA)

Illinois has launched a new performance assessment initiative to insure pre-service teachers (student teachers) have the necessary knowledge, skills and dispositions to be effective educators before teaching licenses are issued. As part of this Teacher Performance Assessment, pre-service teachers must video their performances and the impact the instruction is having on student learning. Students and their voices must be recorded and student work samples scanned as evidence that learning is occurring. To protect their identity, students' last names are not used on the recording or on any documents submitted to the team of evaluators of the teaching performances. **Parents who do not want their children recorded or their children's work samples scanned, should contact the principal in writing annually stating so.**

CLASSROOM PARTIES

Classroom parties will be held throughout the school year on different holidays or at different times. These parties are for the students to enjoy and celebrate. No siblings will be allowed to attend the parties. A limited number of volunteers are allowed to attend parities.

ACADEMIC INFORMATION

KEY TO SUCCESS

Becoming educated is extremely important. It is a key ingredient in our ability to succeed, to maintain a civilized society, and to protect our democracy.

Learning should be fun and exciting! Assume your role as a student with seriousness, conviction to do well, and a strong work ethic. Great rewards will come your way!

Prepare to step into an exciting future! Work and study hard today!

REPORTING TO PARENTS/GUARDIANS

We do encourage frequent communication between the school and home and vice versa.

Parents/guardians will receive a quarterly report card of their child's progress. Additionally, mid-quarter reports will be issued if needed to keep you informed of your child's progress. Parents/guardians also have on-going access to Skyward Student Management System to check their child's academic progress.

Further, you are encouraged to schedule a conference anytime that you see a change in your child's progress. Bringing home school papers that show incomplete work, many corrections, or poor grades are all reasons why you should contact your child's teacher. Also, if you see a significant change in your child's study habits, attitude, or behavior, please schedule a conference with his/her teacher.

HONOR ROLL

Lewis & Clark Jr. High students in grades 6, 7, and 8 can earn honor roll status by producing good grades. The criterion for High Honor Roll is that a student can have only one "B." All other grades must be "A's." To be eligible for the Honor Roll, a student must have all "A's" and "B's," except a student may have one "C" if he/she has at least one "A." Junior High Grading Scale: 100=A+, 94-99=A, 90-93=A-, 88-89=B+, 84-87=B, 80-83=B-, 78-79=C+, 74-77=C, 70-73=C-, 68-69=D+, 64-67=D, 60-63=D-, 59-below =F.

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level.

FIELD TRIPS

Field trips will occasionally be taken to enhance the children's educational experience. Field trips are an extension of the classroom, and the teacher is still in complete control of the classroom. Students are required to ride the bus to and from the field trip. Parents/guardians may be requested to attend certain

trips as chaperones. Too many people can be as much of a safety problem as too few. The teacher has the authority to determine the number of chaperones needed. Those parents/guardians acting as chaperones do need to ride the school transportation as provided. No siblings will be allowed to ride the bus during a field trip. Students must observe bus rules at all times while participating in any school-sponsored event. Field trip permission forms will be filled out at registration. Parents/guardians are not allowed to smoke/vape or use any other tobacco products while on a field trip.

Parents/guardians may be invited to serve as chaperones on certain trips. However, having too many chaperones can create safety concerns, just as having too few can. Therefore, the teacher has the authority to determine the appropriate number of chaperones needed. Chaperones that do not follow established expectations may be banned from future volunteering opportunities.

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

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

TITLE ONE

Wood River-Hartford Elementary District 15 provides a Title One program for identified students in grades K-2 who need additional help to be successful in school. Funds for this program are provided through federal grant monies.

Through information received from parents, teachers, and administrators, a program has been established in order to service areas of greatest need. Students are identified to participate in the Title One program based on their scores on District achievement tests, the recommendation of classroom teachers, and classroom grades.

If you should have any questions regarding the Title One program, please contact the Superintendent at 254-0607 Ext. 2220.

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

SPECIAL EDUCATION

Special Education Procedures

Wood River-Hartford District #15 is a member of Region III Special Education Cooperative. We will make available to all students with disabilities ages three to fifteen a free and appropriate education. Special classes as well as supportive and related services are provided to all children who are found to be eligible in the following areas:

a. **Auditory, visual, physical, or health impairment**
b. **Speech or language impairment**
c. **Deficits in the essential learning processes of perception, conceptualization, memory, attention, or motor control**
d. **Deficits in intellectual development and mental capacity**
e. **Educational maladjustment related to social or cultural circumstances**
f. **Affective disorders or adaptive behavior which restricts effective functioning in the standard program**

Services for these eligible children are provided on a District or Cooperative basis. Parents or guardians wishing to refer their child should utilize the following procedure:

1. **Contact the building principal where the child attends.**
2. **Arrange for a conference with those school officials and state what concerns you have, and if you do or do not want an evaluation.**

3. The School District will send you a letter describing any actions they will take regarding the request for an evaluation of your child.
4. If the District decides to evaluate, this evaluation will be completed within 60 school days from the date you give permission (by signature) for the evaluation to be conducted.
5. You will be given written notice of the date, time, and place where a conference will be held to discuss the findings of the evaluation. This conference will also attempt to formulate recommendations for special programming when indicated by the evaluation.
6. You should make every effort to attend this meeting and all meetings in which any decision regarding your child or ward will be determined.
7. Following each meeting in which any change in programming is decided upon, you will receive a written statement describing the proposed change. You will have ten days to formally object to the decision.

Rights of the Disabled in Due Process: The parent or guardian has the right to disagree with the School District. There are different points and times where a disagreement may occur. If you disagree with the decision regarding a child with disabilities, you may ask for a Due Process Hearing. If you wish to ask for a hearing on behalf of your child or ward, you should contact the District Superintendent.

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

Parents, guardians or interested citizens may obtain a copy of "Explanation of Procedural Safeguards" by contacting the Office of Special Education, Wood River-Hartford Elementary School District #15, 501 East Lorena Avenue, Wood River, IL 62095. The telephone number is 254-3593 Ext. 2240.

Behavior Intervention Plan

When a student cannot follow the District's discipline standards due to his/her disability, a Behavior Management Plan will be developed. Parents/guardians of students with a Behavior Management Plan will receive copies of the policy and procedures related to behavioral interventions when the plan is developed. The District has adopted policies and procedures relating to behavior interventions for students who are eligible for special education and related services. Anyone who is interested in receiving a copy of the policy and procedures may receive one upon request to the administrative office of the District.

COMPLAINTS UNDER SECTION 504

It is also the intent of District #15 and Region III Special Education Cooperative to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under these policies even though they do not require special education services pursuant to the Individuals with Disabilities Education Act (IDEA).

Due Process rights of students with disabilities and their parents/guardians under Section 504 will be enforced. A parent may contact the building principal for information regarding Section 504.

PROMOTION & RETENTION GUIDELINES

It is our sincere desire that each and every student be promoted at the end of a school year. However, there are occasions when it is in the best interest of a student to be retained. This should not be looked upon as something "bad," but rather what is best for the child. Students do progress at different rates.

If retention is being considered by school personnel, the parent/guardian will be contacted for a conference at the earliest possible indication of such a need. Though school officials will make the final decision about retention, input from parents/guardians will weigh heavily on the decision.

Retention will usually occur with primary age children (Kindergarten and first grade). However, any student who fails two or more subjects is at risk of not having success at the next grade level and, therefore, will be considered for possible retention.

Any student who is absent in excess of 18 days per year and was not on homebound or hospital instruction, may be retained.

District 15 does <u>not</u> socially promote students. Certain academic and attendance requirements must be met to be promoted each year.

ATTENDANCE INFORMATION

RESPONSIBILITY OF PARENTS/GUARDIANS

The Illinois Revised Statutes require that parents/guardians shall cause their child to be present at school daily for as long as the child is enrolled. Regular student attendance is of great importance in the education process. *A STUDENT WHO IS NOT PRESENT IN SCHOOL IS NOT LEARNING.* Further, students who are absent without a valid reason are establishing a very poor habit. Therefore, we do encourage parents/guardians to fulfill their legal obligation by making sure that their child is in school daily. We have outstanding educational opportunities in District #15. Help your child take advantage of those opportunities.

SEND YOUR CHILD TO SCHOOL DAILY.

ATTENDANCE

Illinois law requires that whoever has custody or control of any child shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the principal.

Attendance will be taken into consideration when there is a possibility of retention.

ATTENDANCE PROCEDURES

If a student must be absent from school, his/her parents/guardians must call the school office by 8:30 AM. The reason for the absence must be stated to the secretary or left on the secretary's voice mail.

A doctor's note will be required after three consecutive absences. After excessive absences of 10 school days, a doctor's note will be required on each additional absence. A child absent for any other reason will be considered (unexcused) truant. Please notify the school office with any changes to your child's emergency contacts.

For the safety and well-being of your child, it is important that we know his or her whereabouts. Please call your child's school to report any absence. Phone numbers are listed on pages 38 and 40.

MAKE-UP WORK

Make-up work will be given to students upon their return to school after a one, two or three day absence. Parents/guardians do not need to collect assignments for absences that last three days or less.

When absences last more than three consecutive days, the parents/guardians may call for assignments. You may also email your child's teacher, but please be aware the teacher may not check their email until after 3:00 p.m. Please do not call later than 9:00 AM on the day you plan to pick up the assignments. Please plan to pick up assignments between 3:30 PM and 3:45 PM.

If a student is absent, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

TARDINESS

As a student, it is your responsibility to use a reasonable degree of judgment in regard to the time element that you have before school, between classes, and at noon. Elementary students arriving after 9:30 am will be considered absent for a ½ day. Adequate passing time is provided to get from one classroom to another at Lewis & Clark Jr. High. It is, however, impossible to visit with friends, go to your locker, get a drink, go to the restroom, and still make it to class on time.

USE GOOD JUDGMENT - BE PROMPT.

- **If you are frequently tardy to class, the teacher may need to send you to the office.**
- **Please get to school on time and be in your classroom on time. THREE UNEXCUSED TARDIES WILL RESULT IN A DETENTION AT LCJH. Students arriving late to school due to a scheduled appointment will receive a detention unless they have a note from their doctor or dentist showing proof of the appointment.**
- **Elementary students are also expected to be at school on time and ready to start their day. When your child is tardy, they are missing an important part of the school day. Excessive tardies could result in a**

truancy issue, and your child may be referred to the truancy officer. You may receive a letter or a phone call about the excessive tardies your child is experiencing. **Please make sure to have your child at school on time.**

CLOSED CAMPUS

Each school in District #15 practices a closed campus policy. This means that students are not permitted to leave campus at any time during the school day. The parent/guardian will be required to sign the student out in the office, and the student must report to the office on returning to school. Students are NOT permitted to leave with other students or other students' parents/guardians.

Once a student arrives at school, the student will not be allowed to leave without a parent or guardian signing him/ her out in the office.

TRUANCY

A truant is defined in the state of Illinois as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

PARENTS/GUARDIANS ARE REQUIRED BY LAW TO ENSURE THAT THEIR CHILD ATTENDS SCHOOL.

An attempt will be made to notify the parent/guardian each time a student is truant.

Chronic truancy is defined as absence without valid cause for 5% or more of the previous 180 regular attendance days. The names of chronic truants and the person who has custody of them by law must be provided to the regional superintendent of schools. Chronic truants are referred to the Madison County Truant Officer and may be found in violation of Wood River Ordinance No. 07-06.

DOCTOR & DENTIST APPOINTMENTS

Again, regular student attendance is very important. As often as possible, please try to schedule doctor and/or dentist appointments for Saturday or very late in the afternoon Monday through Friday. If it is necessary to schedule a doctor or dentist appointment during school hours, please bring a doctor's note upon your return to school.

HOMEBOUND/HOSPITAL INSTRUCTION

During the school year, District #15 offers a broad range of specialized education services. If your child has a temporary physical or health impairment which your physician estimates will require a minimum of two weeks absence from school, he/she may be eligible for homebound or hospital instruction.

If the student is not already receiving special education services, eligibility for this specialized instruction will be determined by a homebound case study evaluation that will consist of:

a. A review of the child's current educational status
b. A review of his/her academic needs during the period of absence
c. Recommendations regarding the type of teacher(s) needed

When the evaluation has been completed, the District Superintendent or his designee will determine the child's eligibility, and you will be notified of the decision. If your child is eligible for these services, a Homebound Instruction packet must be completed before the services can begin.

If you have any questions regarding the decision, an informal conference will be held to explain the basis for the recommendations. Should you not agree with the decision, you may, after the informal conference, request an impartial due process hearing.

STUDENT BEHAVIOR

SELF-DISCIPLINE

One of the most important "subjects" in District #15 is discipline. It underlies our entire structure. Students must learn the concepts of self-discipline to develop good character, orderliness, and efficiency for themselves. Students are encouraged to be good and to conduct themselves in accordance with the school's expectations of good behavior. Students with good self-discipline will have respect for themselves, their classmates, parents, teachers, and other authority figures. This is a key trait in living a happy and peaceful life.

EMPLOY SELF-DISCIPLINE - THINK BEFORE YOU ACT OR SPEAK

ABC Purpose Statement

The goal of Wood River Hartford School District is to provide a safe, responsible, and respectful school environment where students can learn and achieve their unique potential. The District will accomplish this through the implementation of ABC (Attitude, Behavior, and Culture). The purpose of ABC model is:

1. **To create a more positive culture in our school/family/community.**
2. **To identify all students in need of support.**
3. **To create consistency among adults.**
4. **To strengthen our family partnerships.**
5. **To use data to guide our decision-making.**
6. **To reduce discipline referrals.**

RESPONSE TO INTERVENTION—RtI

The Illinois State Board of Education believes that increased student learning requires the consistent practice of providing high quality instruction matched to student needs. Response to Intervention (RtI) is a general education initiative that requires collaborative efforts from all District staff as well as general and special educators to provide a quality educational environment for each student's academic and behavioral needs. Students must be identified and monitored continuously with documented student performance data that is also used to make instructional decisions.

STUDENT'S RIGHTS & RESPONSIBILITIES

Education cannot proceed effectively without good, consistent discipline. Good discipline is best thought of as positive, not negative, and of helping a student to adjust rather than as punishment.

The dignity of individuals should be protected, with proper consideration displayed for their personal feelings that may be associated with race, color, creed, cultural heritage, and intellectual and physical characteristics. Educators as well as students should be respectful to each individual in his/her daily life and develop a sincere appreciation for the different ethnic, economic, religious, and social backgrounds of groups.

In District 15, we believe our students have certain rights which must be protected. We also believe that they have definite responsibilities which must be fulfilled in order to ensure that all students succeed in school.

These rights and responsibilities are as follows:

RIGHTS

1. **Each student has the right to pursue an education without the fear of personal harm or damage to personal property.**
2. **Each student has the right to participate in an educational experience free from disruptive, distractive, or destructive influences.**
3. **Each student has the right to expect a well-prepared and organized classroom procedure.**
4. **Each student has the right to express himself/herself and his/her opinions verbally and in writing without disrupting the educational environment. This includes student publications and the right to petition.**
5. **Each student has the right to, in cases of suspension, expulsion, or other disciplinary action, appeal as it is outlined in this publication.**
6. **Each student and parent has the right of privacy concerning their academic and personal records maintained by the school.**

RESPONSIBILITIES

1. **Each student has the responsibility to restrain himself/herself and actively discourage others from inflicting personal harm or damage to another student's property.**
2. **Each student has the responsibility to support efforts to maintain an environment free from disruptive, distractive, or destructive behavior and influences.**
3. **Each student has the responsibility to prepare himself/herself for and participate in classroom activities to the best of his/her ability.**
4. **Each student has the responsibility to express his/her opinions in a respectful manner so as not to offend or slander others. Freedom of expression should not interfere with the educational process.**
5. **Each student has the responsibility to abide by decisions reached through the appeal process.**
6. **Each student has the responsibility to respect the privacy of others concerning academic and personal records.**
7. **Each student has the responsibility to dress and groom in a manner that meets reasonable community standards of good taste, health, safety, and cleanliness, and which does not**

7. Each student has the right to dress in such a way as to express his/her personality without causing a disruption to the educational environment unless it violates the dress code.
8. Each student has the right to be treated fairly and equally without regard to sex, race, etc. by all teachers and staff of the School District.

disrupt or interrupt the educational process or indicate affiliation with any group which advocates dangerous or unlawful activities.
8. Each student has the responsibility to respect the authority of teachers and staff of the school district.

STUDENT EXPECTATIONS

Each of our schools utilizes the PBIS (Positive Behavior Intervention and Supports) process as a way of managing behavior in each school. As part of the PBIS process, each school has established their own set of expectations. By following the expectations established, we believe that all other 'rules' that typically apply in a school setting would be followed as well. For example, walking in the building is part of being respectful and showing self-control. The Oiler Way expectations identified by each school are:

Be Respectful
Be Responsible
Be Safe

As part of maintaining a safe environment for the students of each building, students from other buildings are not allowed to be in a school other than their own without permission from the principal. Students are also not permitted to be on the playground after school until 4:00 p.m. on school days. If there is a school related activity using the playground, that time may be later. Example: Track may use the Jr. High playground until 4:30 pm and others are not to be on the playground during time.

DISCIPLINARY PROCEDURES

Students are encouraged to use self-discipline. School staff members will make every effort to help students gain acceptable self-discipline standards. However, when self-discipline fails, regulations for the management of school behavior must be enforced by those directly responsible for the operation of the schools.

Schools clearly have the legal right to maintain discipline. According to the Illinois School Code, educational employees stand in the relation of parents and guardians to the pupils. This relationship may be exercised at any time for the safety and supervision of the pupils in the absence of the parents. (1994 Illinois School Code. Section 105 ILCS 5/24-24). The Code also requires that the Board of Education establish policies on discipline such as this handbook.

These disciplinary policies should be fair, logical, and clearly defined. They should be promptly administered with due process and applied consistently among all students. Consequences such as suspension and expulsion are used only in very serious situations and then with appropriate caution and care by school officials. The following list defines some, but not all punishable offenses:

1. Arson	The willful and malicious burning of or attempt to burn any part of any building or any property of District #15 Schools.
2. Bullying, Harassing, Threatening or Intimidating Act	The act of threatening the well-being, health, or safety of any person on school property or enroute to or from school verbally, in writing, by gesture, by electronic communication, or by other means. This includes racial, ethnic, cultural, religious, sexual, or other harassment.
3. Cheating, Plagiarism	The act of taking or acquiring the property of others without their consent, including found property.
4. Closed Campus Violation	The act of leaving the school campus without authorization. Once a student arrives at school, they cannot leave unless signed out by a parent or guardian. This is a safety issue for the student.

5. Continued Class Disruption	The repeated involvement in behavior which disrupts the educational process.
6. Disrespect	The insulting, name-calling, dishonor, or verbal or written abuse of any member of the school staff or student body.
7. Distribution of Unauthorized Printed Materials	The act of distributing unauthorized materials on school property.
8. Dress Standards Violation	The act of dressing in a manner that violates community standards of good taste, health, safety, and cleanliness, which promotes an illegal activity, or which disrupts or interrupts the education process; or which indicates affiliation with any unlawful group.
9. False Reports of Fire or Bombs	The act of falsely initiating a fire alarm, falsely reporting an impending bombing, falsely calling 911, or otherwise making a false report to school officials, law enforcement, or other emergency services personnel without just cause.
10. Fighting	The act of involving hostile body contact in or on school property, on a school bus, or going to or from school or a school event, or at any activity under school sponsorship, such as a dance or athletic event.
11. Fireworks or Explosives	The act of possession, use, or threatening to use any fireworks, explosives, or other such instruments capable of inflicting bodily injury.
12. Forgery	The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms, parental notes, or other work.
13. Gambling	The act of gambling for money or valuables.
14. General Misbehavior	Conduct that is not in the best interest of the school environment.
15. Gross Misconduct	Repetitive conduct which is not in the best interest of the school environment.
16. Inciting Others to Violence or Disobedience	The encouragement of demonstrations, altercations, or protests that disrupt the normal educational process through words, acts or deeds.
17. Indecency	The act of offending commonly recognized standards of appropriateness, health, or safety.
18. Insubordination	Refusing to follow the instructions of authorized school personnel.
19. Internet Abuse	The act of pulling up sites that violate the District #15 Internet Use Policy, or using or intentionally reading abusive, vulgar, or inappropriate language or graphics on the internet.
20. Littering	The act of willfully littering on school property or enroute to and from school.
21. Loitering / Trespassing	The act of being in or about any school building, or in specifically restricted areas of a school building at

	unauthorized times, or without the specific authorization of school personnel. Students, who are suspended or expelled, are not allowed to be on the grounds of any District #15 school while the penalty is in effect. Students should not stay on school grounds after school unless they are involved in school activities.
22. Obscenity	The act of using or displaying obscene behavior or profane language in verbal, electronic, or written form, or in pictures, caricatures, or by obscene gestures.
23. Physical Attack	The act of physically assaulting or attacking any person on school property or while enroute to or from school, including any activity under school sponsorship.
24. Possession of Electronic Devices	The act of bringing paging devices, cellular telephones, radios or other electronic or noise-making devices, which disrupt the educational process, to school premises without authorization.
25. Possession of Weapons	The act of possessing, using, or threatening to use any weapon, look-a-like weapon or instrument capable of inflicting bodily harm. Weapons include firearms, ammunition, knives (including pocketknives), or any object which may be used as a weapon.
26. Public Display of Affection	The act of engaging in inappropriate touching, hugging, kissing, and other displays of affection.
27. Sexual Assault	The act of making any type of unwelcome physical contact of a sexual nature to a student, staff member, or other individual in the school.
28. Sexual Harassment	Any type of unwelcome conduct directed toward a student, staff member, or other individual in the school because of his/her gender. This conduct may include verbal comments about parts of the person's body, name-calling, attempts to alter articles of clothing, pressure for sexual activity, or other unwelcome advances.
29. Shakedown and/or Strong Arm Extortion	The act of extortion or taking or attempting to take any money or things of value from a person in the school without permission.
30. Skipping Class	The act of missing a class on purpose.
31. Theft	The act of fraudulently obtaining information on examinations or school assignments from other students or other sources.
32. Smoking/Tobacco/Vaping/Drugs/ Alcohol	Smoking, including vaping, is not permitted anywhere on school property, inside and outside of school facilities. Possession of tobacco, tobacco products, electronic cigarettes, e-cigs, vapes, and look-a-like products, matches, or lighters by students is prohibited.
33. Truancy and Tardiness	The act of unexcused absence or lateness to school or classes for any period of time.
34. Unauthorized Sale or Distribution	The act of selling or distributing or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on school property.

35. Unauthorized Student Protest	**The act of protesting which results in the disruption of the normal educational process.**
36. Unlawful Drugs, Drug Paraphernalia, and Behavior-Altering Substances	**Possession, use, distribution, purchase, being under the influence of, or sale of any alcoholic beverage, controlled substance, look-alike drug, drug paraphernalia, any illicit drug, prescription drug or over-the-counter drug without a medical prescription or appropriate authorization.**
37. Vandalism	**The act of willful destruction or defacing of property belonging to others.**
38. Other Violations	**Guidelines for acceptable behavior are by no means limited to those listed in this handbook. The District and individual schools reserve the right to establish additional standards as needed.**

A. Consequences may occur in the following ways

1. **Conference: A discussion is held with a student and/or parents/guardians by the appropriate staff.**
2. **Detention: A student may be detained before, after school, or during the free part of a lunch period by teachers or administrators. Procedures for detention may vary at the individual schools according to the needs of that particular school. Students and parents/guardians should familiarize themselves with their school's procedures.**
3. **In-School Supervision and Out-of-School Suspension: A student is separated from daily classes or school for a period not to exceed ten consecutive school days. A suspension does not become a part of a child's permanent record. While serving in-school s or out-of-school suspension, students will be allowed to make up their classroom assignments and/or tests but will receive a zero for the participation grade in classes that routinely give a daily participation grade. Students cannot participate in any extracurricular activities and will not be allowed on school property during their suspension.**

   Procedure for Suspension from School:

   a. **The Superintendent, principals or their designees are authorized to suspend pupils guilty of disobedience or misconduct for a period of time not to exceed ten days.**
   b. **Every effort will be made to immediately contact the parents/guardians about their child's suspension. A letter stating the date(s) of and the reason for the suspension will be mailed to the parents/guardians. A copy will be filed with the Superintendent.**
   c. **Within five (5) school days after receiving the notice of suspension, the parents/guardians may submit a written request to the Superintendent and the School Board or a Hearing Officer appointed by the Board shall review such action of the principal.**
   d. **At the review hearing, the parents/guardians and the child may appear and discuss the suspension with the Board or its Hearing Officer.**
   e. **If a Hearing Officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting.**
   . **After the hearing and upon receipt of the written report of its Hearing Officer, the Board may take such action as it finds appropriate.**
4. **Expulsion: An elementary or junior high student may be removed from the school for up to two calendar years. Expulsions do become a part of the child's permanent record. During that period of time, the student cannot receive credit, participate in school extracurricular activities, or be allowed on school property.**

   Procedure for Expulsion from School:

   a. **Expulsion will take place only after the parents/guardians have been requested to appear at a meeting of the Board or with a Hearing Officer appointed by the Board to discuss the alleged gross disobedience or misconduct.**
   b. **The request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting.**
   c. **The Board, or a Hearing Officer appointed by it, at such meeting shall state the reasons for expulsion and the date on which the expulsion will become effective and the date the expulsion will terminate.**
   d. **If a Hearing Officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting.**
   e. **The Board shall take such action on the Hearing Officer's report as it finds appropriate.**

THE BOARD OF EDUCATION HAS THE SOLE AUTHORITY IN THE EXPULSION OF STUDENTS.

5. Other Remedies:

- Counseling with a student.
- Conferences with a parent.
- Assigning students alternative work.
- Re-evaluation of class schedules or removal from class in cases of theft or of severe or repeated disciplinary offenses.

B. Guidelines for Determining Length of Penalty

After determining whether the student engaged in misconduct, the school official will consider what consequence will be imposed. In making the determination, school officials will consider such factors as the nature of the infraction, the severity of the offense, the student's previous discipline record, the age of the student, and other extenuating circumstances might be considered.

The following are guidelines to be used by school officials:

1. Up to and including FIVE school days of suspension for such acts as:
   a. Continued class disruption
   b. Closed campus violations
   c. Forgery
   d. Gambling
   e. Littering
   f. Loitering/trespassing
   g. Non-compliance with no-smoking policy
   h. Obscenity
   i. Unauthorized distribution of printed materials
   j. Use of tobacco products by students or the carrying of such products during the school day in school buildings, on school property, or on the school bus
   k. Cheating
   l. Unauthorized sale or distribution of any material or substance
   m. Possession of electronic devices without authorization
   n. Dress standards violation
   o. Public Display of Affection
   p. Skipping Class
   q. Other violations – skipping school, taking items from lockers other than your own, gleeking, texting, throwing food in the cafeteria, laser lights

2. Up to and including TEN school days of suspension for such acts as:
   a. Disrespect
   b. Fighting
   c. Indecency
   d. Insubordination
   e. Repeated truancy and/or tardiness
   f. Bullying, harassing, threatening, or intimidating acts
   g. Unauthorized student protest
   h. Sexual harassment
   i. Other violations

3. EXPULSION and/or up to and including TEN school days of suspension for such acts as:
   a. Repeated occasions of any of the previously listed offenses
   b. Arson
   c. General misbehavior
   d. Gross misconduct
   e. False reports of fire or bombs
   f. Inciting others to violence or disobedience
   g. Physical attack
   h. Possession of weapons
   i. Possession, use, or sale of fireworks or explosives
   j. Shakedown and/or strong-arm extortion
   k. Theft
   l. Use, possession, being under the influence, or transfer
   m. of any unlawful drug or behavior-altering substance
   n. Vandalism
   o. Sexual assault

p. Other violations

4. Disciplinary Statement:

The administration agrees with the concept of progressive discipline and to the extent circumstances warrant it; the administration will impose discipline in a progressive manner using the consequence guidelines described above. The consequence guidelines are designed to communicate to students and parents what is expected of students and to assure the cohesive and consistent application of consequences for certain acts of misconduct. While the guidelines may be used to assure consistent application of discipline, each act of misconduct giving rise to cause for disciplinary action shall be judged on its own merit. The administration reserves the right to impose more severe disciplinary sanctions than called for by the consequence guidelines in situations where there is a major or particularly serious infraction or when a series of repeated infractions warrant a more serious disciplinary action. Further, the administration reserves the right to impose less severe disciplinary sanctions than called for as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a consequence for specific situations not addressed in the consequence guidelines.

C. A Special Emphasis on Safety in the Schools

The maintenance of a safe and pleasant school environment which is conducive to learning is the highest priority of District #15. For this reason, students who engage in such activities as vandalism, physical attack, theft, arson, or the carrying or use of a weapon are subject to extremely serious penalties. These penalties may include not only a multiple day SUSPENSION of up to and including ten days, but also EXPULSION.

THE BAN ON THE CARRYING OR USE OF ANY TYPE OF WEAPON SHOULD BE CAREFULLY NOTED BY BOTH STUDENTS AND PARENTS. WEAPONS INCLUDE FIREARMS, AMMUNITION, ANY TYPE OF KNIFE (INCLUDING POCKET KNIVES), OR ANY OTHER OBJECT WHICH MAY BE USED AS A WEAPON. STUDENTS SHOULD CLEARLY UNDERSTAND THAT SUCH THINGS AS A POCKET KNIFE MAY NOT BE CARRIED TO SCHOOL, EVEN IF THERE IS NOT INTENT TO USE IT IN A HARMFUL MANNER. EXPULSION OR SUSPENSION WILL BE LEVIED ON ANY STUDENT WHO IS FOUND TO BE CARRYING A WEAPON TO, FROM, OR WITHIN THE SCHOOL; OR TO, FROM, OR AT ANY SCHOOL ACTIVITY. IN THE CASE OF A STUDENT POSSESSING A GUN (FIREARM, BB GUN, OR AIR GUN), EXPULSION WILL BE LEVIED AGAINST THE STUDENT. IN ACCORDANCE WITH FEDERAL LAW, THE BOARD OF EDUCATION MAY DIRECT THE SUPERINTENDENT TO REDUCE THE PENALTY ON A CASE-BY-CASE REVIEW.

In addition to school penalties, carrying or possessing certain lethal weapons while in a building or on the grounds of any school is a Class 4 felony as per House Bill Number 2162. A Class 4 felony carries a minimum penalty of one year in a penitentiary.

Any student who has initiated or taken part in any act of vandalism, theft, arson, or serious crimes against persons may be expelled and may be identified to police. Further, it shall be the policy of the Board of Education to recover damages from the parent/guardian of any minor, or from any person who has initiated or taken part in such acts.

D. Interviewing Of Students by Police & DCFS

If a student initiates a request to talk to the police (i.e., an accident or incident report), such request will be approved and handled in confidence by the building principal.

If the police request to interview a student, an attempt shall be made to notify the parent/guardian of the student that the police wish to interview the child unless the parent/guardian is a suspected co-conspirator or a suspect to an incident involving the child. In the event that the parent/guardian cannot be reached, the interview may proceed in the presence of a building administrator or designee, unless the incident involves school personnel and the student specifically requests that school administration not be present.

It should be recognized by all that the police have the authority to remove a student from the school.

Steps 1 and 2 above will also apply to DCFS personnel.

E. Exclusion from School

Parents/guardians are required by law to comply with the District's policies on student physical examination, required immunizations, completion of the student emergency form, proof of residence, and presentation of birth certificate. A student whose parents/guardians fail to comply with these regulations may not be permitted to attend school until the deficiency is corrected. This practice is called *exclusion*.
Exclusion may occur for the following violations:

1. Physical and Dental Examinations - Physical examinations are required by law for students entering kindergarten/first grade, sixth grade, and ninth grade. Dental examinations are required for students entering kindergarten, second grade and sixth grade. Students transferring into District #15 must have the appropriate physical/dental examination forms forwarded with their other records. All physical/dental examinations must be recorded on the authorized State of Illinois forms.

2. Immunizations - The physical examination form must include evidence of compliance with the schedule of required immunizations.
3. Student Information Sheet - The student information sheet is updated at the beginning of each school year or at the time of enrollment. The purpose of the sheet is to provide the school with necessary emergency and other information about the student, including the student's social security number. **Parents are required to complete and *keep current* the student information sheet. It is also important to have the most current phone number to effectively use our automated call out system.**
4. Proof of Residence - When registering students, two proofs of residency within the District must be presented in the form of a current utility bill, occupancy permit, and/or legal housing contract or lease.
5. Birth Certificate - Presentation of the child's birth certificate is required at the time of registration for Pre-K/Kindergarten or at the time any student transfers into the District.
6. Illinois "Good Standing" Transfer Form - Presentation of the Illinois "Good Standing" transfer form. In accordance with Section 2-3.13A of the Illinois State School Code, all public school districts are to provide a student transfer form to any student who is moving out of the school district. This form verifies whether or not a student is "in good standing" and whether or not his/her medical records are up to date. This form must be presented when a student transfers to District 15 from another Illinois public school district.

PREVENTING BULLYING, INTIMIDATION & (SEXUAL) HARASSMENT

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and District will not tolerate harassing, intimidating conduct, or 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.

Bullying includes cyber-bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator 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.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents/guardians of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

SOCIAL FUNCTIONS

The rules of this district will govern all in-school and after-school social functions, such as athletic contests, dances, parties, dinners, etc. A faculty member must be present at any school-related social function.

- A student must be in school for a minimum of a half day on the day of the function in order to participate.
- Attendance of special guests must be sanctioned by the principal, coach, or sponsor.
- Once a student leaves a function, he/she will not be permitted to return. This includes athletic events.
- Students who are suspended or expelled are not permitted to attend social functions and/or extracurricular activities.

STUDENT DRESS CODE/STUDENT APPEARANCE

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school and/or school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- The length of shorts or skirts must be appropriate for the school environment.
- Clothes that expose the back, sides, or midriff of a student are not appropriate for the school setting and are not acceptable.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Appropriate footwear must be worn at all times. Please be aware that flip flops can be a safety hazard on the playground. On days, your child has physical education, he/she must wear appropriate footwear.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- If there is any doubt about dress and appearance, the building principal will make the final decision.

Repeated violations by a student may result in additional disciplinary action. Parents/guardians must assume the responsibility to see that their child is appropriately dressed for school.

STUDENT SERVICES

HEALTH SERVICES

District #15 is fortunate to have a full-time nurse on duty. The nurse will be in each school building throughout the week. She will be available for emergencies as they arise and to work with parents whose children have special medical needs.

Students who become ill while at school will need to see the nurse (or other appropriate school personnel) before being permitted to leave school. Students may return to school from an illness only when they have been fever, vomiting and diarrhea free for 24 hours without medicine. District #15 will follow the temperature guideline for a fever of 100.4 and above.

A note from the doctor is required if a student has missed three consecutive days.

The nurse and parent/guardian may also give excuses from PE. However, after two consecutive excused PE days, additional excuses will only be granted with a signed doctor's statement.

HEARING AND VISION NOTIFICATION

The Illinois Health Department requires certain grade levels be screened for hearing and vision.

- Hearing Screening will be conducted in Early Childhood, Pre-K, Kindergarten, First, Second, Third, and Special Education.
- Vision Screening will be conducted for Early Childhood, Pre-K, Kindergarten, Second, Eighth, and Special Education. Vision screening is not a substitute for a complete eye exam by an eye doctor. If your student has completed an eye exam within the previous 12 months and that evaluation is on file at school, your child will not need to be rescreened.
- If your child fails either the hearing or vision screening, you will receive a letter of notification.

HEAD LICE

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. **Parents/guardians are required to notify the school nurse if they suspect their child has head lice.**
2. **Infested students will be sent home following notification of the parent or guardian.**
3. **The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.**
4. **A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.**
5. **Parents of all students within the classroom will be notified in writing.**

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- **a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.**
- **b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.**
- **c. Sign the Diabetes Care Plan.**
- **d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.**

For further information, please contact the building principal.

STUDENTS WITH FOOD ALLERGIES

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse. A physician's note for food allergies or other allergies must be on file.

MEDICATION POLICY

Medication will be administered at school only in exceptional cases where failure to take prescribed medication could jeopardize the child's health. Please consult your doctor so that medications can be given at home. When it is deemed necessary that prescribed medication be administered by the school, the medication will be administered by certified personnel unless the student has been judged capable of administering his/her own non-oral medication. It is the parent/guardian's responsibility to assure that the licensed prescriber's order, a parent/guardian signed request, and properly labeled medication are brought to the school, and the school nurse is contacted.

Medications will be administered as close to a child's prescribed time as possible by the school nurse. However, at times it may be necessary for the child's parent/guardian to come to school to administer the dosage. District #15 simply does not have the appropriate staff to administer prescriptions at various hours during the day.

District #15 retains the right to reject requests for administration of medication with the exception of students who have been determined disabled under Article Fourteen of the Illinois School Code.

SHOULD THE NEED FOR MEDICATION ARISE, THE FOLLOWING IS REQUIRED:

1. **Long-Term Use of Medication (More than 14 days)**
   a. A signed order from the physician is needed which should include the name of the student, the name of the medication, the frequency of administration, the dosage amount, any possible side effects, the illness or condition requiring the medication, and the length of time the student will need to be on the medication. Any changes in the medication will require written authorization from the licensed prescriber.
   b. A signed form from the student's parent/guardian granting permission for this medication to be given during school hours to their child.
   c. The prescribed medication must come to school in a container from the pharmacy with the current prescription on the label.
   d. If the doctor and parent/guardian agree that a non-oral medication (i.e., inhaler) should be carried and administered by the student, the form from the doctor must state such. The medication form is still required to be on file in the nurse's office.
2. **Short-Term Use of Medication (14 days or less or as needed)**

a. Short-term prescribed medication or non-prescribed medication must be accompanied by a written, signed and dated parent/guardian request for the school to administer the medication to the student. The request should include the student's name, the medication's name, the reason, dosage, and frequency for giving the medication.
b. The medication must be brought to school in the original container that correctly names the medication in the container.

3. A written order for either **prescription or non-prescription** medication must be obtained by the parent from the child's doctor or dentist and brought to school with the medication. The district "School Medication Authorization Forms" must be used and may be obtained from the school nurse. We encourage you to obtain a form from school prior to taking your student to the doctor. A new form will be required each school year. The signature of the doctor and parent/guardian must be recent on the form before the medication can be administered.
4. All prescription medications must be clearly marked with the student's name, doctor's names, contents and dosage **in the original labeled pharmacy container.**
5. Non-prescription medications must be **in the manufacturer's original container** with the child's name attached.
6. All medications shall be left with the school nurse or, in the absence of the school nurse, with office personnel or administration for safekeeping. Students are not allowed to carry medications on their person during school hours, with the exception that a student may possess medication prescribed for asthma for immediate use at the student's discretion, and the self-administration by a pupil for allergies by the use of an epinephrine auto-injector, provided the student's parent(s)/guardian(s) and physician have completed and signed a "School District Medication Authorization Form."

- The school nurse must be contacted before any exceptions can be made to the above policy.
- The medication will be stored in a locked space, with the exception of refrigerated medication.
- The school will contact the student's teachers, doctor, or parents/guardians as needed concerning medication.
- Students who require inhalers or Epi-pens may keep them with them if required but must file the necessary paperwork with the nurse.

COMMUNICABLE DISEASES

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents/guardians are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

SOCIAL WORK SERVICES

The school provides social work services for students. The school's social worker is available to those students who require additional assistance.

STUDENT DESKS & LOCKERS

Students are provided desks or lockers so they may have a safe place to store their books and belongings. Students are responsible for the appearance and condition of their locker or desk. It is the student's responsibility to keep their locker or desk free of any illegal or inappropriate material or substance.

Students are assigned a locker and a combination lock for security. Students shall not share their combination number with anyone else, nor shall they share lockers. Students are encouraged to never keep money in their desk or locker. Any large sums of money should be taken to the principal's office for safekeeping. You can prevent theft if you act responsibly. Cell phones are expected to be kept in their lockers.

Lockers and desks are the property of District #15. They may be opened and inspected at any time by school personnel. Students have no expectation of privacy in their desks and lockers.

SEARCH AND SEIZURE

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

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

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

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

Students

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

Seizure of Property

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

LOST & FOUND

A lost and found will be maintained in each District #15 school. Unclaimed, lost and found items will be donated at the end OF EACH MONTH. District #15 will not assume responsibility for lost or stolen items.

LIBRARY CENTER

Each elementary school in District #15 has a library center. Students are encouraged to use the library center for research and to enrich their learning. Students will be permitted to check out materials. Returning materials in a timely manner and taking good care of materials is the student's responsibility. Students must be accompanied by a staff member when using the library center.

AUTHORIZATION FOR INTERNET ACCESS AND COMPUTER USE

All use of the internet and computers shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. All students and their parents/guardians must sign an authorization for access to use the District's internet service. The failure of any user to follow the terms of the Authorization for Internet Access as described in Board Policy 6:235 will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Upon registration, all students will receive a copy of this policy, and both the student and the parent/guardian will sign an acknowledgment that they received the policy.

STUDENT RECORDS

To be in compliance with the Family Educational Rights and Privacy Act of 1974, the following information has been adopted by School District #15.

Parents, guardians, non-custodial parents until the courts direct otherwise, and eligible students (over the age of 14), may see their records upon completion of a written application to the principal of the building where the student attends.

Student records kept by the school are divided into two basic categories: student permanent records and student temporary records.

The student permanent record consists of basic identifying information; academic transcript including grades, class rank, graduation date, scores on examinations, attendance record, accident reports and health record, and record of release of permanent record information.

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

1. **Family background information**
2. **Intelligence test scores**
3. **Aptitude test scores or interviews**
4. **Report of psychological evaluations including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews**
5. **Elementary and secondary achievement level test results**
6. **Participation in extra-curricular activities including any offices held in school-sponsored clubs or organizations**
7. **Honors and awards received**
8. **Teacher anecdotal records (teacher's observations of a child)**
9. **Disciplinary information**
10. **Special Education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to Special Education placement hearings and appeals**
11. **Any verified reports or information from non-educational persons, agencies, or organizations**
12. **Other verified reports of clear relevance to the education of the student**
13. **Record of release of temporary record information**

The student or student's parent/guardian has the right to view or copy permanent and temporary records within 45 days from the date of the request.

The student permanent record is sent to the high school when the student advances. If the student does not advance to the high school, the student permanent record is retained for 60 years after the student has exited. The student temporary record is retained for five school years after the student's class graduates. The student temporary record is destroyed following the fifth anniversary date of the student's exit. Parents/guardians may contact the school and copy those records before they are destroyed.

Upon reviewing the records, the parent/guardian or eligible student may make an oral appeal for the correction or removal of information to the principal or principal's representative. (This should in no way be construed as the right to contest a grade given by a teacher but could point out an error in transferring a grade to the pupil's record.) If the oral appeal is denied by the school administrator of the building where the records are maintained or if a written appeal is desired, the person wishing to make an appeal may write a brief dated statement of the name and birth date of the student, the specific change requested, and the reasons. A written answer to the appeal will be given within 30 days of the appeal containing the administrator's decision.

If the person making the appeal is not satisfied with the administrator's decision, he/she may request that a written statement contesting the record be placed in the student's folder as part of the official student record, or a formal hearing.

If a formal hearing is requested, it should be a dated, written request filed with the Superintendent of Schools. The request should include the name and birth date of the student whose record is in question, specific references to what is being contested, the reason(s) and the change(s) requested.

The Superintendent of Schools or a delegate from the schools or community who does not have a direct interest in the outcome of the hearing shall hold a formal hearing within 30 days of the written request and render a written decision within 45 days of the written request.

The parent, guardian, or eligible student shall be given a full and fair opportunity to present evidence relevant to the records in question.

Complaints may be filed with the U. S. Department of Education (phone 1-800-872-5327). Their address is:

Family Policy Compliance Office
U. S. Department. Of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

RELEASE OF STUDENT RECORDS TO THIRD PARTIES

Federal and State law requires, with certain exceptions, that the School District obtain your written consent before disclosing personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you advise the District to the contrary within the first two weeks.

Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received; and the most recent previous education agency or institution attended.

Because the District receives certain Federal funds, Federal law requires the District to provide military recruiters, upon request, with a student's name, address, and phone listing unless the student's parents have advised the District that they do not want their child's information disclosed without prior written consent. Parents may contact the District office by October 1 to request that their child's information not be disclosed.

CAFETERIA SERVICES

All schools in District #15 are part of the Community Eligibility Provision (CEP) through the National School Lunch and Breakfast Program. A healthy breakfast and lunch is provided each day at no charge to our students. Students may still purchase extra milk, juice, etc. at a nominal cost.

***Although students receive their meals at no charge, parent/guardians are still required to pay Student Fees. You may complete a Student Fee Waiver Application at the time of registration to find out if your students qualify to have their fees waived. Decisions are based on income levels as defined by the USDA.**

CAFETERIA RULES

- **Students shall not save seats for other students.**
- **Students shall walk to lunch and shall be orderly and quiet during lunch.**
- **Trays shall be stacked neatly after placing silverware in their proper container. No food shall leave the cafeteria.**
- **Loud talking, yelling, screaming, and other disruptions are prohibited.**
- **Students shall not throw food, milk cartons or other items.**
- **Students shall not trade/share food.**
- **Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.**
- **Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.**
- **Students shall immediately become silent when staff or presenters make announcements in the cafeteria.**
- **Students shall report spills and broken containers to cafeteria staff immediately.**
- **Students shall be dismissed from the cafeteria by the lunchroom supervisor.**
- **Students are not allowed to take opened food items from the cafeteria. Food items must be in a secured container.**

Misbehavior will result in disciplinary action in accordance to the school's disciplinary procedures.

Students are not allowed to bring in soda or any unsealed beverages to the cafeteria.

BUS POLICIES

Students in Wood River-Hartford School District #15 are given the privilege of riding the bus to and from school, field trips and/or extracurricular events. It is the students' responsibility to obey all bus policies and to follow the directions of the bus driver, bus monitor, teacher, and/or teacher assistant. Our Transportation Manager is Mr. Duane Amistadi. Our student expectations for the bus ride are as follows:

- **Sit appropriately on the bus.**
- **Use inside voices.**
- **Walk to and from your seat.**
- **No food or drink while on bus**
- **Model school expectations: *Be respectful *Be responsible *Be safe**

The following is a list of behaviors that will not be tolerated. If a student chooses to participate in the following types of activities, assigned seating and/or eventual suspension of bus privileges could result:

- **Refusing to obey the driver**
- **Failure to remain in seat**
- **Hanging out of windows/lowering the window below the posted line**

- No taking pictures or videotaping of anyone.
- Talking at railroad crossings
- Throwing objects
- Use/possession of tobacco/vapes/e-ciggs/drugs/alcohol
- Other behaviors relating to safety, well-being and respect of others and property.

Students who fail to follow the expectations will be reported by the bus driver to the school office. If the student is found to be at fault, disciplinary action may occur up to and including:

- Warning
- Parent/guardian contact/conference
- Suspension of bus privileges
- In-school suspension
- Out-of-school suspension.

Issues that are safety related, including but not limited to fighting, standing up while the bus is in motion, moving throughout the bus, etc., may receive more severe consequences. The number of offenses, seriousness of offenses, and age/maturity of student will be taken into consideration when determining student consequences.

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

Note: Parents/guardians of students who have been suspended from riding the bus will be responsible for the transportation of their child to and from school until the designated time when the student may resume riding the bus. Missing school during a bus suspension may be considered truancy. Persistent disobedience or gross misconduct may result in suspension from school or permanent removal from the bus.

Activity Bus Policy

A junior high activity bus will be provided when needed to those students participating in extra-curricular activities. Students who remain after school for non-school related activities are not eligible to ride the after-school activity bus. There is no activity bus for elementary students.

Changes in Riding Arrangements

If at any time riding arrangements need to be changed, i.e., change in bus stop, please contact the school office to receive approval by building principal.

LEWIS AND CLARK JUNIOR HIGH

OILER STUDENT ATHLETIC & ACADEMIC ACTIVITIES GUIDELINES

INTRODUCTION

It is the belief of the Wood River – Hartford Board of Education, administration, faculty, staff, and coaches/advisors, that participation in extracurricular academic and athletic activities is a privilege and not an absolute right of students attending Lewis and Clark Junior High. We feel that with this privilege comes certain responsibilities; responsibilities that are associated with being a positive representative and good role model at all times, maintaining high moral standards, and making good decisions. Our expectation is that if a child is involved in an academic or athletic activity, he/she must be able to participate in all scheduled meetings, practices, games or competitions.

POLICY GUIDELINES

This policy covers, but is not limited to the following extracurricular academic and athletic activities offered at Lewis and Clark Junior High:

ATHLETIC ACTIVITIES	EXTRA-CURRICULAR	CO-CURRICULAR ACTIVITIES
Boys' 6th – 8th Grade	Chess Club	Band
Girls' 6th – 8th Grade	Chorus	Junior Olympiad
Cheerleading	Newspaper	Math Counts
Boys/Girls 6th – 8th Grade	Photography	National Junior Honor Society
Girls' 6th – 8th Grade Volleyball	Student Council	
Co-Ed Wrestling	Yearbook	
Co-Ed Cross Country	Girls on the Go	
Intramural Flag Football		
Baseball & Softball		

***6th Grade Boys/Girls Basketball, Intramural Flag Football and 6th grade girls' volleyball DO NOT fall under eligibility rules but DO follow policy guidelines for athletic and academic activities.**

DEFINITIONS OF ACTIVITIES

Athletic: refers to activities specifically related to our athletic program. Academic standards must be met to participate, and LCJH/IESA standards for academic eligibility.

Extracurricular: are activities that may have academic merit but are not necessarily extensions of the curriculum or specific courses. In some cases, the activity centers on selection or election by fellow students. Academic standards must be met to participate, and LCJH/IESA standards for academic eligibility.

Co-curricular: are activities that are viewed as extensions of the curriculum and/or specific courses. In the case of at least one (band) participation is a requirement of the course resulting in grade calculation.

CONFERENCE AFFILIATION

Lewis & Clark Junior High is a member of the Metro East Athletic Conference (MEAC) and the Illinois Elementary School Association (IESA). Eligibility of student athletes is governed by the rules and regulations of the IESA, Madison County Conference, the Board of Education, the Administration, the Athletic Director and the various coaches of the various sports/activities offered by Wood River-Hartford School District #15.

REQUIREMENTS FOR PARTICIPATION

An athlete must have the following current documents on file at the school office/athletic director's office wherein the athlete is in attendance before the athlete's first participation in any activity including tryouts.

1. **A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate: and**
2. **Proof the athlete is covered by medical insurance and a copy of insurance card on file; and**

3. A signed copy of the athletic/academic guidelines signed by the athlete and parent(s)/guardian(s), understand the terms of the guidelines and agree to abide by its terms and conditions; and
4. A signed copy of the IESA Concussion Form.

ABSENCE FROM SCHOOL ON DAY OF ACTIVITY

An athlete who is absent from school on the day of an activity shall be ineligible for any activity on that day unless the absence has been approved in writing by the principal Exceptions may be made by the principal: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truancies, who has been suspended from school and unexcused absences may be suspended from participation in athletic activities by the administration. An athlete who is absent from school on Friday before a Saturday event may be withheld from Saturday activities at the discretion of the coach or at the discretion of the administration. Students must be in attendance for at least one half-day in order to participate in an extracurricular event scheduled for that day. A half day constitutes attending four hours (periods) of class on the day of the event.

SPORTSMANSHIP

Wood River – Hartford School District 15 defines sportsmanship as fair play, respect for opponents, officials and fans, and gracious behavior in winning or losing. Our athletes are held to certain standards and our expectation is that spectators are held to the same standards. If a spectator is ejected from a game involving our student athletes, it can cause suspension of the game or forfeiture of the game for our school. If a student athlete is ejected from a game, they are subjected to IESA guidelines. If a spectator is ejected from a game, they will be asked to leave the facility. Depending on the nature of the ejection, the spectator(s) will receive, at the minimum, a two game suspension for the next two games with the possibility of suspension for the entire year. Coaches shall personally exhibit and shall require of their athletes good sportsmanship and shall conduct themselves according to the standards established in their respective job descriptions. Coaches shall establish rules of deportment for their athletes and their teams that encourage good sportsmanship and require appropriate behavior.

DRESS AND GROOMING

Rules regulating the dress or grooming of athletes may be developed by the coach of each respective sport/activity provided, however, that such rules are limited to health or safety regulations.

CARE AND MAINTENANCE OF EQUIPMENT/LOCKERS

Coaches shall be ultimately responsible for the care and maintenance, distribution, collection and inventorying of athletic equipment used in their respective sports. Athletes shall be responsible for the care and maintenance of all athletic equipment issued to them. Lockers are school property and are loaned to students for their temporary use. Lockers are subject to search by school officials at any time. All equipment/uniforms must be turned in at the end of the season. Any lost equipment/uniform must be paid for if lost or damaged. If not paid for if lost or damaged the student may not be allowed to participate in another activity until their obligation is taken care of. No awards will be given to the student until all equipment and uniforms issued to him/her have been returned and accounted for or the athlete/parents have paid a financial obligation for lost or missing equipment or uniforms at present day cost.

ELIGIBILITY

Eligibility shall be governed by the rules of the Madison County Conference, IESA and all applicable school board policies, rules, and regulations. In some cases, Lewis & Clark Jr. High eligibility rules may be more stringent than IESA or conference rules, in which case the Lewis & Clark Jr. High guidelines, rules and regulations, whichever is appropriate, shall apply. To retain athletic eligibility, an athlete/student must have passed all academic course work in the quarter proceeding if there is not enough course work posted by teachers for a full eligibility check starting a new quarter or grading period. At the beginning of the semester, eligibility will not be taken until the third week of the 3rd quarter. In order for any student to participate in games, and/or events, he/she must be receiving passing grades in **ALL** subjects. If a failing grade is reported, students may be required to present an assignment sheet to the teacher of the class that he/she is failing

and the student may be required to make up this work during practice time if needed. Eligibility will be checked on Monday of each week and students considered ineligible are not able to participate from Monday, 8 am until the following Monday, 8 am. Any ineligible player may not ride the bus to away games. If a student is ineligible for three weeks during the season, the student may be dismissed from the team.

ATTENDANCE AT PRACTICES, MEETS, GAMES AND ATHLETIC EVENTS/ACTIVITIES

For the protection of the health and safety of athletes, and to protect the integrity of the team, team members shall be required to attend all regularly scheduled practices, meets, games, contests, matches, meetings and events of the team. Failure to attend by a team member may result in discipline, including suspension or dismissal from the team. Any student missing a practice must present a valid excuse (written or verbal per parent/guardian/teacher) to participate in the next scheduled game or event. Any student receiving a detention/detention(s) MUST serve the detention(s) on the scheduled day BEFORE they will be allowed to participate in a game, practice, or scheduled activity. Any student removed from practice by the coach/sponsor, will not be eligible to participate in any practices, games, or events until the student's parent(s) contact the coach/sponsor and a meeting between the two parties is held with the coach and Athletic Director. Student athletes must participate in PE (including dressing out) or they will not be able to participate or practice in after school activities.

TEAM MEMBERSHIP

Coaches at any level may conduct try-outs. Coaches may limit team members based on the following criteria:

1. Availability of personnel in sufficient numbers to ensure adequate supervision and safety of participants

2. Character of the individual

3. Work habits and loyalty to the program(s)

4. Positions needed for the team or activity

5. Final determination on an athletes' team membership will be made by the district athletic director.

QUITTING

Participants on athletic teams have a two-week tryout period. Tryouts will be the first two weeks of each season. An athlete that continues practicing after the two-week period is considered a team member of that sport. As a team member, he/she shall be committed to that program for the remainder of the season. Any athlete that quits an athletic team is in violation of the extracurricular attendance policy. Any team member that quits after the first two weeks of participation will not be allowed to work out, practice, or compete with another athletic program until all equipment is turned back, lost equipment is paid for and that current sports season is over. This may include use of the weight room, gymnasium, or other athletic facilities before or after student compulsory attendance times. The action of quitting invalidates any right to post season awards. In special circumstances, the need to quit is justified and can be determined appropriate by school administration, therefore nullifying any consequence herein described. Following the two-week try-out period, any student who decides to quit an athletic team by giving verbal or written notice to the coach(es) before the season is completed will be prohibited from rejoining the team for the remainder of the season. However, within twenty-four (24) hours after the student notified the coach(es) of his/her decision to quit the team, a student may ask the coach(es) for permission to rejoin the team. In the event a student requests to rejoin the team, the coach(es) will schedule a meeting with the student and parent(s)/guardian(s) and principal/athletic director to discuss the student's proposed return to the team. The principal/athletic director retains sole discretion in deciding whether the student will be permitted to rejoin the team. The principal/athletic director's decision is final.

TRAVEL

All athletes shall travel to athletic/academic events and return from events with the team on which the athlete/student competes by use of school approved means of transportation. A student may only leave an event if a personal request by a parent/guardian signs out a student with the coach or sponsor. Athletes/students may not leave with friends or other parents/guardians without consent from school

administration. While participating in or being transported to a school sponsored activity, the student is considered a representative of Lewis and Clark Junior High and is under the supervision of his/her coach/sponsor. As such, he/she shall conduct himself/herself, accordingly, upholding the high standards of sportsmanship, fair play, self-discipline, respect and friendly competition. Any behavior that violates this principle is unacceptable and will be dealt with as a violation of established school rules that are outlined in the student handbook. Students must abide by all bus rules set forth by the school, administration and bus driver.

DRUGS, ALCOHOL AND/OR TOBACCO

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor. The possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-a-like, tobacco or ,juuls, e-cigarettes, vaping and products or any other substance which when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities whether held before or after school evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of these guidelines, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

BANNED SUBSTANCES

A posting of banned drug classes shall be prepared annually by the IHSA Sports Medicine Advisory Committee and approved by the IHSA Board of Directors. It shall be subject to updates at any point during a school term. A complete posting of the current year's banned drug classes list can be accessed at http://www.ihsa.org/initiatives/sportsMedicine/files/IHSA_banned_list-2008-09.pdf.

ATHLETIC DEPARTMENT AND CONDUCT

"Athletics is a privilege NOT a right!"

Behavioral misconduct by student-athletes shall not be tolerated. Behavioral misconduct shall include but shall not be limited to:

A. Insubordination; or

B. Any behavior which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or

C. Hazing or harassment of any kind; or

D. Use of profanity; or

E. Violation of the guidelines, training rules/coaching rules, or any other school polices, rules or regulations.

F. Any parent having any issues with a coach must wait 24 hours before contacting the appropriate school official. The parent must go to the coach first then the athletic director with any issues. Parents are not allowed to approach the coach at practice or after a game with an issue. They need to set up an appointment with the coach and/or athletic director.

★ Students are responsible for knowing and following all rules outlined in the student handbook.

IMPOSITION OF DISCIPLINE

Coaches and school officials shall impose discipline appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and other school officials and in conjunction with district policies. Application of the consequences involving

Code of Conduct violations will be administered in both athletics and for each extra-curricular activity independently and separately unless a student who violates the code is involved in an activity and an interscholastic sport simultaneously. In this case, the consequence for the code infraction will run concurrently. For example, a student has a Code of Conduct violation in November and is involved in Student Council, National Honor Society and runs track. The student will serve the Student Council and National Honor Society suspensions immediately, however, will have to wait until the track season to serve his athletic suspension. In situations when a student is involved in an activity and a sport that occur at different times during the school year, the student will serve his/her consequence at the time the respective seasons commence. Once a student has successfully served the consequences in an activity and an interscholastic sport, the discipline for the code infraction will be considered adequately served.

DISCIPLINARY SUSPENSION OF ATHLETES

The coach/sponsor, upon consultation with and upon approval of school administration, may suspend an athlete/student from athletic/academic participation for violation of the Athletic/Academic Guidelines or other appropriate policies, rules and regulations of the school district. Suspension is defined as removal of the athlete/student from participation in one or more athletic practices, games, meets, or other activities but less than dismissal for the balance of the season. The following procedures shall apply to disciplinary suspensions:

A. Prior to suspension, the athlete shall be provided an explanation of the charges against him or her. The athlete shall be given an opportunity to present his or her version of the incident to the suspending school official.

B. Upon written request, the athlete may appeal his or her disciplinary suspension to the Athletic Director and/or administration, who shall have final and binding authority to determine the appropriateness of the suspension. There must be a request within 10 days of incident.

- Students/athletes during a calendar school year are held accountable for their actions on and off school grounds. This includes:
- Attending school functions
- Attending parties where there are illegal activities (alcohol/drugs, etc.)
- Breaking the law (includes curfew violations, etc.)

If caught and/or convicted and the student /athlete is in an extracurricular activity he/she will miss the following:

1st Offense – 1/3 of season. Example: 9 contests – out for 3
2nd Offense – 1/2 of season or dismissal from team
3rd Offense – Cannot participate in any extracurricular activity for the remainder of the school year

If caught and/or convicted and the student athlete is not in an extracurricular activity, the student athlete will serve punishment for the next extracurricular season he/she participate in. While serving any suspension, students will continue to be considered athletes/students. Violations occurring during suspension will result in separate penalties and will be enforced consecutively. Students may also face disciplinary actions from the administration.

- Any student serving In-School suspension will not participate in any games during the assigned suspension. Any student serving Out-of-School suspension will not participate in any practices or games during the assigned suspension.
- If a student accumulates more than 10 days of suspension within one year, he/she may be referred to the Administration for possible removal from any/all academic and athletic activities or expulsion from school for the remainder of the school year.
- The athletic director/administration reserves the right to impose special circumstances for students "using another sport to serve his/her punishment" away from his/her primary sport/activities.

DISCIPLINARY DISMISSAL OF AN ATHLETE FROM A TEAM

The coach/sponsor, upon consultation with and upon approval of school administration, may suspend an athlete/student from athletic/academic participation for violation of the Athletic/Academic Guidelines or other appropriate policies, rules and regulations of the school district. Dismissal from a team is defined as removal of the athlete/student from participation in one or more athletic/academic practices, games, meets, contests, and other activities in a sport/activity for the balance of a season. The following procedures shall apply to disciplinary dismissals:

A. **Prior to dismissal, the athlete/student shall be provided an explanation of the charges against him or her. The athlete/student shall be given an opportunity to present his or her version of the incident to the suspending school official.**

B. **The parent/guardian of the athlete shall receive written notification by certified mail of the charges against the athlete, which notice shall include notice of the right to request hearing before the Athletic Director and building Principal and a copy of these guidelines within 10 days. An appeal may be filed upon written request by the parent/guardian or student within 10 days whereupon the Athletic Director shall schedule a meeting with the relevant parties and shall thereafter determine the appropriateness of the suspension(s).**

C. **In any case of a finding of ineligibility for further competition, the school board shall schedule a review hearing to consider the reinstatement of the athlete at the beginning of each subsequent school year the athlete/student is enrolled in school and otherwise would have remaining athletic/academic eligibility.**

D. **An athlete/student may be given a second "chance" or opportunity to earn their way back on the team. A new contract will be signed between the coach, athletic director, principal, student and parent. This will only be allowed in certain cases and is at the discretion of the athletic director and principal.**

WHEN THESE ATHLETIC/ACADEMIC GUIDELINES ARE IN EFFECT

The rules set forth in this policy are in effect throughout the calendar school year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays (as it relates to junior high athletics/activities). This may apply to any sports that begin practice before the school year begins. In both cases, the rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports/activities.

OUTSIDE OF SCHOOL ATHLETIC EVENTS/ACTIVITIES

Students are allowed to play in other sports but school sports must come first if they wish to participate. The philosophy of the district coaches, staff and administration encourages you to feel free to play an outside of school sport, but if there is a conflict, the school sport comes first.

MEDICAL RELEASE TO RETURN TO COMPETITION

When there is any question of an athlete's medical fitness to practice or compete, coaches or school officials may require the athlete to provide a release to participate, signed by a physician licensed to practice medicine in Illinois, before allowing the athlete to engage in further athletic activity. In each instance when an athlete has been directed by a coach or other school official to seek medical examination or treatment, the athlete shall provide a release to participate, signed by a physician licensed to practice medicine in Illinois, before the athlete is allowed to engage in further athletic activity.

CONCUSSIONS AND HEAD INJURIES

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion by any person deemed appropriate under the return-to-play protocol shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the

Concussion Oversight Team. An athletic coach or assistant coach may not authorize a student's return-to-play or return-to-learn.

FOR MORE INFORMATION GO TO THE ATHLETIC WEBSITE OR IESA.ORG

https://www.iesa.org/documents/index.asp?Category=Health

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. Thousands of schools are chartered and their chapters are following the NJHS constitution. NJHS membership is often regarded as a valid indicator that the student will succeed in life and particularly in studies at the postsecondary level. The NJHS member has already exhibited academic achievement, leadership, honorable and admirable character, citizenship, and service that demonstrates the member is willing to use his or her talents and skills for the improvement of society.

Criteria for NJHS Membership

Scholarship

A cumulative GPA refers to the total academic performance as demonstrated by grades received by the student while in attendance at the Lewis and Clark Junior High School. Our Junior High School contains grades sixth through eighth, so we use grades from the sixth grade on to compute the scholastic grade point average. New students and sixth grade students will be eligible at the completion of two full quarters of school enrollment at Lewis and Clark Junior High School.

The Minimum cumulative GPA allowed to meet the requirement for our chapter is 3.5 on a 4.0 scale. Scholastic subjects included in the GPA are core subjects and band/chorus. Just because a student meets the academic requirement does not mean he or she is automatically inducted into NJHS Membership. These students called "candidates" are then eligible for consideration on the basis of service, leadership, citizenship and character.

Service

Service is generally considered to be a student's actions which are done with or on behalf of others without any direct financial or material compensation. When the NJHS committee considers a student's service, the contributions a candidate has made to school, classmates, and their community as well as the student's attitude toward service will be reviewed. A student who serves is one who:

- Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in interclass and interscholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school (e.g., Girl Scouts, Boy Scouts, religious groups, volunteer service for the elderly, poor, or disadvantaged)
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students

NJHS members and candidates are required to serve a minimum of ten hours per quarter of volunteering or giving assistance in the LCE Library, reading to elementary classrooms, and/or other service projects that the chapter develops throughout the school year.

Leadership

Leadership can include offices a student has held in school, a community or a religious organization as well as effective participation in positions of responsibility such as athletic team captains, section leaders in band and chorus, and committee chairs. The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals and spirit
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility.

- **Conducts business effectively and efficiently**
- **Demonstrates reliability and dependability**
- **Is a leader in the classroom, at work, or in other schools or community activities**
- **Is dependable in any responsibility accepted**

Citizenship

The student who demonstrates citizenship:

- **Understands the importance of civic involvement**
- **Has a high regard for freedom and justice; respects the U.S. form of government (representative democracy); and respects the laws at the local, state, and federal level that protect that government**
- **Demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs**

Character

NJHS is a member of the Character Counts Coalition (www.charactercounts.org). We support the use of the Nine Pillars of Character:
Respect, Responsibility, Citizenship, Caring, Self-Control, Honesty, Cooperation, Perseverance, and Integrity.

In this handbook, you will find the word and definition of each of these Pillars that we use throughout the school year. A student of character:

- **Takes criticism willingly and accepts recommendations graciously**
- **Consistently exemplifies desirable qualities of behavior (e.g., cheerfulness, friendliness, poise, stability)**
- **Cooperates by complying with school regulations concerning property, programs, office, restrooms, cafeteria, gym, halls, school grounds etc.**
- **Demonstrates the highest standards of honesty and reliability**
- **Regularly shows courtesy, concern, and respect for others**
- **Observes instructions and rules, is punctual, and faithful both inside and outside the classroom**
- **Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing an unwillingness to profit by the mistakes of others**
- **Actively helps rid the school of bad influences or environment**

With this character in mind, candidates will have No suspensions, No discipline problems, No ISS or OSS, No excessive detentions (excessive is 5 or more per year)

LEWIS AND CLARK JUNIOR HIGH

ATHLETIC & ACADEMIC GUIDELINE AGREEMENT

Detach this page; check the appropriate blanks, sign, and return to your coach, sponsor and/or Athletic Director prior to participating in any extracurricular activity as defined on page one.

Please initial each of the following blanks as evidence you have met the requirements as stated in this Extracurricular Code.

_____ **I received a copy of the Wood River-Hartford School District Athletic/Academic Guidelines.**

_____ **I have read the Extracurricular Code.**

_____ **I understand these rules apply to my child as a participant in any extracurricular activity as defined.**

_____ **I acknowledge that even with the best coaching and supervision, injuries are a possibility in any extracurricular activity and I accept the risks of extracurricular participation.**

_____ **I have supplied a current physical, as described on page 2 "Requirements for Participation", to the Wood River-Hartford School District.**

_____ **I have supplied a copy of my insurance card with my forms.**

_____ **I received a copy of the concussion form and signed it.**

_____ **I have received a copy of the fitness room form and signed it**

ATHLETIC INSURANCE WAIVER

This is to certify that there is in force a medical and accident insurance policy covering _____ and we do not wish to carry medical insurance available at the Junior High School. We understand that the school requires medical/accident insurance for all athletes.

Medical Insurance Company_____
Policy Number_____

I certify that the above medical insurance is adequate and will be carried throughout the current school year.
THIS WAIVER MUST BE ACCOMPANIED BY A COPY OF THE INSURANCE CARD SHOWING COVERAGE FOR THE ATHLETE, OR MUST BE SIGNED IN FRONT OF THE APPROPRIATE COACH/SPONSOR, SCHOOL SECRETARY, ATHLETIC DIRECTOR, AND/OR ADMINISTRATOR.

_____ _____
Date **Parent/Guardian Signature**

_____
Coach/Sponsor, School Secretary, Athletic Director and/or Administrator

***This is a copy of what is on our athletic website! All forms are signed electronically through our athletic website.**

All electronic forms must be signed in order for your child to participate in extracurricular activities!

http://il.8to18.com/lewisclark

To register online use the following instructions:

Must be done on a computer! Can NOT be done on a phone!

- **Go to https://lewisclark.8to18.com/**

- **Click on "Create an Account," enter your email, and create your own password. (Please be sure to remember this password as you will use this for the years to come for all of your children.). PARENTS, IT IS VERY IMPORTANT THAT YOU ARE THE ONE TO REGISTER THE CHILD. THE SCHOOL WILL BE SENDING COMMUNICATION OUT TO THIS EMAIL.**

- **Click on "Begin Registration"**

- **"Select Activity"**
  - **Choose the sport your child will be trying for/participating in.**

- **"Select Participant"**
  - **Add a New Participant (or choose your child once created)**
  - **All information on this page is for the student, i.e., cell phone, email**

- **"Roster Details"**
  - **You may be asked for t-shirt size, short size**
  - **Height and Weight will be used for rosters**

- **"Primary Parent/Guardian Information"**
  - **Fill out the Parent information on the next page.**

- **"Physical Form"**
  - **If you need a form to take to the doctor, you may print it here.**
  - **Remember your athlete must have a current physical in order to begin tryouts/practice.**

- **"Legal Form"**
  - **At this time by clicking on the boxes, you are agreeing and consenting to all information provided.**
  - **You may click on the form to read or print. Please note that when there is a parent/guardian and student check box- they must both be checked to move forward.**
  - **Please DO NOT turn in any forms filled out.**

- **"Summary"**
  - **At this time, you can see what you have registered for and may be prompted to pay. You can pay by electronic check or credit card. If your child is trying out for a cut sport and makes the team, you will be notified that payment is due with a link to log back in and make a payment.**
  - **Click on "Finish" to complete your registrations- You will receive an email confirmation from no-reply@8to18.com. Please check your email for this- and your spam. Add to contacts to insure delivery. You will receive important communications from the Athletic Department and at times 8to18.**
    You may contact the Office if you have any questions at 618-254-4355 x 2227

WOOD RIVER-HARTFORD SCHOOL DISTRICT #15
BOARD OF EDUCATION

MR. STEVEN SCROGGINS - PRESIDENT
MRS. JENNIFER PORTER – VICE PRESIDENT
MRS. SHEILA SORGEA - SECRETARY/TREASURER
MRS. AMY ALLEN – MEMBER
MR. JEFRY CAMPBELL - MEMBER
MS. PAULA GUARINO – MEMBER
MS. JONNI MCCASLIN - MEMBER
MRS. MARILYN MOORE - MEMBER

PHONE NUMBERS TO CALL WHEN YOU HAVE QUESTIONS OR CONCERNS

DR. PATRICK ANDERSON, SUPERINTENDENT
MRS. CHRISSY MALONE, SECRETARY
DISTRICT OFFICE……..254-0607 EXT. 3

MRS. JILL CHRISTESON, PRINCIPAL
MRS. MELISSA PHILLIPS, SECRETARY (K-5)
LEWIS & CLARK ELEMENTARY-……254-4354 EXT. 1

MRS. NATALIE BOUILLON, PRINCIPAL
MRS. DIANA CARLISLE, SECRETARY (PREK-5)
HARTFORD ELEMENTARY……254-9814

MRS. RADENA LEMMON, PRINCIPAL
MRS. EMILY HALE, SECRETARY
LEWIS & CLARK JUNIOR HIGH……254-4355 EXT. 2

MRS. BETH BEQUETTE, SPECIAL EDUCATION COORDINATOR
MRS. CHRISSY MALONE, SECRETARY
SPECIAL EDUCATION OFFICE……254-3593 EXT. 2220

MRS. MICHELLE BILLINGSLEY, BUSINESS MANAGER
MS. KATELYN LINDQUIST, ASSISTANT TO BUSINESS MANAGER
BUSINESS OFFICE……254-0607 EXT. 4

MS. WENDY FLETCHER, SCHOOL NURSE
OFFICE……254-4354 EXT. 2230

MRS. SUSAN WESHINSKEY, SCHOOL SOCIAL WORKER/COUNSELOR
OFFICE……254-4355 EXT. 2225

MRS. AMY COOK, FOOD SERVICE DIRECTOR
CAFETERIA……254-0205 EXT. 2231

MR. DUANE AMISTADI, BUILDING & GROUND SUPERVISOR/TRANSPORTATION DIRECTOR
OFFICE……254-0607 EXT. 2241

EACH DISTRICT #15 SCHOOL OFFICE IS OPEN MONDAY THROUGH FRIDAY FROM 7:45 AM UNTIL 3:15 PM DURING THE SCHOOL YEAR. PLEASE USE THE ABOVE SCHOOL EXTENSIONS. *IF YOUR CALL GOES TO VOICE MAIL, PLEASE LEAVE A MESSAGE, AND THE SECRETARY WILL GET BACK TO YOU.* IF YOU HAVE AN EMERGENCY AND YOUR CALL GOES TO VOICE MAIL, YOU MAY DIAL "0" FOR THE SUPERINTENDENT'S SECRETARY. IF THERE IS NO ANSWER, PLEASE CONTINUE TO TRY THE SCHOOL OFFICE.

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ADDITIONAL INFORMATION

Absence Reporting

Call the school your student attends before 9:00 a.m. If you receive voice mail, please leave a message.

Hartford Elementary	**618-254-9814**
Lewis & Clark Elementary	**618-254-4354 Ext. 1**
Lewis & Clark Junior High	**618-254-4355 Ext. 2**

Student Daily Schedule

Hartford Elementary	**8:00 a.m.— 2:35 p.m.**
Pre-K Classes (morning)	**8:00 a.m.—10:30 a.m.**
Pre-K Classes (afternoon)	**11:45 p.m.—2:15 p.m.**
Lewis & Clark Elementary	**8:00 a.m.—2:35 p.m.**
Lewis & Clark Junior High	**8:00 a.m.—2:35 p.m.**