



Morris Elementary School District #54

Empowering students and staff everyday

2023-2024

Student/Parent

Handbook



Superintendent Welcome

On behalf of the staff, faculty, administration, and Board of Education at District #54, I would like to welcome you to another school year. Our goal at Morris Elementary School District #54 is to provide your child a safe and educational learning environment that provides the best opportunities for their success. Our teachers and staff will work diligently to support our students, in the most effective manner possible.

This handbook has been published to provide both parents and students an overview of Morris Elementary District #54. It is also a source of information regarding our rules, regulations, policies, and procedures. Please read the contents carefully and discuss the information with your child/children. I also encourage you to contact the Principal's office if you have any questions.

The mission of the Morris Elementary School District is **“Empowering students and staff everyday.”** We will do everything in our power to aspire to achieve the mission for all students. By parents, community, and school working together, we can accomplish our mission while providing a caring, safe, and friendly school environment.

Educationally Yours,

Dr. Shannon Dudek

Principal Welcome

The entire staff and administration at Morris Elementary School District #54 extend a warm welcome to all students and their families for the 2023-2024 school year. We hope that you will discover that our school provides an environment that allows all students to reach their maximum academic potential, as well as a place where important social skills are developed. Our school will strive to meet the needs of the whole child.

Education is most effective when the student, the school staff, and parents/guardians work together. Our goal is to create a learning path that allows for each student to find success at Morris Elementary District #54. Let's all make a commitment to achieve that goal in 2023-2024.

Please take time to review this handbook with your child. We look forward to working with you as we continue to build a strong educational foundation for your child.

Sincerely,

Mr. David C. Raffel Jr.

Mission Statement

“Empowering students and staff everyday”

Vision Statement

Creating a foundation to develop individuals who are prepared for the future.

Values

We Believe:

- Students are our first priority, and provided with an exceptional education that promotes life-long learning.
- In meeting the needs of the whole child; academically, physically and emotionally.
- In celebrating diversity, every individual is valued and included.
- In providing opportunities to grow and connect in a safe and caring environment.
- That family and community involvement will create meaningful partnerships that lead to student success.
- In maintaining high standards through ongoing evaluation, reflection, and collaboration.
- That the district should be fiscally responsible.
- In open and honest communication with all stakeholders.

Goals and Objectives

Curriculum, Instruction & Assessments

Develop a consistent culture of learning focused on growth

- Kindergarten - 8th Grade Homework initiative/policy
- Develop a program review cycle which includes piloting curriculum
- Increase opportunities for Professional Development that are individualized to staff needs
- Transition to standards-based curriculum
- Evaluate and modify report cards
- Create local assessments , review data and implement programs based off results

Technology

Preparing students and staff for tomorrow

- Develop STEM opportunities for students (Electives, Foreign Language, E-SPORTS, STEM, Robotics, UAV/Drones, Coding)
- Encourage community and school involvement with technology support resources
- Provide adequate technology professional development to all staff
- Create student technology ambassadors to reinforce digital citizenship within our student body

Fiscal Stewardship

Maintain fiscal health of the district for long term sustainability

- Gain recognition on the ISBE financial profile.
- Maintain the \$3.60 tax rate

- Monitor student enrollment and needs assessments for the purposes of staffing and facilities
- Continue to collaborate with MEEA to maintain affordable health insurance premiums
- Continually update the district facility and security plan and implementation

Communication

Maintain family engagement while increasing community collaboration and connections

- Develop opportunities for increased K-8 interactions among students and staff
- Maintain and capitalize on family and community partnerships
- Increase community engagement
- Develop a program to welcome new families and staff to the district
- Create a parent resource center/hub

Social-Emotional Learning

Supporting students to develop skills to strengthen self-worth, enhance coping skills and form positive connections with others

- Continue to develop and expand social-emotional learning and strategies
- Implement practices and policies that support students' abilities to be responsible and contributing citizens
- Integrate programs that encourage social connections

Student Support Services

Provide students with supports to meet their academic, social-emotional, cultural and physical needs

- Increase instructional programs and related services that will meet the needs of our diverse student population
- Evaluate and update intervention programs to enhance student achievement
- Develop continuum of services for English Learners and Special Education programs
- Promote healthy student school life through promoting healthy eating habits, physical activity and student wellness initiatives

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Introductory Information & General Notices

General School Information

Morris Elementary School District #54 Board of Education

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The School Board's comprehensive policy manual is available for public inspection through the District's website <http://www.morris54.org>

The School Board governs the school district, and is elected by the community. Current School Board members are:

<u>Board of Education Members</u>	<u>Term Expires</u>
Mrs. Sarah Bogard – President	2027
Pat Stevens – Vice-President	2025
Amanda Hiller –Secretary	2027
Mrs. Sean Wojtczak – Member	2025
Mrs. Whitney Valdivia – Member	2027
Mrs. Stefhanie Sullivan – Member	2027
Mrs. Cailey Walker – Member	2027
Mrs. Rebecca DiVincenzo – Treasurer	

The Board of Education meets the third Monday of each month at 6:00 P.M., unless announced otherwise, in the Administrative Building at Morris Elementary School, located at:
Morris Elementary School District #54
2001 Dupont Ave.
Morris, IL 60450

Administration

The School Board has hired the following administrative staff to operate the school:

<u>Administrator</u>	<u>Position</u>
Dr. Shannon Dudek	Superintendent of Schools
Dr. Marie Stover	Assistant Superintendent of Student Services
Mr. David Raffel	District Principal
Mrs. Jessica Boe	Associate Principal
Mrs. Mallory Betken	Dean of Students
Mr. Erik Frederiksen	Dean of Students
Mrs. Michelle Nettles	Special Services Coordinator
Mrs. Chris Lines	Food Service Director
Mr. Adam Tondini	Building and Grounds Director

The school is located and may be contacted at:
2001 DuPont Avenue
Morris, IL 60450
P: 815-942-0056

School Attendance Times		
Elementary (K– 5th Grade)	Start Time	Dismissal Time
Regular Day	8:45 AM	3:35 PM
3 Hour Early Dismissal	8:45 AM	12:15 PM
Jr High (6th– 8th Grade)	Start Time	Dismissal Time
Regular Day	8:05 AM	3:10 PM
3 Hour Early Dismissal	8:05 AM	11:30 AM

School Board Policy

It is the goal of this district to ensure equivalence among attendance centers in teachers, administrators, auxiliary personnel, curriculum materials and instructional supplies within reasonably identifiable differences which exist among academic disciplines and grade levels.

The best education is obtained through utilization of all the resources available to the school district. This requires a knowledge of the needs of students, the application of the district's resources to meet these needs, and an outstanding professional staff sharing the community's aspirations for its students, and exercising the leadership to make these aspirations a reality. With the encouragement of the staff, the School Board will provide the best facilities and materials possible to enable it to achieve the objectives of the educational program.

Our aim is to provide each student a rich and rewarding educational experience, to develop, enrich and broaden his /her abilities. We hope to develop in each student a feeling of worth as a contributing member of his/her society.

School Board Policy Manuals are available for your review in each school office. The School Board Policy Manual is also available online at <http://www.morris54.org>

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. Visitors should not go to other classrooms or locations within the building. All visitors must return to the main office and sign 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 him/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.

(Cross-reference: Morris Elementary School District #54 Policy 8:30, Visitors to and Conduct on School Property)

Equal Opportunity and Sex Equity

Morris Elementary District #54 adheres to the policy that no student shall, on the basis of his or her race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical/mental disability, or status of homeless, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

The Superintendent is the Coordinator for Non-Discrimination for our district. Anyone wishing to present

an allegation of discrimination shall contact the Superintendent at 815-942-0056.

Within seven (7) calendar days of inquiry, the Coordinator shall send a copy of the District's Equal Educational Opportunities Policy 7.10, and grievance procedure to the inquiring individual(s).

(Cross-reference: Morris Elementary School District #54 Policy 7:10, Equal Education Opportunities)

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 District Principal 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.

Building Security

All buildings in the district which have student attendance have designated entrances. After school is in session each day, admission to the buildings is available only through the main office.

Students are to remain in their assigned buildings and on the school grounds continuously from the time of reporting on grounds to the time of dismissal for the day. Students attending after school activities may leave campus after dismissal and return for the activity; however, students leaving after the activity begins will not be allowed to re-enter.

Recess

Weather permitting, students in preschool – fifth grade will have some outdoor activity time each day. The decision to have outdoor recess depends on such factors as precipitation amounts, temperature, wind-chill factors, and the general condition of the playgrounds (i.e. ice/water covered). Students should always dress in a manner to prepare for outdoor recess. Students will have supervised recess time in the classrooms when the weather prevents outside recess. In general, if the actual temperature is above 15 degrees, recesses will be held outdoors.

School Volunteers

All school volunteers must be approved by the District Principal prior to assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the District Principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

(Cross-reference: Morris Elementary School District #54 Policy 6:250, Community Resource Persons and Volunteers)

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed.

Student Birthdays and Celebrations

Students, parents/guardians, school staff, and community members bringing in foods and/or beverages for all school celebrations and/or reinforcements (example: Holiday Parties, PBIS celebrations, Jump Rope for Heart, etc.) are to provide healthy, approved classroom based snack and treat options from the Permissible Classroom Snack list.

Parents/guardians, school staff, or community members may bring in non-edible items including pencils, erasers, bookmarks, stickers, crayons, games to be played with classmates, etc. to celebrate student birthdays. Cupcakes, brownies, birthday cakes, etc. will not be permitted.

In order to maximize student learning and instructional time, birthday celebrations will be designated to the last student attendance Friday of the month or other Building/District Administrator designated date (see below dates for the school year).

Classroom Based Snack and Treats

District 54 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. Morris Elementary School District #54 recognizes that nutrition and activity play a vital role in the capacity of students to develop, learn, and grow. Students may have water in classrooms (flavor add-ins are OK), but no other drinks should be in the classroom without the teacher's permission. In order to promote healthy habits in students and minimize the risk of allergic reactions at school, the following food will be permitted as classroom based snacks and treats within the school day:

Permissible Classroom Snacks

Snack	Varieties
Beverages	Water or 100% Fruit Juice
Cereals	Shredded Wheat, Cheerios, Apple Jacks, Fruit Loops, Kix, Chex, Great Value Toasted Corn/Rice/Wheat Squares, Crispix, or Cinnamon/Original Life
Cheese Crackers	Cheese Nip, Cheez-Its, Goldfish, Pepperidge Farm Goldfish (no whales), Savoritz, or Great Value Penguins and Baked Cheese Crackers
Crackers	Keebler Club, Keebler Wheatables, Kellogg's Special K, Crackers, Kraft Handi-Snacks, Town House, Triscuit, Wheat Thins, Ritz, or Saltine
Dairy	Yogurt, Cheese, String Cheese, Cottage Cheese
Fruits	Applesauce, Raisins, Craisins, Dried Fruits, Fruit Cups, Fresh Fruits
Fruit Snacks	Fruit Roll-Ups, Fruit By the Foot, Betty Crocker Fruit Flavored Snack, Market Pantry, or Great Value Fruit Smiles
Graham Crackers	Teddy Grahams, Goldfish, Keebler, Nabisco, Great Value, or Benton's
Pirate's Booty	Veggie or Aged White Cheddar
Popcorn	Pop Secret, Act 11, Jolly Time, SkinnyPop, or Orville Redenbacher
Pretzels	Rold Gold, Utz, Pepperidge Farm, Clancy's, or Great Value
Soft-Baked Cereal Bars	Nutri Grain or Millville
Treats	Kellogg's Original Rice Crispy Treats, Lorna Doone Shortbread Cookies, Keebler Nilla Wafers, Chips Ahoy Cookies- Original, Chunky, Chewy, or Candy Blasts, Oreos-Original or Double Stuffed
Vegetables	Raw Vegetables

**Please note that food labels/ingredients may change over time. Please read labels to assure that products are "nut free" and do not "contain traces of peanuts/tree nuts".*

Emergency Closings

In an effort to provide for the safety of your child at all times, the Morris Elementary School District #54 has developed a plan for emergency school closings. The primary goal of this plan is to inform parents that schools are closed or that there will be an early dismissal due to inclement weather or other

emergency.

Inclement Weather

If a cause for closing occurs before the opening of school in the morning, parents and teachers will be informed about the closing between 6:00 AM and 7:00 AM through the following media, as well as the Morris Elementary District website (<http://www.morris54.org>), and the automated phone, email, and text notification.

Morris WCSJ-FM 103.1	CBS	2
Morris WCFL-FM 104.7	NBC	5
Morris WJDK-FM 95.7	WGN	9
WGN 720-AM	Fox	32
WBBM 780-AM	CLTV	

If a school is closed for an emergency during the day, the following procedure will be utilized:

1. Automated phone notification.
2. Automated email notification.
3. Automated text notification.
4. Notification to parents via radio announcements.
5. Arrangement for bus transportation.
6. Arrangement for crossing guards where necessary.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

(Cross-reference: Morris Elementary School District #54 Policy 4:170, Safety)

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses 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.

(Cross-reference: Morris Elementary School District #54 Policy 4:110, Transportation)

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the Superintendent or District 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.

(Cross-reference: Morris Elementary School District #54 Policy 8:70, Accommodating Individuals with Disabilities)

Suicide and Depression Awareness and Prevention

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

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

Public Act 102-134, which was signed and immediately went into effect on July 23, 2021, provides that "each school district shall provide contact information for the National Suicide Prevention Lifeline and for the Crisis Text Line on the back of each student identification card issued by the school district. If the school district does not issue student identification cards to its students or to all of its students, the school district must publish this information on its website."

(Cross-reference: Morris Elementary School District #54 Policy 7:290, Suicide and Depression Awareness and Prevention)

Attendance & Promotion

Attendance

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

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

(Cross-reference: Morris Elementary School District #54 Policy 7:70, Attendance and Truancy)

Attendance Policy

The student who is absent, for whatever reason, misses a wide range of activities and no amount of effort can ever recreate them. With this in mind, the concerned parent should never allow his or her child to miss school except for the most compelling of reasons. Irregularity in school attendance is one of the major contributing factors to difficulty in school. District 54 likes to encourage punctuality, dependability and responsibility from the students.

When a student will be absent from school, parents must notify the office before 9:30 A.M. If no phone call is received by 9:30 A.M., school personnel must then call the student's home or the parent's place of employment to determine the reason for absence. If the school cannot make phone contact with the parent/guardian, the absence will be considered truant and therefore unexcused. The parent/guardian then has 24 hours to contact the school to explain the absence. Please let the office know at that time if you will be picking up homework for your student. In the event of prearranged absences (doctor appts., funerals, etc.) please send a dated note in advance to the office as well as the classroom teacher.

(Cross-reference: Morris Elementary School District #54 Policy 7:70, Attendance and Truancy)

Students who are scheduled to participate, perform or compete in an after school activity must be in attendance for the majority of the school day. This means that a student who plans on participating must be present in the building no later than 11:59 A.M. and stay in attendance for the remainder of the day. Allowances for "extenuating circumstances" will be reviewed on an individual basis with the

coach/sponsor and the building administrator.

Perfect attendance will be given to those students who are in attendance for all clock hours throughout the duration of the school year. Students who are participating in school sponsored activities during the day will be given credit for early departures.

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 District Principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the District Principal.

(Cross-reference: Morris Elementary School District #54 Policy 7:70, Attendance and Truancy)

1. Excused Absence

An excused absence from school permits the student to make up missed assignments. Students are to complete missed school work within the number of days absent (i.e., a student absent two days will have two attendance days to complete the work upon his/her return to school). However, any work obtained prior to any absence is due upon the student's return to school. Failure to do so may result in loss of academic credit. See Individual School Homework Policy. Based on 105 ILCS 5/26-2a of the Illinois School Code, valid causes for an excused absence includes the following:

- a. Personal illnesses or physical disability. Each request will be dealt with individually. After the accumulation of five absences, a student may be required to show documentation by a doctor for each subsequent absence.
- b. Students may have up to five (5) excused absences for mental health reasons. No other documentation is required unless more than five days are used within a school year.
- c. Medical and dental appointments. Upon return, students should provide the school nurse with an appointment card or receipt from the doctor.
- d. Serious illness or death in the immediate family.
- e. Court appearances. Students must present a statement from the court showing appearance.
- f. Others as determined by the building administration. Any absence not excused by the building administrator will be considered unexcused and interpreted as truancy.

2. Unexcused Absence

Any student who is absent without a valid cause from such attendance for a school day or portion thereof will be considered truant and therefore unexcused.

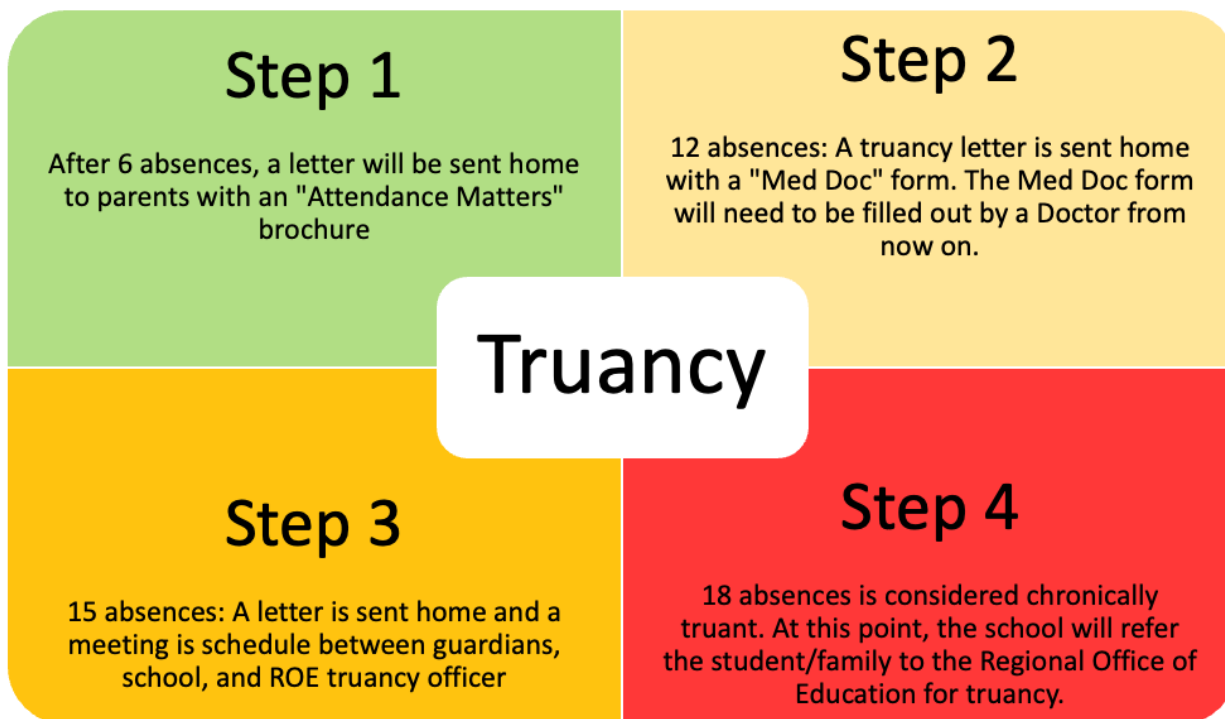
- a. Truancy (willful absence from school without proper parental and/or school consent)
- b. Oversleeping.
- c. Missing the bus or ride to school.

This list is not all-inclusive. Any exception to this list will be considered by the building administrator. After five absences not necessarily consecutive, a student may be required to have a medical note from a doctor in order for the absence to be excused. Once requested, failure to produce a note will result in an unexcused absence. A doctor's note must specify the nature of the illness, and days absent from school. The district school nurse monitors the situation.

3. Vacations

District #54 discourages parents from taking students on vacations during periods when school is in session. Such vacations disrupt the continuity of a student's learning and create educational problems.

4. Truancy



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

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

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

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

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

District 54 considers a student to be truant when he/she is absent without a valid cause for a school day or portion thereof.

(Cross-reference: Morris Elementary School District #54 Policy 7:70, Attendance and Truancy)

Arrival & Dismissal

6th-8th Grade Students should not arrive prior to 7:50 A.M. K-5th Grade Students should not arrive prior to 8:25 A.M. Supervision for car riders will not be available before this time. Students who are engaged in

a school activity or have prior written permission from a staff member are exempt from this policy.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

(Cross-reference: Morris Elementary School District #54 Policy 7:70, Attendance and Truancy)

Student Registration Form and Emergency Information

This critical information must be provided by the parent/guardian at the beginning of the school year (or by completing the online early registration packet in May, and updated as necessary:

1. Parent/Guardian's home, cell, and work phone number
2. Address
3. Parent email address (if applicable)
4. Names and phone numbers of others that the parent/guardian would want contacted in an emergency situation.
5. The family doctor's name and phone number.
6. Pertinent health information.

Release Time for Religious Instruction & Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the District Principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

(Cross-reference: Morris Elementary School District #54 Policy 7:80, Release Time for Religious Instruction/Observance)

Home and Hospital Instruction

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

(Cross-reference: Morris Elementary School District #54 Policy 6:150, Home and Hospital Instruction)

Grading & Promotion

School report cards are issued to K-5th students on a trimester basis and 6th-8th students on a quarter basis. For questions regarding grades, please contact the classroom teacher. No letter grades are given for preschool through fourth grade. A Standards Based Report Card, which involves an individual student checklist, will be utilized to convey student progress to parents.

The decision to promote a student to the next grade level is based on successful completion of the curriculum and attendance. A student will not be promoted based upon age or any other social reason not related to academic performance. Any student who has a final failing grade in more than one subject may be retained. All students are required to pass four out of five of their academic courses to be eligible for promotion. Students will be considered passing for the year when they have accumulated 3.0 grade points for the year. Students in sixth – eighth grade will be required to complete fifteen hours of community service in order to graduate.

Individual conferences will be held with parents/guardians of students who face the possibility of grade retention starting after the end of the first trimester. At the end of the school year, a decision will be made on whether the student has met grade standards. School Administration will notify the parents if their child did not meet the requirements for promotion

(Cross-reference: Morris Elementary School District #54 Policy 6:280, Grading and Promotion)

Listed below is the grading scale for Morris Elementary School District #54.
(adopted June 2022)

Standards Based Reporting	
4 – Excelling in the Illinois State Standards (100-90%ile)	
3 – Meeting Illinois State Standards (89-75%ile)	
2 – Working Towards Illinois State Standards (74-61%ile)	
1 – Not Meeting Illinois State Standards (Below the 60%ile)	
NA – Not assessed this quarter	

Grade Percentages			
100% - 99%	A+	79% - 78%	C+
98% - 92%	A	77% - 72%	C
91% - 90%	A-	71% - 70%	C-
89% - 88%	B+	69% - 68%	D+
87% - 82%	B	67% - 62%	D
81% - 80%	B-	61% - 60%	D-
		59% and Below	F

Homework

Purpose of Homework

Homework is curriculum based tasks assigned to students to be completed outside of the classroom environment. It is meant to increase student responsibility, self-discipline, time-management skills, and accountability while enhancing the curriculum and student achievement. Homework may include area skills practice/review, preparation for the next day's lesson, enrichment activities, application of concepts learned in the classroom, long-term projects, and test preparation.

Time Allotment

Students in grades Kindergarten through 5th could average approximately 10 minutes per grade level (ex. 2nd Grade would have about 20 minutes per night). 6th-8th could average about 60-90 minutes of homework per night. This may vary based on the student's pace and strength in particular subjects. This does not include Honors or Accelerated classes. Time may increase due to the rigor in these classes. If a student consistently goes over the allotted time for homework, parents/guardians and students should communicate with the teacher to determine the cause for this overage.

Completion

All homework should be completed by the assigned date. Late homework will receive 75% of the grade earned on the assignment. All homework assignments will be turned in by the day of the final assessment for that particular chapter/unit. After the student has exhausted their make-up days and the end of the unit is passed, the grade will become a zero and cannot be made up. (Ex. If a student misses two days and returns on the day of the end of the unit, then the student has two days to make up all unit work and take the end of the unit test before grades become zeros.) Once a student has three missing

assignments within a class, they will be assigned time in the after school Learning Lab. A note will go home and parents/guardians should sign and return or email the teacher to confirm receipt of the notice.

Make-up Work

When a student will be absent from school for two or more days due to illness or other excused reasons, parents may request homework assignments by contacting the school office before the start of the school day. Teachers are not required to provide assignments for one day absences. Students are entitled to one day for every day absent to complete make-up work. Additional time may be allowed at the teacher's discretion. Exceptions may include predetermined test/quiz dates and long-term projects.

Responsibilities

Students

- Know the assignment and the teacher's expectation for completion
- Bring home all necessary materials for completing each assignment
- Complete and hand in assignments on time

Parents/Guardians

- Encourage proper study habits and offer assistance and support
- Monitor the quality of student work
- Communicate with teachers concerning student progress

Teachers

- State clearly, post in the classroom, and explain the homework assignment and due date
- Communicate with parents regarding student progress, questions, and/or concerns
- Verify the completion of an assignment, review/assess/evaluate it, and provide feedback to the student in a timely manner
- Be mindful of students' obligations to home, community, and other academic/extracurricular activities

Administration

- Monitor teacher expectations to maintain consistent implementation of the homework policy
- Provide support and clarification for concerns of teachers, parents/guardians, and students within the homework policy guidelines

Academic Honesty

Academic honesty is a core value in Morris Elementary School District #54. If a student submits work or parts of work that are not their own, they have not shown that they can demonstrate the curriculum expectations. Plagiarism is the theft of intellectual property and is treated with utmost seriousness. If you find that you require assistance in order to complete the assignment properly, see your teacher well in advance of the due date. Your teacher can help you to establish a reasonable timeline to complete an assignment and/or strategies to do your research and write your final submission. When you do research, you must cite all sources.

PLAGIARISM

In a case where a teacher suspects plagiarism, the teacher will determine the scope of plagiarism that has taken place. For intentional and/or excessive cases where you have submitted work that is clearly not your own, the staff member will speak to you and will refer the matter to administration. A meeting will be organized by the school administration. All or some of the following parties will be asked to attend: you, your parent/guardian, the teacher, and an administrator. Students will be asked to rewrite the assignment and may incur a 20% deduction off of the original value of the assignment. Teachers will use the plagiarism checker at

<https://smallseotools.com/plagiarism-checker/>

Students are encouraged to check their work at this site as well prior to handing in their final work. ELA Teachers will conduct lessons in their classroom to discuss plagiarism, share this portion of the handbook and show students how to access this tool.

UNAUTHORIZED SHARING OF WORK

Providing work to another student for the purposes of academic dishonesty is a violation of Morris Elementary School District #54 Code of Conduct. If you allow another student to use your work and present it as his or her own, you will be referred to administration.

In any case involving academic dishonesty, the student will be required to resubmit the original assignment or complete an assignment of similar nature. Students will incur a 20% deduction off of the original value of the assignment.

Group Work

Cooperative learning is a valuable instructional tool for developing life skills, but it is not an assessment tool. Students will be given ample opportunity to work experientially and collaboratively, but will be graded individually. Learning from others and helping others learn are both essential elements of the learning community at Morris Elementary School District #54.

Student Behaviors in Grade Determination

Morris Elementary School District #54 will refrain from utilizing student behaviors that distort academic achievement in determining student grades. Activities that are considered participatory in nature, including: following directions, listening respectfully, being prepared for class, staying on task, following along, contributing to the group, contributing to oral discussions, volunteering in class activities, completing reading and playing logs, and dressing for physical activity will not be included in determining a student's mastery of skills.

Extra Credit

Morris Elementary School District #54 will refrain from utilizing extra credit to distort academic achievement in determining student grades. Examples of extra credit include, but are not limited to: bringing in materials, bathroom pass usage, attending extra-curricular events, signed academic reports, covering books, paying fees, charitable donations, and assignments used as a last-minute effort to raise quarter grades.

Academic Honor Roll

Morris Elementary School District #54 maintains a High Honor Roll and a Regular Honor Roll for sixth, seventh, and eighth grade students. To be eligible for the High Honor Roll a student must maintain at least a 3.75 grade point average and have no grade lower than a "B" (exception: a grade of "C" in an accelerated class). To be eligible for the regular Honor Roll students must maintain at least a 3.5 grade point average and have no grade lower than a "C". Physical Education, Art, Band, Choir, and Computer grades will not be factored in to determine a child's G.P.A. and the honor roll. "Honor Graduates" will be those students who have final grades of B or above in 7th grade in English language arts, math, science, and social studies and based on the first three quarters of 8th grade have a cumulative grade of B or above in these classes. Grade Point Averages will NOT be rounded up for these honors (ex. A grade point average of 3.749 would not qualify for the High Honor Roll.)

Enriched Math and English Language Arts Exit Criteria

When a student is considered for the accelerated track in Morris Elementary School District #54, the administration looks at the following criteria for each student: the student's grades, teacher recommendation based on the Renzulli Scale, current benchmarking scores, and score on past state tests. Those students with the highest scores are then recommended for the accelerated class. As long as the student can handle the high expectations of the curriculum, turn in quality work on time, and maintain A's or B's in the class, the student will be allowed to continue in the accelerated class. However, in order to maintain the integrity of the program, and make sure the top performing students are in the class, we have come up with additional criteria in order for a student to remain in the

accelerated program. We feel the additional expectations are necessary in order to be fair to all the students striving to be in these classes.

Enriched Math students will have homework almost every night (potentially on Fridays) and may go beyond the standard homework limitations. At the first midterm of enrollment in the class, the math department and administration will re-evaluate student placement in the Morris 54 Enriched Math Program. If a student has a C or lower, parents will be contacted to discuss the student's current placement. If the student continues to have a C or lower, then the student may be placed into the appropriate grade level math class. Any remediation needed by students in this class must be done before or after school with the teacher, or with the help of outside tutoring.

Honor Society

Honor Society is a service-based organization. Morris Elementary seeks to promote and provide opportunities to develop citizenship, leadership, service, and character. Seventh and eighth grade students must be academically eligible to apply for membership. To be academically eligible, students must meet the criteria of Regular Honor Roll during their 6th Grade year. Students who are academically eligible must complete an application. These applicants are reviewed through the organization's vetting process. Then selected students are inducted into the organization in the Fall. Members must uphold the high standards of the society by maintaining excellent grades, being leaders amongst their peers, exemplifying character in all they do, and follow all organization by-laws. Failure to attend meetings, uphold the principles, maintain academics, or display characteristics of an honor student may result in a probationary status or dismissal from the Honor Society.

Library

Students are responsible for all library materials they check out. If the materials are lost, not returned, or damaged beyond repair, the student, parent, or legal guardian is required to pay to replace the materials. If restitution is not made for lost or damaged materials, this may result in a suspension of library privileges.

Responsible library use will keep our library collection intact for current and future District 54 students and staff.

Physical Education

DRESS CODE- NOT REQUIRED FOR 2021-2022 SCHOOL YEAR DUE TO COVID RESTRICTIONS

Students in grades 6th-8th must wear a school required PE uniform consisting of a shirt, **shorts, and shoes**. Students may purchase a uniform at registration or from a P.E. teacher throughout the school year.

1. The student's name must be displayed on the outside left front area of the shirt and the white strip on the left front of the shorts. Names must be legible and visible to instructors.
2. Students must have good PE shoes used for PE only. Shoes must have good support and no open backs or zippers. In order to avoid injury, a student will not be allowed to participate without safe PE shoes.
3. Students will be issued locks by the PE department. No non-school locks are allowed. Each student must make sure their lock is locked every time they use it. If the student loses his/her lock, he/she must pay \$6.00 for a new lock. Do not leave your belongings in your locker without a lock on it. WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.
4. No jewelry will be allowed in class.
5. Student grades will be based on proper attire, giving good effort, and class participation.

Student Fees & Meal Costs

Fines, Fees, and Charges; Waiver of Student Fees

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size that are used for the federal free meals program.

The District Principal will give additional consideration where one or more of the following factors are present:

1. An illness in the family
2. Unusual expenses such as fire, flood, storm damage, etc.
3. Seasonal employment
4. Emergency situations
5. One or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the Food Service Director will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the Food Service Director.

(Cross-reference: Morris Elementary School District #54 Policy 4:110, Transportation)

(Cross-reference: Morris Elementary School District #54 Policy 4:140, Waiver of Student Fees)

(Cross-reference: Morris Elementary School District #54 Policy 4:140 - AP, Fines, Fees, and Charges – Waiver of Student Fees)

(Cross-reference: Morris Elementary School District #54 Policy 4:140 – E1, Application for Fee Waivers)

(Cross-reference: Morris Elementary School District #54 Policy 4:140 – E2, Response to Applications for Fee Waiver, Appeal, and Response to Appeal)

Book Fees & Refunds

Fees for the current school year will be as follows:

PreK – 8 th Grade	\$125.00
Technology (2 nd – 8 th)	\$30.00

Students in First through Eighth Grade will be required to purchase a Student Day Planner at the cost of \$10.00.

If a student transfers out of district prior to the end of the trimester, book fees will be refunded on a trimester/quarter basis. Families must contact the District Office to receive their refund. Students who enroll during the second trimester/quarter will be assessed fees on a daily rate.

School Breakfast & Lunch Program

Breakfast is served every school day at Morris Grade School. Lunch will not be available on 3 Hour Dismissal Days (see School Attendance Times).

A student may purchase breakfast for \$1.75.

A student may bring a sack lunch from home or may purchase a school lunch for \$3.55. Extra milk can be purchased for \$0.45.

Free or reduced price meals are available for qualifying students. For an application, contact the food service manager.

Transportation & Parking

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents/guardians must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the Building Principal.

Non-school personnel are NOT permitted on buses while in operation, unless explicitly invited to board by the school bus driver or other district personnel. Failure to follow this procedure may result in legal action by the school district.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Building Principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter a single file line without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

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

For questions regarding school transportation issues, contact: Tracy 815-416-1745

(Cross-reference: Morris Elementary School District #54 Policy 4:110, Transportation)

(Cross-reference: Morris Elementary School District #54 Policy 7:220, Bus Conduct)

(Cross-reference: Morris Elementary School District #54 Policy 4:170-AP3 - School Bus Safety Rules)

(Cross-reference: Morris Elementary School District #54 Policy 7:220 - AP, Electronic Recordings on School Bus)

Bus Conduct

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

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

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

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

(Cross-reference: Morris Elementary School District #54 Policy 4:110, Transportation)

(Cross-reference: Morris Elementary School District #54 Policy 7:220, Bus Conduct)

Parking

Morris Grade School has two locations available for school visitor parking. Visitors may park in the North or East parking lot.

Those dropping off and picking up children at Morris Grade School may do so in the back of the building during the following hours:

1. 6th – 8th Grade
 - a. Arrival – 7:50 A.M. – 8:00 A.M.
 - b. Dismissal – 3:00 P.M. – 3:10 P.M.
2. Kindergarten – 5th Grade
 - a. Arrival – 8:25 A.M. – 8:45 A.M.
 - b. Dismissal – 3:35 P.M. – 3:45 P.M.

Students entering once the school day has begun will enter through Door #1.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Adult Crossing Guards

Adult crossing guards are provided to the Morris Elementary Schools for the specific purpose of providing students safe crossing of streets and intersections on the way to and from school.

Throughout the city, crossing guards will be stationed at the following locations for approximately one-half hour before and after the starting and dismissal time of the nearest attendance center.

- Locations:
- North Street and Division Street (Rt. 47)
 - North Street and Liberty Street
 - High Street and Division Street (Rt. 47)
 - Union Street and Wallace Ave.
 - Dupont Avenue and Lakewood Drive (at the church)
 - Dupont Avenue and Edgewater
 - Dupont Avenue and Partridge Lane
 - Dupont Avenue and White Oak Drive
 - Partridge and Morris Grade School Bus Lane
 - Student drop off area at Morris Grade School

Athletics & Extra-Curricular Activities

Athletic Rules & Code of Conduct

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

Illinois Elementary School Association

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

Eligibility

Students receiving a 'D' grade in a course are placed on a 'watch list' and the coach/sponsor is informed. Students receiving a 'D' grade continue to be eligible for practice and games/events.

- Students receiving an '**F**' grade in one course may practice, **but may not attend or participate in any games/events for the eligibility period (the following Monday through Sunday).**
- Students receiving an '**F**' grade in two or more courses may **not attend practice nor participate in any games/events for the eligibility period (the following Monday through Sunday).**
- **Students who are ineligible (failing grade in one or more classes) for three weeks are permanently ineligible for the remainder of the season for that particular sport or activity.**

Requirements for Participation

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois Elementary School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Athletic Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes).
3. Ingest or otherwise use tobacco or nicotine in any form.

4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia.
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet.
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors.
7. Act in an unsportsmanlike manner.
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving.
9. Haze or bully other students.
10. Violate the written rules for the extracurricular or athletic activity.
11. Behave in a manner that is detrimental to the good of the group or school.
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff.
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.

5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of events, competitions, or practices;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
 - b. Sanctions for alcohol and other drug violations, including tobacco, nicotine and products composed purely of caffeine in a loose powdered form, will be based on the following:

First violation

 - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty may be reduced if the student is enrolled in a drug or alcohol counseling program.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
 - The student may be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

 - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
 - The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

 - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.
7. The administrator will make a written report of the decision and rationale. The student may appeal the decision to the superintendent or superintendent's designee.

All students remain subject to the School District's student discipline policy and the school's student/parent handbook.

Drugs, Alcohol and 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 alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or 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 this procedure, 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.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. 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 to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

Absence from School on Day of Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Sports Physicals

All student athletes trying out for or participating in an athletic team **must have a completed and current physical on file at the school prior to participating in conditioning, tryouts, and events.** The sports physical must be completed by a physician and signed by a parent/guardian. Physicals remain current for one calendar year from the date of the last physical. Physical forms are available in the Morris Elementary Health Office.

Student Athlete Concussions and Head Injuries

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

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

(Cross-reference: Morris Elementary School District #54 Policy 7:305, Student Athlete Concussions and Head Injuries)

Braves Booster Club

The Braves Booster Club meets monthly. The Athletic Director can be reached at the school office (815-942-0056). Activity schedules are available on the following website: <http://il.8to18.com/ShabbonaMS/>

All inquiries/concerns related to any of the student athletics and activities are to be directed to the Athletic Director at the above number.

Students have to pay the fee established by the Booster Club in order to participate in an activity. Please contact the Braves Booster Club if a financial hardship exists so that an alternative source for the fee can be identified. The Braves Booster Club in conjunction with the Middle School Athletic Director, are responsible for the hiring of all coaches, sponsors, officials, and volunteers. Please contact the Boosters if you are willing to volunteer.

Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the Principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as being in the middle/junior high school. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code. Once a student leaves the dance, they will not be readmitted.

Health & Safety

Health Services

District 54 employs two full time school nurses that cover all students. They are responsible for the student immunization and health records, general first aid and the promotion of general good health. The following services are provided:

1. **Illness:** Students who get sick at school may be sent home after contacting the parent/guardian or the emergency home number. Students with any communicable disease or head lice will also be sent home.
2. **Vision:** Students will be screened in grades preschool, kindergarten, second and eighth, all special education classes, transfers and referrals by teachers. Good vision is extremely important to success in most school activities. Success in reading requires that a student be able to

distinguish among letter forms, focus properly on groupings of letters and words, move across the page in an appropriate pattern, and focus on items at varying distances.

3. **Hearing:** Students will be screened in grades preschool, kindergarten, first, second, and third, all special education classes, transfers and referrals by teachers. In some cases a student may have an intermittent hearing loss due to allergies or perhaps a cold. In the event you notice a hearing loss in your student, please notify the school nurse and teacher. In cases of known hearing loss, a copy of the audiological evaluation by an audiologist within the previous 12 months is requested in the school health office.

Pandemic

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

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

Additionally, please note the following:

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

11. **Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.**
12. **Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.**

Suggestions from the School Nurse

1. **Sleep:** Sleep is needed to rebuild the child's body. Children of kindergarten age need ten to twelve hours of sleep each day.
2. **Proper Dress:** Proper dress can protect your child's health. Light clothing should be worn on warm days and warm coats, mittens, scarves, hats and boots should be worn when winter comes.
3. **Cleanliness:** Cleanliness is basic to good health. Daily bathing, hand washing before meals and after going to the bathroom, weekly shampoo, brushing of the teeth and regular bowel movements will protect your child against the danger of many diseases.

The School Nurse is available to confer with you about the health of your child. To contact the nurse, drop a note to your child's school or call the school office.

Please keep us informed of any changes in your emergency contacts, telephone numbers or your child's medical situation.

School Health Policy

1. **Medication in the Schools:** (long or short term prescription or nonprescription medications): ***A written order from the physician and parent/guardian are both required for medicine to be administered at school.*** Medication must be brought in by the parent/guardian in a pharmaceutical container clearly marked with the student's name, name of medication, dosage, and pertinent instruction. Nonprescription medication must come in its original box or container, complete with name and dosage of the medicine. No pills will be given if sent in an envelope or bag. Any student carrying a self-administered medication such as an inhaler or epinephrine pen must have an authorization form from a physician on file in the health office stating such. Medication permission forms are available in the health office.

The School District retains the right to reject requests for administration of medicine.

Topical medications are used in the health office for superficial wounds, bug bites, or toothaches/mouth sores. If this is a concern, please notify the school nurse.

2. **Physical Education Exemption:** A doctor's excuse is required for a student to be excused from P.E. or physical activity for more than one day.

GUIDELINES FOR SYMPTOMS OF ILLNESS - KEEP YOUR STUDENT HOME IF HE/SHE SHOWS ANY OF THESE:

1. **Fever:** The best way to check for fever is with a thermometer. No child with a temperature over 100 should be sent to school. Students should remain home until fever free for 24 hours without the use of fever reducing medications such as Motrin or Tylenol. Students will be sent home if they develop a fever of 100 or higher while in school.
2. **"Heavy" Cold and Hacking Cough:** Student belongs home in bed, even though he/she has no fever.
3. **Sore Throat:** If your student complains of a slight sore throat and has no other symptoms, he

/she may go to school. If white spots can be seen in the back of the throat or if fever is present, keep your student home and call your doctor.

4. **Rash**: A rash may be the first sign of one of childhood's many illnesses, such as chicken pox or measles. A rash or "spots" may cover the entire body or may appear in only one area. Children may also develop drainage or "oozing" from a rash or from the eyes. These conditions may be contagious. Please do not send your child to school with any of the above symptoms until your doctor has said that it is safe to do so. A doctor's note stating such will be required.
5. **Abdominal Pain – Vomiting - Diarrhea**: Consult your doctor if your child has abdominal pain which is persistent or severe enough to limit his activity. If vomiting or diarrhea occurs, your child should remain home until symptom free for 24 hours. Call your doctor if prompt improvement does not occur.
6. **Toothache**: Contact your dentist.
7. **Earache**: Consult your doctor without delay.
8. **Headache**: A child whose only complaint is headache usually need not be kept at home.
9. **Head Lice and Scabies**: In the past, cases of head lice and scabies have been identified in the school causing students to be excluded until they received adequate treatment. To avoid exclusion, parents/guardians must check their child's hair and skin frequently . Upon returning to school, the student must accompany a parent while the student's head is checked by the health office personnel.
10. **Pink Eye**: Students may return to school 24 hours after the start of an antibiotic.

PARENT/GUARDIAN GUIDE FOR EXAMINATIONS AND IMMUNIZATIONS REQUIRED BY SCHOOL CODE OF ILLINOIS

Failure to comply with the following requirements by the first day of school will result in suspension from school, unless an exception is granted.

ALL immunization dates must be posted on the Health Examination Form and signed by the health care provider certifying the immunizations were given.

Starting Preschool

1. Physical examination by a licensed physician, and the health history to be completed and signed by the parent/guardian.
2. Immunizations (Protected and in Compliance)
 - a. Diphtheria, Tetanus, and Pertussis (DPT) - 3-4 doses
 - b. Poliomyelitis (OPV or IPV) - 3-4 doses
 - c. Measles, Rubella, Mumps (MMR) - 1 dose
 - d. Hepatitis B - 3 doses
 - e. HIB - 1-4 doses depending on age
 - f. Varicella (Chicken Pox) - 1 dose

Starting Kindergarten

1. Physical examination by a licensed physician.
2. Dental examination by a licensed dentist.
3. Vision examination by a licensed eye doctor.

All children enrolling in kindergarten and any student enrolling for the first time in school

shall have an eye examination.

4. Immunizations
 - a. Diphtheria, Tetanus, and Pertussis (DPT) - 4-5 doses
 - b. Poliomyelitis (OPV or IPV) - 4-5 doses
 - c. Measles, Rubella, Mumps (MMR) - 2 doses
 - d. Varicella (Chicken Pox) - 2 + doses
 - e. HIB - 1-4 doses depending on age
 - f. Hepatitis B - 3 doses

Starting Second Grade

Dental examination by a licensed dentist.

Starting Sixth Grade

1. Physical examination by a licensed physician.
2. Dental examination by a licensed dentist.
3. Tdap Immunization.
4. Meningitis Immunization.
5. A sports physical is required if trying out for or participating in after school sports. The completed form is kept on file in the health office.

All Transfers From In State

Records will be obtained. You will be notified by the school nurse if anything is missing.

All Transfers From Out of State

A physical examination by an Illinois physician and a vision examination by an Illinois optometrist are required. The completed forms must be submitted within 30 days of enrollment. The school nurse will notify parent/guardian if any further information is needed.

Grundy County Health Department Immunization Clinic

Immunizations for DPT, Polio, MMR, HIB, and Hepatitis B prevent these serious diseases and their crippling effects. The Health Department provides immunizations for the residents of the county every Wednesday. Call 815-941-3400 to make an appointment. Immunizations will be administered according to the recommendations of the Illinois Department of Public Health.

Effective August 1995, Lead Poisoning Prevention Act requires that any children registering for kindergarten or preschool programs should show documentation that lead poisoning has been addressed by the health care provider. This is noted on the physical examination form.

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.

(Cross-reference: Morris Elementary School District #54 Policy 7:280, Communicable and Chronic Infectious Diseases)

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 or District Principal and the child is determined to be free of the head lice.

Infested children are prohibited from riding the bus to school to be checked for head lice.

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the District Nurse at 815- 942-0056.

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

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

(Cross-reference: Morris Elementary School District #54 Policy 7:285, Food Allergy Management Program)

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 District Principal. Parents/guardians are responsible for and must:

1. 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.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. 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.

Immunizations, Health, Eye, and Dental Examinations

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the ages of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by the first day of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection.
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption.
3. Health examination or immunization requirements on medical grounds if a physician provides written verification.
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

(Cross-reference: Morris Elementary School District #54 Policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

Student Medication

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

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

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

Self-Administration of Medication ¹

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

(Cross-reference: Morris Elementary School District #54 Policy 7:270, Administering Medications to Students)

Guidance and Counseling

The school provides a guidance and counseling program for students. The school's social workers are available to those students who require additional assistance.

(Cross-reference: Morris Elementary School District #54 Policy 6:270, Guidance and Counseling Programs)

Safety Drill Procedures and Conduct

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

(Cross-reference: Morris Elementary School District #54 Policy 4:170, Safety)

Discipline and Conduct

General Building Conduct

The staff at Morris Elementary School District #54 has implemented a proactive systems approach. Students and teachers in grades Preschool-8 will be using PBIS. The goal of this school-wide, proactive systems approach will create and maintain a safe and effective learning environment for the students by teaching students expected behaviors and social skills through positive reinforcement. The staff at Morris Elementary School District #54 feels the expectations that will be taught and reinforced will give our students the necessary skills to become proactive responsible citizens.

The following school-wide expectations will be taught and reinforced throughout the school year:

¹ Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan.

**Be Responsible
Be Respectful
Be Safe**

The above mentioned school-wide expectations will be taught and reinforced through the following set of rules that have been established:

Classroom

Follow Directions the First Time Given
Stay On Task
Be Prepared
Keep Hands, Feet, and Other Objects to Yourself
Use Kind Words and Actions
Keep Our School Clean

Playground

Follow Directions the First Time Given
Line Up Appropriately
Use Equipment Appropriately
Return Equipment to the Proper Place
Use Kind Words and Actions

Cafeteria

Follow Directions the First Time Given
When the Whistle Blows, Stop and Listen
Use Good Manners
Keep Our Cafeteria Clean
Quiet Voices
Line Up Appropriately
Walk at All Time

Hallway

Stay to the Right
Greet People with a Silent Wave
Keep Hands, Feet, and Other Objects to Yourself
Respect Personal Space
Walk at All Times
Keep Our School Clean

Restroom

Keep Our School Clean
Respect School Property
Quiet Voices
Wash Hands
Respect the Privacy of Others

Arrival / Dismissal

Report Directly to Gym/Breakfast/Bus
Sit In Assigned Areas
Quiet Voices
Walk at All Times

Assembly

Keep Hands, Feet, and Other Objects to Yourself
Give the Presentation Your Undivided Attention
Cheer Appropriately
Follow Directions the First Time Given
Use Aisles

Classroom Discipline Matrix

<p>Tier 1 (classroom behavior)</p> <ul style="list-style-type: none"> ● Missing homework (tiered) ● Classroom Disruptions ● Disrespect (towards anyone) ● Silent Refusal ● Inappropriate language ● Mild physical contact ● Lying ● Cheating 	<p>Possible Actions:</p> <ul style="list-style-type: none"> - Verbal warning - Teacher/Student Conference - Email/Call home - Miss out on free time/fun activity for the day - Teacher detention
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<ul style="list-style-type: none"> ● Stealing ● Tardies (tiered) 	
Tier 2 (Major offense) <ul style="list-style-type: none"> ● Disruptive in the hallway (running/screaming/pushing) ● Bullying ● Skipping detention ● Forgery ● Graffiti of school property ● Inciting/Instigating ● Major stealing ● Skipping Class ● Dress Code 	Possible Actions: <ul style="list-style-type: none"> - Administrator email/call home - Administrator detention - Saturday School - In-School Suspension - Hallway Restrictions/Plan - Restorative Room - Social Suspension
Tier 3 (Extreme offense) <ul style="list-style-type: none"> ● Defacing school property ● Drugs/alcohol ● Inappropriate language towards staff ● Arson ● Assault/Battery ● Fighting in school/at school events ● Harassment ● Extreme stealing ● Vandalizing/Defacing school property ● Sexual harassment ● Threatening Behavior ● Weapons 	Possible Actions: <ul style="list-style-type: none"> - In-School Suspension - Out of School Suspension - Suspension from events - Alternative Placement - Police involvement - Safety Plan between students - Social Suspension

Homework	3 Missing Assignments = Learning Lab 4th & 7th Assigned Learning Lab= After School Detention (Teacher Issued) 2 assigned Saturday Schools= In School Suspension Two skipped Learning Labs or Detentions in a row = Saturday School
Tardies	3rd, 4th, 5th = One written and served detention for the week 6th, 7th, 8th = Two written and served

	detentions for the week 9+ = In-School Suspension
Detentions	4th detention = Saturday School 6th detention = Saturday School 8th detention = In School Suspension (parent meeting) 10th detention = In School Suspension 11th detention = Out of School Suspension (parent meeting)

Teachers & Administration will document each 'official' warning/conference/detentions: Mallory and Erik will make calls home regarding Saturday Schools, In-School Suspensions, and Out of School Suspensions

Bus/Transportation Disciplinary Guidelines	
1st Write Up	- Administration contacts parents/guardians
2nd Write Up	- Issued after school detention from administration
3rd & 4th Write Ups	- 3 day suspension from the bus
5th Write Up	- Alternative transportation
<ul style="list-style-type: none"> Depending on the situation/offense and how egregious the act was, administration is able to bypass the written guidelines stated above and administer any consequence that they deem appropriate. 	

Cell Phone Guidelines

1st Incident	<ul style="list-style-type: none"> - Warning/Staff member confiscates phone and delivers it to the office. Students may pick it up at the end of the day.
2nd Incident	<ul style="list-style-type: none"> - Teacher/Staff member confiscates phone and delivers it to the office. Student's parents MUST pick it up.
3rd Incident	<ul style="list-style-type: none"> - Students are not allowed to bring phones to school. If parents contact administration in regards to their child needing their phone, the student's phone will be checked into the office upon arrival and checked out at dismissal

- Depending on the situation/offense and what took place on/with the students cell phone, administration may administer any consequence that is deemed appropriate.

Dress Code / Student Appearance

Part of navigating the real world is understanding the importance of context. Choosing the right attire for different contexts is an important life skill. Our dress code encourages students to keep their focus on learning, maintaining age-appropriate expectations and provide an environment that allows students to feel comfortable and express their individuality appropriately. The staff has taken great strides to ensure this dress code applies equally to both boys and girls. We strive to enforce these rules respectfully and without judgment.

With these interests in mind, Morris Grade School has derived its School Dress Code:

1. All students must be covered completely from mid-thigh to top of chest in non see-through materials.

This includes rips in pants/shorts.

2. The front and back of a shirt (or top of any kind) must be connected over both Shoulders. **Straps should be at least two fingers wide.**

3. Clothing must cover all undergarments.

4. Hats and head coverings (except those worn for religious purposes **or are protected under the Jett Hawkins Law**) **may not be worn in the school building.**

5. Clothing must be free of obscene or inappropriate words and/or logos and should not promote or advertise alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior or other inappropriate images as deemed by school Administration.

When a student's outfit does not meet the School Dress Code, he or she will be asked politely to address the issue. This can be done in whatever way the student feels works best for him/her. Options include:

- Adjusting the fit of the clothing (if possible to do so and meet the requirements of the dress code).
- Putting on something else that is already at school (for example, P.E. clothes, a jacket, etc.).
- Calling home and requesting a change of clothes.

Prohibited Student Conduct

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

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

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), **smartwatches**, **wireless earbuds**, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the Building Principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and in the student’s locker during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using a fidget spinner, fidget cube, or other type of handheld fidget device in any manner that disrupts the educational environment or violates the rights of others. Unless otherwise banned under this policy or by the building principal, all fidget type devices must be kept in lockers/cubbies and out-of-sight during the regular school day including during instructional time, which includes class periods and passing periods, unless: (a) permission is granted by an Administrator; or (b) use of the device is provided in a student’s individualized education program (IEP) **(c) it is used before school or during the student’s lunch period.**
Students are allowed to use fidget devices during non-instructional time, which is defined as before and after school.
8. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search of the student’s locker or person.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
11. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
17. Being absent without a recognized excuse.
18. Being involved with any public school fraternity, sorority, or secret society.

19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
22. Making an explicit threat on an internet website against a school employee, a student, or any school-related personnel if the internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of

non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians
2. Disciplinary conference
3. Withholding of privileges
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen or damaged property
6. In-school suspension
7. Improvement Period (after school) or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Social Suspensions - Students may lose the privilege to attend social events due to grades/behaviors
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
10. Suspension of bus riding privileges
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies

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

Corporal Punishment

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

Weapons Prohibition

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

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm, including any “look alike” or any firearm as defined above.

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

Gang & Gang Activity

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

(Cross-reference: Morris Elementary School District #54 Policy 7:190, Student Discipline)

Re-Engagement of Returning Students

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

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying is unwanted aggressive behavior; observed or perceived power imbalance; and repetition of behaviors. A situation will be deemed as bullying if all three are present in a situation. Even if a situation is not officially defined as bullying, it should still be reported and will be addressed by school personnel appropriately.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or the orderly operation of a school.

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing, using the Bullying Mailbox located at the base of each stairwell or the online Bullying Report Form on the school website and downloadable App.

Administration will make all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying. All appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, may be included in the investigation process. All investigations will be consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation. Parents and Students will be allowed an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

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

Complaint Managers:

David Raffel
2001 Dupont Ave.
815-942-0056
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Marie Stover
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Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

(Cross-reference: Morris Elementary School District #54 Policy 7:20, Harassment of Students Prohibited)

(Cross-reference: Morris Elementary School District #54 Policy 7:180, Preventing Bullying, Intimidation, and Harassment)

(Cross-reference: Morris Elementary School District #54 Policy 7:190, Student Discipline)

(Cross-reference: Morris Elementary School District #54 Policy 2:260, Uniform Grievance Procedure)

Anti-Gang Statement

It is the responsibility of District 54 to maintain a safe and disruption free school environment. The presence of gangs and gang activities causes a substantial disruption of school activities. Therefore, students are prohibited from participating in any activity related to a gang, secret society, any public school fraternity or sorority, while attending school or school-sponsored events.

Field Trips

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

All students who wish to attend an out of district field trip must receive written permission from a parent or guardian with authority to give permission. Your signature at the end of this handbook will serve as permission for students to attend "in-district" field trips. Verbal permission or a handwritten note will not be accepted in lieu of the permission slip. 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 District Superintendent or District Principal.

If for any reason a student is not able to attend a field trip and a fee was already paid, the school will not reimburse the amount unless someone else is able to utilize the reserved spot.

Internet, Technology, and Publications

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt

to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

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

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

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

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

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

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

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

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

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

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

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

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

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

Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

5. Use of the School District's email system constitutes consent to these regulations.

(Cross-reference: Morris Elementary School District #54 Policy 6:235, Access to Electronic Networks)

Access to Student Social Networking Passwords and Websites

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

(Cross-reference: Morris Elementary School District #54 Policy 7:140, Search and Seizure)

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, any brand of smart-watch, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

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

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school. All students (3rd-8th Grade) should bring their Chromebooks fully charged each day to be ready to learn.

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

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

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

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the devices to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the

school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act (SOPPA)

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

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

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

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

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

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

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

Guidelines for Student Distribution of Non-School Publications

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

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

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

(Cross-reference: Morris Elementary School District #54 Policy 7:310, Guidelines for Student Distribution of Non-School Sponsored Publications)

Search and Seizure

Search and Seizure

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

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

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

The District 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.

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

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.

(Cross-reference: Morris Elementary School District #54 Policy 7:140: Search and Seizure)

Special Education

Morris Elementary Preschool Program (This Section only Applicable if Funded by ISBE)

Morris Elementary Preschool is a free, high quality preschool program for 3 and 4 year olds who live in District 54. Our goal is to prepare at-risk students to be lifelong learners by providing a developmental program where teachers and children talk, play, and work together. Eligibility for the program is determined through various preschool screenings held by the Grundy County Special Education Cooperative.

Students are enrolled in the preschool program based on DIAL screening results and the

recommendation of a multi-disciplinary team of school personnel. The program screening team measures the child's development in vocabulary, visual-motor integration, language and speech development, English proficiency, fine and gross motor skills, social skills, and cognitive development. There is also a parent interview to gather information about a child's health and social development; parent's education, employment, income, and age; and other information that may indicate risk of school failure. Children are taught by a certified teacher and teacher assistant. Several parent/teacher conferences (including home visits) are held throughout the school year to keep parents informed of their child's progress. Parents are encouraged to volunteer in the classroom and be an active part of their child's education.

Early Childhood Program

Preschool education for children with learning problems three to five years of age has been mandated in Illinois since 1972. Grundy County's first Early Childhood and Developmental Kindergarten class was started in District 54 in 1974.

The Early Childhood Program is designed for children aged three and four with developmental delays in one or more areas. These may be delays in speech, language, academics and behavioral or social adjustments.

During the course of the year, but primarily in spring, eligibility screenings are held by the Grundy County Special Education Cooperative. At those times, children who are thought to have a developmental concern are referred to the School Psychologist who does an evaluation. Following the testing, a multi-disciplinary team of school personnel decides if placement in the Early Childhood class is appropriate. By identifying, intervening and remediating these deficits early, the children can better adjust to the educational system.

Children are taught by a certified teacher and a teacher assistant who focus on the specific concern the child is experiencing. Supportive services include speech and language, adapted physical education and occupational therapy.

Developmental Kindergarten

Begun in 1974, the Developmental Kindergarten Program is for children aged four, five and six years who are experiencing educational difficulties in a regular kindergarten class or those who are thought to have potential concerns which prohibit them from successful entrance into the kindergarten program. Difficulties may include speech, language, academics, and social or behavioral adjustment. The curriculum for this intensive individualized program includes: pre-readiness skills, numbers, language, science, recognition and writing of letters, phonics, and social skills. Art, music and supportive services such as speech and language and adapted physical education are also included.

In the spring of each year, a preschool screening is held, and children aged four and five who are thought to have a developmental concern are referred to the school psychologist who does an evaluation. Following this testing, a multi-disciplinary team of school personnel decides if classroom placement in the Developmental Kindergarten is advisable. Kindergarten teachers refer students who experience difficulty in kindergarten after observing them in the class for a period of time. At the end of the school year, an annual review is held with the parents in attendance, and it is decided where the child will be placed for the following school year.

Education of Students with Disabilities

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

The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with

disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the Special Populations Coordinator.

(Cross-reference: Morris Elementary School District #54 Policy 6:120, Education of Children with Disabilities)

Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

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

(Cross-reference: Morris Elementary School District #54 Policy 7:230, Misconduct of Students with Disabilities)

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by, or on behalf of, a parent or child.

For further information, please contact the District Principal.

(Cross-reference: Morris Elementary School District #54 Policy 1:120, Education of Children with Disabilities)

Exemption from PE Requirement

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

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

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

(Cross-reference: Morris Elementary School District #54 Policy 6:310, Credit for Alternative Courses and Programs, and Course Substitutions)

Kindergarten Early Entrance

Early Entrance:

To be eligible for admission, a child must be five (5) years old on or before September 1, and enrolled by the first day of school. Children who are advanced intellectually and socially may be permitted early entrance into kindergarten. Promotion will be based on the criteria listed below. The parents/guardians of a child who has attained the age of 4 years 6 months by June 1 may seek early enrollment in kindergarten by following these procedures:

1. First, the child must participate in the annual kindergarten screening/testing provided by the District, which may or may not include the following: NWEA MAP, Fastbridge, KIDS, and other research based screening as deemed by the District. If the child scores at least one standard deviation above the mean on the screening instrument, the child would be eligible for examination by a state-registered psychologist.
2. The child must be examined by a state certified or registered psychologist no more than two (2) months prior to the beginning of school. The expense will be borne by the parents/guardians (funds will be sought to test students who might qualify for free/reduced lunch). The criteria of the examination are:
 - a. The child must have a score on an individually administered intelligence test (i.e. Wechsler, Stanford-Binet, KABC) that is at least one standard deviation above the mean for the child of his/her age;
 - b. Social and emotional maturity, as well as gross and fine motor skills, asses on a measure of adaptive behavior, must be at least one standard deviation above the mean for his/her age;
 - c. Visual-motor integration must be at least one standard deviation above the mean for a child of his/her age;
 - d. The child must demonstrate the following types of academic skills:
 - i. Ability to identify basic colors and shapes
 - ii. Recognition of upper and lower case letters
 - iii. Recognition of numerals to 20
 - iv. Alphabet recitation
 - v. Ability to rote count to 30
 - vi. Ability to count objects with one-to-one correspondence
 - vii. Ability to write first name legibly from memory
 - viii. Knowledge of basic concepts (i.e., above, below, front, back, etc.)
 - ix. Ability to remember and follow a three-step direction
3. The state certified or registered psychologist's report will be submitted to the Elementary Principal by August 1. The Principal will review the results in consultation with the Superintendent, School Counselor, Reading Specialist, and Kindergarten Teacher(s). The Elementary Principal, Superintendent, School Counselor, Reading Specialist, and Kindergarten Teacher(s) shall assess the child's readiness to attend school and make the decision accordingly.
4. If the child is granted early entrance, the child must have all other entrance requirements met for entrance to school.
5. If the child is granted early entrance, the parents/guardians must agree to withdraw the child at the end of the first nine weeks if the classroom teacher and Principal recommend that it would be in the best interest of the child not to continue.

Student Records & Privacy

Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

(Cross-reference: Morris Elementary School District #54 Policy 7:15, Student and Family Privacy Rights)

Student Records

NOTIFICATION OF STUDENT RECORD RIGHTS

As a parent/guardian or student in Morris Elementary School District #54, you are hereby notified, pursuant to the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Students

Records Act (ISSRA) and Regulations issued thereunder, that the School Board of Education has enacted a Student Records Policy and issued Regulations thereunder that set out your rights under these laws. The key provisions of said Policy and Regulations are set forth herein. Additional details relative to such provisions are included in the full Policy and all of the accompanying Regulations which are available for perusal in the school district administrative offices, located at 54 White Oak Drive, or may be mailed upon request.

1. Permanent and Temporary Records

The Student Permanent Record shall consist of: (a) basic identifying information, including students' and parents' names and addresses, birth date and place and gender; (b) academic transcript, including grades, class rank, graduation date and grade level achieved; (c) attendance record; (d) accident reports and health record; (e) record of release of permanent record information; (f) honors and awards received; and (g) information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information shall be placed in the Student Permanent Record. The Student Temporary Record consists of: (a) family background; (b) intelligence and aptitude scores; (c) psychological reports; (d) achievement test results; (e) participation in extracurricular activities; (f) honors and awards; (g) teacher anecdotal records; (h) disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another; (i) special education files; (j) verified reports or information from non-educational persons; (k) verified information of clear relevance to the student's education; (l) information pertaining to release of this record.

2. Right to Inspect Records

- a. A parent/guardian has the right to inspect, challenge and copy student records, except as specifically limited by the Statutes and Regulations. Such requests must be granted no later than forty-five (45) days after the date of receipt. A fee for copying records not to exceed \$0.35 per page will be charged parties able to pay.
- b. A parent/guardian should submit to the Records Custodian, District Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian of the correct official to whom the request should be addressed.

3. Access to Records

- a. Access to student records shall be limited to parents/guardians and parties authorized by them, except that: (a) information may be released without parental consent in connection with an emergency or a subpoena, as provided in the Regulations; (b) disclosure to school officials with legitimate educational interests may be released without consent. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the School Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities; (c) the records of a student shall be transferred by the records custodian of a school to another school in which the student has enrolled or intends to enroll; (d) the school shall grant access to persons authorized or required by state or federal law to gain such access, as provided in the Regulations.
- b. The District shall grant access to or release information from student records to juvenile

authorities when necessary for the discharge of their official duties upon their request prior to adjudication of the student, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. "Juvenile authorities" means: (a) a judge of the circuit court and members of the staff of the court designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having custody of the child pursuant to a court order; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court.

- c. Any release of information other than specified above requires the prior, specific, dated, written consent of the parent. A record of any release of information shall be made and kept as a part of the school student record.

4. Challenge of Records

A parent/guardian shall have the right to challenge any entry, exclusive of grades, in the school student records on the basis of accuracy, relevance and propriety. A parent/guardian may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

6. Maintenance and Destruction of Records

- a. Permanent records will be maintained for sixty (60) years. Temporary records will be maintained in no case longer than five (5) years after the student has transferred, graduated or otherwise permanently withdrawn from school. Before any school record is destroyed or information deleted therefrom, the parents/guardians shall be given reasonable prior notice and an opportunity to copy the record and information proposed to be destroyed or deleted. After five (5) years, special education records may be transferred to the custody of the parent who shall be advised of the future usefulness of these records by the school district.
- b. Per School Board policy and the rules and regulations which govern student records, student temporary records will be reviewed to verify entries, to determine the need to maintain pertinent/current data and to correct inaccurate information. This review will occur each time the student changes an attendance center (i.e. White Oak to Shabbona, Shabbona to MCHS). This review will occur during the month of June. Parents may review the temporary record prior to the school review by contacting the District Principal of their student's attendance center during the month of May as per item II. of this section.

7. Directory Information

Information that may be designated as directory information shall be limited to: (a) identifying

information: name, address, gender, grade level, birth date and place and parent's names and addresses; (b) academic awards, degrees and honors; (c) information in relation to school-sponsored activities, organizations and athletics; (d) major field of study; and (e) period of attendance in the school. "Directory Information" may be disclosed without prior consent, unless a parent/guardian informs the school in writing by October of the current school year that such information regarding his/her child shall not be released.

8. Complaints

Parents/guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

9. Additional Rights

No person may condition the granting or withholding of any right, privilege or benefits, or make as a condition of employment, credit or insurance, the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the ISSRA or the Regulations issued thereunder.

(Cross-reference: Morris Elementary School District #54 Policy 7:340, Student Records)

Uniform Grievance Procedure

Students or their parent(s)/guardian(s), employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or School Board policy including:

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

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

1. Filing a Complaint

- a. A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager.
- b. The Superintendent is the Coordinator for non-discrimination in our district. The Building Principal is the Complaint Manager for our district. 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

may assist the Complainant in filing a grievance.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and the identity of the Complainant will not be disclosed except (1) as required by law, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board which shall render a decision.

3. Decision and Appeal

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

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Parental Right Notifications

Teacher Qualifications

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

1. Whether the teacher has met State certification requirements.
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
3. The teacher's college major.
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
5. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

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

(Cross-reference: Morris Elementary School District #54 Policy 5:190, Teacher Qualifications)

Standardized Testing

Students and parents/guardians should be aware that students in grades 3-8 will take standardized tests throughout the year. Parents/guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/guardians can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year.
2. Ensure students get a good night's sleep the night before exams.
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein.
4. Remind and emphasize for students the importance of good performance on standardized testing.
5. Ensure students are on time and prepared for tests, with appropriate materials.
6. Teach students the importance of honesty and ethics during the performance of these and other tests.
7. Encourage students to relax on testing day.

(Cross-reference: Morris Elementary School District #54 Policy: 6:340 Student Testing and Assessment Programs)

Homeless Children's Rights to Education

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

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

(Cross-reference: Morris Elementary School District #54 Policy 6:140, Education of Homeless Children)

Family Life and Sex Education Instruction

Classes or Courses on Sex Education, Family Life Instruction, Instruction on Diseases, Recognizing and Avoiding Sexual Abuse, or Donor Programs for Organ/Tissue, Blood Donor, and Transplantation.

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

Request to Examine Instructional Material

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please notify the Building Principal in writing and return it to the office within 5 days on the instruction.

(Cross-reference: Morris Elementary School District #54 Policy 6:60-AP, Comprehensive Health Education Program)

Response to Intervention (Rtl)

All Illinois public schools were to have in operation by September 2010, Response to Intervention procedures. Rtl is designed to get help to students who are struggling academically, behaviorally, or both as early as possible. A team of teachers, reading teachers, administrator(s), support staff, and parents meets to review student progress. Ideas will be generated to help the identified student be more successful. These suggestions lead to a specific intervention to be delivered to the student. Progress is then monitored over time (response to intervention). The team will then meet again to determine if the intervention needs to continue, be altered, intensified, etc.

English Learners

The school offers opportunities for English 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 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 Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact the Director of Special Populations at 815-942-0056.

(Cross-reference: Morris Elementary School District #54 Policy 6:160, English Language Learners)

School Visitation Rights

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

Pesticide Application Notice

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

(Cross-reference: Morris Elementary School District #54 Policy 4:160, Environmental Quality of Building and Grounds)

AHERA (Asbestos Hazard Emergency Relief Act)

As required by the Illinois Department of Public Health and the Federal Environmental Protection Agency, our buildings were initially inspected for asbestos and subsequent inspections have been completed as required. District architects have certified that no asbestos containing materials were used in the 2000 Shabbona Middle School addition, the 2001 Shabbona Middle School Life Safety Project, or White Oak Elementary School. The Inspection/Management Plan for each building is available for public review in the District Office. Should you wish to review the plans, please call to make an appointment between the hours of 8:00 A.M. and 4:00 P.M.

Mandated Reporter

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.

(Cross-reference: Morris Elementary School District #54 Policy 5:90, Abused and Neglected Child Reporting)

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent or School Board. Anytime that a convicted child sex offender is present on school property - including the three reasons above - he/she is responsible for notifying the District Principal upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

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

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the

Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>

Constitutionally Protected Prayer

Morris Elementary District #54 has no policy that prevents, or otherwise denies participation in constitutionally protected prayer. The First Amendment forbids religious activity that is sponsored by government agencies but protects religious activity that is initiated by private individuals - including students. Therefore, students may read their Bibles or other scriptures, say grace before meals, and pray or study religious materials with fellow students during recess, lunch hour, or other non instructional time to the same extent that they may engage in non religious activities.

At the same time, Morris Grade School may not "compel students to participate in prayer or other religious activities." Nor may teachers, school administrators or other school employees, when acting in their official capacities as representatives of the state, encourage or discourage prayer, or participate in such activities with students.

Morris Elementary District Wide Parental Policy

Part One: General Expectations

Morris Elementary District #54 agrees to implement the following statutory requirements:

1. Morris Elementary District #54 will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures, including the process of school review and improvement under Section 1116, will be planned and operated with meaningful consultation with parents of participating children.
2. Consistent with Section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each include as a component, a school-parent compact consistent with Section 1118(d) of the ESEA.
3. The school district will incorporate this districtwide parental involvement policy into its LEA plan developed under Section 1112 of the ESEA.
4. In carrying out the Title I, Part A parental involvement requirements, to the extent practical, Morris Elementary District #54 and its schools will provide full opportunities for the participation of parents/guardians with limited English proficiency, parents with disabilities, and parents/guardians of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practical, in a language parents understand.
5. If the LEA plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent/guardian comments with the plan when the school district submits the plan to the State Department of Education.
6. The school district will involve the parents/guardians of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
7. The school district will provide such other reasonable support for parental involvement activities under section 1118 of the ESEA as parents may request.
8. The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:
 - a. *Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- b. that parents play an integral role in assisting their child's learning;*
- c. that parents are encouraged to be actively involved in their child's education at school;*
- d. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- e. the carrying out of other activities, such as those described in Section 1118 of the ESEA.*

Part Two: Implementation

Morris Elementary District #54 will implement or accomplish each of the following components:

1. Morris Elementary District #54 will take the following actions to involve parents in the joint development of its districtwide parental involvement plan under Section 1118 of the ESEA:
2. Morris Elementary Advisory Council (MEAC) with schedules posted in the school calendar.
3. La Junta: with schedules posted in the school calendar.
4. The District Principal's Advisory Committee with schedules posted in handbook and school calendar.
5. Back-to-School, Orientation, Meet the Teachers nights with schedules posted on the school calendar.
6. Parent-Teacher Conferences take place in the fall and are posted on the school calendars.
7. School improvement plan must address parental involvement per requirement of NCLB. District approves SIP at a School Board meeting in the fall.
8. Morris Elementary District 54 will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - a. Public invited to address the District 54 Board of Education in open meeting at two designated times. School Board meetings are posted publicly and on the school calendar.
 - b. Parents participate in school improvement plan and internal review through surveys and through MEAC, La Junta (Hispanic parent support group), and District Principal's Council.
9. Morris Elementary District #54 will provide the necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - a. District 54 will provide access to parents and teachers through the website.
 - b. Review of academic progress measured through online programs such as Fastbridge, MAP.
 - c. Title I and classroom reading teachers meet with parents to review academic progress as needed.
10. Morris Elementary District #54 will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents/guardians in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
11. Parent surveys through the internal review process are the primary source of information gathering.
12. Active participation/evaluation at MEAC and District Principal's Committee.
13. Parental participation at PTO.

14. Parental/Community participation at School Board of Education meetings.
15. Internal review teams of Morris Grade School, including parents will review practices and make recommendations to school improvement teams.
16. Morris Elementary District #54 will build school and parent capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement through the following activities specifically described below:

The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph—

17. the state's academic content standards
18. the state's student academic achievement standards
19. the state and local academic assessments including alternate assessments
20. the requirement of Part A
21. how to monitor their child's progress, and
22. how to work with educators
 - a. Morris Elementary School District #54 will hold parent-teacher conferences in fall
 - b. Morris Elementary School District #54 will publish school report card on IIRC
 - c. Morris Elementary School District #54 will provide parents State published ISAT explanations
 - d. The District Principal is responsible to inform parents of how to work with teachers at conferences (through newsletter, La Junta, MEAC, Back-to-School Night, Orientation, or other)
 - e. Morris Elementary District #54 will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by:
 - i. Having Morris Elementary School District #54 inform parents through conferences, annual Family Read-In each November.
 - ii. Teach parents strategies to help their child's academic progress
 - iii. Having Morris Elementary School District #54 provide helpful weblinks off its webpage to reading and activities suggested by teachers of reading and math (primarily) but other core subjects as well.
 - iv. Title I and reading teachers provide written TIPS sheets for parents. Monthly document *The Reading Connection* distributed to parents of Title I students.
 - f. Morris Elementary District #54 will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, District Principal and other staff, in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:
23. Providing access to workshops or conferences as offered through recognized servers (i.e. ROE, IPA, ASCD, etc.)
24. Work with Grundy County officials to keep up-to-date information
25. Establish networks involving district social workers and surrounding agencies (i.e. Grundy County, We-Care, local hospital outreach sources, etc.).

Morris Elementary District #54 will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource

centers, that encourage and support parents in more fully participating in the education of their children, by:

- a. Continuing coordination of conference/activities with Children and Family Connections with pre-school at Morris Grade School
- b. Continuing co-ordination of conference/activities/step-up day with Head Start and White Oak Elementary School.
- c. Morris Elementary District #54 will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
 - i. Maintain an up-to-date website
 - ii. Publish meetings, events, trainings through local media, District Principal newsletters, handbooks, school calendar
 - iii. Teacher newsletters
 - iv. Post and publish agendas of the School Board of Education
 - v. Notices of important events/applications available in Spanish

Required School-Parent Compact Provisions

School Responsibilities

The Morris Elementary School District #54 will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that the participating children meet the State's student academic achievement standards as follows:

Morris Grade School teachers will provide highly qualified and differentiated instruction using approved curriculum and scientifically based interventions. Curriculum reviewed annually using IAR, NWEA MAP, Fastbridge, and/or other highly qualified assessment tools.
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:
 - a. Parent-teacher conferences are held in the fall and spring each year.
 - b. Additional conferences may be held as requested by either parents or teachers.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - a. Report cards are issued at the end of each nine week grading period.
 - b. ISAT reports presented no later than fall parent-teacher conference.
 - c. All parents receive AIMSWEB reports of DIBELS and MAZE (grade level appropriate).
 - d. STAR report available for grades one through five.
 - e. Teachers write weekly newsletters often with tips/strategies for parents/guardians.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - a. Teachers are available for conferences as stated above.
 - b. Additionally, teachers and building administration are available through email and via phone.
5. Provide parents/guardians opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:
 - a. Ample opportunities are available to volunteer in classrooms whether it be listening to students read, review skills, practice facts, or administer cold/hot reads.
 - b. Parents are welcome to observe classrooms for up to an hour by scheduling visits with the teacher and notifying the school office. If additional time is needed, please schedule with the building administration.

Parent Responsibilities

We, as parents/guardians, will support our children's learning in the following ways:

Describe the ways in which parents/guardians will support their children's learning, such as:

1. Monitoring attendance.
2. Ensuring that homework is completed.
3. Monitoring the amount of television children watch.
4. Volunteering in a child's classroom.
5. Participating, as appropriate, in decisions relating to my child's education.
6. Promoting positive use of my child's extracurricular time.
7. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
8. Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

Describe the ways in which students will support their academic achievement, such as:

1. Do my homework every day and ask for help when I need it.
2. Read at least 15-30 minutes every day outside of school time (grade level dependent).
3. Give my parents/guardians or the adult who is responsible for my welfare all notices and information received by me from my school every day.

STUDENT NAME: _____ **GRADE:** _____

Please circle yes or no as to your response to the information noted below. Refer to the Parent-Student Handbook (online or in the student day planner) for additional explanation of the items. The page number next to the item indicates the page you can reference in the Parent-Student Handbook.

Acceptable Use and Internet Safety (pages 44-47)

My child may access the internet under the supervision of the teacher or administrator and will abide by the Acceptable Use & Internet Safety Policy. Any damage to any school technology will be the financial responsibility of the student's family if the damage is beyond wear and tear or is due to obvious misuse of the property.

YES NO

Student Photograph and Video Usage

My child's name, last name, and photo may appear on the District website, in the local newspaper (which includes its website), and mentioned on the radio. Video/audio may also be used. The child's photo will be included in the annual yearbook.

YES NO

Library Book Check Out (pages 20)

I understand that any book my child has checked out from the library that is lost or damaged will result in the charging of the replacement cost of the book. This fee must be paid prior to additional books being checked out and allowed to take home.

YES NO

Morris Elementary Student Acknowledgement and Pledge

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

YES NO

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

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

Morris Elementary Parent Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all the rules, responsibilities and expectations. The Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

YES NO

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

Handbook Agreement

Parent/Guardian Signature

Date

Student Signature

Date