

EAC**Evansville Attendance Center****INTRODUCTION**

This handbook is intended as a guide to give a sense of direction and purpose for the students. It is impossible to outline everything that might come up in the course of the school year, but we have tried to cover and answer most of the questions that the student and parent might have.

Please bear in mind that there is such a thing as "age appropriate" and we will operate with this thought in mind. Proper behavior is learned and it is our job to teach this and encourage the smaller children to develop good habits. However, this does not mean that a kindergarten student will not be disciplined the same as an older student. We are simply saying that the age level of the student will be considered.

Parents should call the administration at any time at school, 853-4411. We are a three-way team: The school, the parents, and the student.

Please go over this handbook with your son/daughter. Talk about it with them and ask if they understand what is expected of them. Our teachers will do the same here at EAC.

SPARTA SCHOOL DISTRICT MISSION

The School District, in an active partnership with parents and community, will promote excellence in a safe and caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible life-long learners who are productive members of society. The School District is committed to developing and using a visionary and innovative curriculum along with a caring, accessible and dedicated staff to address the diversity of learning styles, cultures, and educational backgrounds of our students.

Dear Parent:

In accordance with the ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, the Sparta CUSD #140 School District is notifying every parent of a student in a Title I School that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have any questions, please feel free to contact Mr. Larry Beattie, district superintendent at 443-5331.

Educationally Yours,

Larry Beattie
Superintendent

GENERAL SCHOOL INFORMATION

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.sparta.k12.il.us or at the Board office, located at:

Sparta District Unit Office
203 B Dean Avenue
Sparta, IL 62286
618-443-5331

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

Kenny Kempfer
Howard Gallois
Mark North
Kevin Holliday

Terry Waldron
Brad Haury
Corey Rheinecker

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

Larry Beattie, Superintendent
Laura Woodworth, Principal

The school is located and may be contacted at:
Evansville Attendance Center

701 Oak St.
Evansville, IL 62242
618-853-4411

ATTENDANCE

Arriving and Departing from School

Because our teachers do not go on duty until 7:55 AM, it is imperative that everyone adheres to the following schedule. We have a limited number of supervisors on duty and our primary concern must be the safety of our students and the care of the building and facilities.

1. Authorized areas of the building will be open at 7:30 AM for those students who are eating breakfast. Students should not arrive at school before 7:30 AM.
2. All EAC students will use the gym entrance to the building when arriving at school.

3. EAC students riding buses that arrive prior to 7:30 AM will be admitted to the multi-purpose room and be supervised.
4. Students arriving for the breakfast program will be admitted to the multi-purpose room at 7:30 AM.
5. Students who are not eating breakfast at school should not arrive before 7:50 AM.
6. Students must exit the building through the forum after school each evening.
7. Parents who are dropping off or picking up their children before or after school are to remain in the forum. All students will be dismissed to and from the forum in the mornings and afternoons and may be dropped off or picked up there. If you need to speak to a teacher, please check in at the office and we will notify the teacher.

The only authorized area that students are to be in prior to 7:55 AM is the gym and after 3:00 p.m. is the forum. Students in areas other than these are to be under the direct supervision of an adult. If they are not, they are considered to be in an unauthorized area and are subject to the consequences outlined in this handbook.

School is dismissed at 3:00 PM unless otherwise notified. Only those students under the supervision of a teacher or an adult are to be in the building after 3:00 PM.

Attendance Information

One of the commonly observed causes of academic failure is frequent absence from school. Parents are encouraged to work with the school to see that their children are in school each day when school is in session. Failure to comply with the attendance laws may result in fines or other types of punishment. Sparta District #140, including Evansville School, will use the Right Track Truancy Program this year. Please read the enclosed flow chart outlining the Right Track Truancy Program. You may also read the Right Track brochure available at registration and throughout the year. If you have any questions, you may contact the school.

On days when it is necessary for your child to be absent from school, please call the office, 618-853-4411, before 9:00 AM and report your child's absence. You may send a note with a brother or sister and instruct him or her to take the note to the office before 7:55 AM.

Procedure for Student to Return to School

1. Report to the office prior to the start of school.
2. If a parent did not call, please present a note signed by parent/guardian indicating the reason for the absence and dates the student was absent.

Excused Absences

1. Sickness
2. Death in the Family
3. Doctor's Appointment.

If absences are excessive, the school may require a statement from the doctor.

Examples of Unexcused Absences

1. Vacations, unless prearranged
2. Out of School Suspensions
3. Truancy
4. Oversleeping
5. Hunting Trips
6. Shopping Trips
7. Hair Appointments
8. Babysitting

Absences Due to Vacations

Since vacations during the school year will disrupt the child's educational program, such absences should be avoided if at all possible. Due to the nature of the educational program, a variety of educational experiences are impossible to "make-up". Activities such as lectures, labs, group discussions, films and group projects are impossible to recreate.

If an absence due to family vacation is unavoidable, parents must submit a letter of request for approval to the principal one week prior to the scheduled vacation period.

Upon notification, each teacher will attempt to assemble school work that can be organized in advance. All assignments must be completed upon the date the student returns to school.

Upon their return to school after an absence, students should check with individual teachers to obtain necessary handouts, information, directions, etc.

Neglecting to fulfill their responsibilities and complete all required work within the designated time period will result in a zero (no credit) for each assignment not completed.

Make-up Work

A student who has been absent is to contact the classroom teachers when he or she returns to arrange for make-up work. When an absence is known in advance, the student should arrange to do the work in advance to prevent extensive make-up work. It is the student's responsibility to obtain assignments, turn work in, and schedule tests.

A student who is absent will have two days for every day absent to make-up his/her work. Any tests that were assigned before a student was absent are to be made up the day the pupil returns. Any assignments that were due the day of the pupil's absence are also due upon their return, except by prior arrangement with the teacher.

Dental/Doctor Appointment

It is requested that dental and doctor appointments be made outside the school day if at all possible. If it is necessary that a student leave for such an appointment the school should be notified in advance. Since students know in advance about the appointments, they will be responsible for all work missed as soon as they return. This includes tests. If students know that they will miss a test, they should make arrangements with the teacher to take the test earlier in the day. Homework for that day should be turned in before the student leaves for the appointment. Students are expected to return to school after the appointment, if the appointment ends within a reasonable time to allow for the return to school.

Tardy to Class

1. Each student must be on time to all classes.
2. Students in grades 5-8 will be allowed two (2) tardy slips per quarter without disciplinary consequences. Each tardy after two per quarter will result in an after-school detention.
3. Students in grades 5-8 must be in their assigned seats and ready to work by the sounding of the bell to be considered on time to class.
4. Students with chronic tardy problems will be subject to a conference with the principal.
5. To insure fairness to all, teachers will try to dismiss their class upon the bell and issue written passes if a student is officially detained.

Tardy to School

1. Students tardy to school must report directly to the office, sign in, and receive a pass to class.
2. All tardy instances will be treated as a class tardy (see above). Any tardy that is due to a bus problem will be excused.
3. The principal will discuss chronic tardy cases with the student and their parents. Students may be referred to the Right Track truancy program for being tardy to school. After two tardies per quarter, students may be assigned one after school detention for every additional tardy during that quarter.

COMMUNICATION

Parent Conferences

Two parent conferences are scheduled each year. One of the best ways to ensure a good relationship between home and school is to get to know your child's teachers and to discuss any problems that might come up. The school encourages parents to attend these conference days. We have an evening schedule to help accommodate parents. Of course, we encourage you to call the teachers or principal anytime you have a question.

Contacting your Administrator

If possible, please call for an appointment to insure the administrator is available. The best times are from 8:00 AM to 3:30 PM. However, special arrangements can be made.

Contacting Your Child's Teacher

Teachers appreciate being contacted during school hours. The best time to call is during each teacher's prep period. You can call the office to find out the time your child's teacher has a prep period or you may call from 2:45 PM until 3:30 PM. If it is necessary, the office will notify the teacher of a parent's call and the teacher will return the call. Please try to avoid calling a teacher at home if at all possible.

Promotion/Retention

A student's retention or promotion will be done on an individual basis with many factors taken into consideration, among which include intellectual ability, absenteeism, amount of work completed, self-concept, and family concern and cooperation. If a child receives 3 out of 5 F's in the 5 core subject areas, he or she is a candidate for retention, according to state law. According to the Illinois School Code school districts shall not promote students to the next higher grade level based upon age or any other social reasons not related to the academic performance of the students. The administration has the final decision over retention issues, except kindergarten. Percent averages will be used to determine the end of the year averages.

School Closings

From time to time it may be necessary to dismiss school due to bad weather or an emergency. If the weather looks threatening, please listen to WHCO radio or watch the television reports of school closings. Please let your child know what he or she should do in the case of school closings or dismissal due to an emergency. Please keep your emergency form updated with the office in case of school closings. The school district will attempt to notify parents in case of any school closings/emergencies through the use of the School Reach telephone program. It is imperative that you provide the school with a current phone number. Students in grades K-3 will be dismissed according to the form that parents/guardians filled out at registration. Students in

grades 4-8 will be dismissed as usual unless a parent/guardian notifies the office otherwise.

EMERGENCIES

Accident and Incident

Pupils should report all injuries at once to their teacher or supervisor in charge. In the event a student is injured or is involved in an incident at school but does not inform the adult in charge, as soon as the school is made aware of the situation appropriate action will be taken.

Teachers have first aid kits in their rooms. Minor cuts and scrapes can be handled there or the student may be sent to the office if the teacher prefers. Serious accidents should be reported to the office immediately. The adult in charge will fill out the necessary reports and the office staff will follow established procedure to insure that the situation is handled correctly. We will use an accident / incident form.

Emergency Drills

Fire, earthquake, bus, and tornado drills are held from time to time. These drills are very important for the safety of all students. During the first week of school all pupils will be informed as to where they are to go during drills. During drills the following rules will be observed:

1. There is to be no talking during the drill.
2. Pupils should walk quickly but not run.
3. Students should listen for and obey any instructions given by any and all adults in charge.
4. Once the drill is completed the students should return quietly to their rooms and resume classes.

Emergency Forms

It is necessary for us to have an emergency form on file for each student at all times. When there is an emergency, we will follow the directions on the form. During the year, if there is any change in address, job, or emergency number, please contact the school office. Please give the office the names and phone numbers of at least two other persons to contact if a parent cannot be reached.

Emergency Evacuations

In the event of an emergency in which the school needs to be evacuated, the students and staff members will proceed to the softball diamond to the south of the school building. The students will remain on the softball field until the school is safe to re-enter. If there is inclement weather at the time of the evacuation, the students and staff members will walk to the former Perandoe Evansville School building (PEP) located at

1003 Olive St. Students will be kept inside the building until the EAC building is deemed safe to re-enter. Parents may come to the softball diamond or the former PEP building to pick up their child(ren) in the event of an emergency. Please remember that your child will be released only to you or to those whom you have named as emergency contacts.

GENERAL INFORMATION

Cafeteria and Lunch Information

Sparta District #140 participates in the National School Lunch and Breakfast Program. Information about the requirements and eligibility for this program is available in the Evansville school office.

Breakfast and a nutritious type A lunch are served daily.

Pupils may bring their lunch if they wish to, but all food and drink must be eaten in the cafeteria. A refrigerated area will be provided for lunches brought from home. There is a microwave available for student use.

Students leaving the campus without approval from the office will face disciplinary action.

All lunches will be paid for in the office. Teachers do not collect any lunch money. Ala Carte selections may be purchased at the serving area by 5th-8th grade students.

Pupils who have forgotten lunch money may obtain a credit before school. While in the cafeteria, pupils are to obey the directions of the adults in charge at all times. Pupils who do not obey the rules will lose the privilege of eating with the other students. Students may not accumulate more than one credit at one time. After the accumulation of 1 credit, a student is expected to carry his/her lunch until credits have been paid. The cafeteria may choose to provide an alternate lunch if a child does not bring his/her lunch but has accumulated an excessive amount of credits.

Students in grades five through eight may purchase items from the ala carte menu. Students serving alternative study or noon detention may not purchase items from the ala carte selection. They are allowed to eat a regular school lunch or may bring a lunch from home.

The following rules must be observed in regard to the lunch program:

1. Students should wash their hands with soap and water before meals.
2. Students bringing their lunches may go directly to their tables after being checked.
3. Those eating a hot lunch must line up as instructed.
4. Conversational talking is allowed in the lunchroom, but shouting and loud noises are not.

5. Pupils should keep their hands and feet and other objects to themselves at all times.
6. When students leave the table, they are expected to leave the area clean.
7. Unless told otherwise, pupils are to remain seated until they are dismissed.
8. Good table manners are expected and encouraged.
9. All other rules, which are posted in the cafeteria, will be followed: good manners and common courtesy are expected.
10. Once pupils are in the cafeteria, they may not return to their rooms or lockers for any reason without permission.
11. There is no sharing or trading of food or drinks.

Buses

The Board of Education provides transportation for pupils who live more than one and one half miles from the school building.

A bus rider is expected to:

1. Ride the bus to which he or she is assigned.
2. Obey all rules and regulations pertaining to the bus.
3. Obey the driver's instructions at all times. No child has the right to endanger another's safety with improper behavior.
4. Respect the rights of all the people who ride the bus.
5. Riding the bus is a privilege and not a right—a student can lose the privilege of riding the bus.
6. Parents are responsible for providing transportation to and from school when a student is suspended from riding the bus or is assigned after school detention.
7. Only eligible students may ride the buses. Students may ride the bus only to their own homes or to a babysitter who is on the student's regular bus route.
8. Students disobeying the bus rules and/or endangering the lives of other students will be held accountable and will be subject to consequences ranging from verbal warnings to suspension/expulsion.
9. The buses are equipped with audio and visual recording capability. A student may be audio or video taped while on the school bus.

Field Trips

Occasionally, classes use a bus for field trips. All rules for safe riding apply to field trips as well. Parents may be asked to chaperone. According to district policy, no other children other than the students in the class are allowed to ride on the bus with a parent chaperone. This includes pre-school aged children. Also, the student must ride the bus to and from the field trip. If a parent drives to and from the trip, the student must ride the bus with the other students and the teachers/chaperones. Adults who wish to chaperone a field trip must have an approved criminal background check on file in the district office.

If you do not wish for your child to attend the class's field trip, he or she is expected to attend school the day of the field trip. This is an unexcused absence if the student is absent and will count as an incident for the Right Track Truancy Program. The student will be assigned to a teacher and/or classroom for the day of the field trip.

Students who are assigned three separate alternative study consequences for behavior or one out of school suspension consequence will not be allowed to attend his/her class field trip.

Extra-Curricular Activities

Evansville Attendance Center offers pupils many extra-curricular activities designed to provide the student with a number of valuable experiences. Pupils are encouraged to become involved with these activities. Extra-curricular activities are a privilege. Students assigned to Alternative Study (In School Suspension) or Out of School Suspension are not allowed to participate in or to attend any extra curricular activities on the day(s) of the suspension. This includes team practices and all other after school activities, such as reward parties, dances, evening field trips, concerts, etc. Also, student athletes/cheerleaders who are ineligible to play or perform during the game are not allowed to attend after school activities while they are ineligible.

An activity fee is required for participation in extra-curricular activities, including all sports, clubs, and band. The fee must be paid before the first game/event of the activity. The fee is waived for students who are eligible for free lunches.

1. Students should become aware of the rules and regulations of each activity and follow the rules.
2. Each activity is assigned a sponsor. The sponsor is in charge and should be obeyed at all times. The sponsor should be consulted first if there is any problem.
3. When pupils are representing EAC in any way, they are expected to be on their best behavior and set an example for others to follow.
4. All school rules regarding behavior and dress code apply at all extra-curricular activities whether at EAC or away from the building. The use of profanity is not allowed by anyone, student or adult, at any extra-curricular activity.

5. Students must attend school at least one-half of the day of an event or extra-curricular activity in order to participate or attend. This applies to all extra curricular activities, including sports, Beta Club events, dances, lock-ins, etc. It also applies to those students attending the event as spectators as well as those participating in the event.
6. Remember; please check with the person in charge of the activity you are engaged in to obtain the rules and procedures for the activity.
7. Parents may take their own children home after an away ballgame/activity after notifying and signing the child out with the sponsor. Students may also ride home from an away event with a relative if the parent has designated that the relative may take a student home. The parent must fill out and sign a form which designates which relative(s) are allowed to take a student home. The relative must sign the student out with the coach/sponsor of the activity after the event.
8. Students who attend alternative schools, such as Red Brick and/or PEP, will not be allowed to participate in nor attend school activities without consent from the administration of both schools.

Specific rules and consequences are outlined in the activity handbook which is available from the sponsor of each extra-curricular activity. Parents may request a copy of the extra-curricular handbook from the sponsor or the school office.

Conflicts

As much as it is possible, we would like everyone to become involved in as many activities as they wish. However, some activities conflict to the point of being impossible, because the events may occur simultaneously. Please discuss conflicts with the coaches involved in the activities.

Rules for Extra-Curricular Events

1. Food and drink items purchased at the concession stand are allowed in the gym during ballgames but care should be exercised. No food or drinks purchased outside of the school are allowed to be brought into the school. Only food/drinks purchased at school from the concession stand are allowed in the school during ball games.
2. All persons should stand and remain quiet during the National Anthem and/or the school song.
3. Spectators should remain seated during the activity. Spectators are not to be walking around during the activity. Those who need to use the restrooms, etc. should do so during intermissions. This is a common courtesy extended to the players and other members of the audience. Spectators may buy concessions only during the intermissions of the game. The concession stand is closed during the games. Spectators are asked to sit in the bleachers and not on the steps leading to the gym.

4. Good sportsmanship is expected at all times. There is to be no booing or criticizing the other team, their cheerleaders, or the officials. You may yell for your own team in a positive manner. The use of profanity is not allowed by anyone at any time.
5. Please make prior arrangements for transportation home after the activity so that the building may be cleared out quickly.
6. Remember that the other team and their fans are our guests and should be treated as such. The impression they receive at the game is the impression they will have of EAC and of you.
7. Parents may not send small children or students under grade 5 to an activity without an adult present who is responsible for that child. All children are expected to follow the rules. The school administration may ask at any time for children not to attend activities.
8. Children and adults who fail to act appropriately at any function or activity may be barred from attending such activities in the future.
9. The dress code for regular school hours applies to after school activities as well.
10. Students who leave the school before the end of the last game or the activity are not allowed back into the school.

Assemblies

When attending assemblies, pupils are expected to be polite, quiet, and attentive. Pupils who do not pay attention and misbehave will be removed and may not be allowed to attend assemblies in the future.

Library / Learning Resource

The computer lab contains delicate equipment and should be treated as such. No student should use a computer without permission from a teacher. Remember the Internet Access Permission Slip must be signed and on file.

The library is to be treated as a classroom of the school and classroom rules will apply during library time.

Lost and Found

Lost and found items will be placed in the office or forum. If you lose something, be sure to check in the office for the item. If you find an item, please bring it to the office.

Illness

When your child is ill, we prefer that he or she be kept home from school. Sending a sick child to school only infects others and endangers the health of the sick child. If your child has a fever, please do not send him/her back to school until the student has been free of fever, without medication, for 24 hours. If your child becomes ill at school,

we will contact you, or one of your emergency contacts, so that the student can be picked up and taken home. In the event that your child needs cough drops, the parent/guardian must send a note to the office to receive prior approval.

Excuses from PE

All students in grades K-8 will be assigned a PE class. From time to time due to a minor injury or illness, it may be necessary for a student to be excused from PE for one day only. In this case a note from the parent will be accepted. If the child is to be excused for a longer period of time, then the school should have a statement from a doctor. If a child requires restricted activities during PE or recess, please notify the school of this, also.

School Pictures

Student pictures are taken twice each year. However, the parent is under no obligation to purchase picture packages. The pictures are used in the preparation of the memory book. (Yearbook)

Telephones

The school phones are for school business only. If it is necessary for a student to make a call, the call should be made from the office and with the permission of the secretary or principal. Students are not allowed to make phone calls from classroom phones.

Visitors

Parents and community members are encouraged to visit. All visitors to the school, including parents and volunteers, must sign in and out of the office. Visitation by students from other schools is not allowed. Parents are to make appointments with teachers during the teacher's planning time. This applies to phone calls as well as visits, so that teachers and students are not disturbed during class time. Parents are to remain in the forum before school in the morning and after school each evening when they are here to drop off or pick up their children. The use of profanity is not allowed on school property by anyone, adult nor student.

Volunteers

Today's students need the support of parents, school, and community. EAC wants and needs volunteer workers and helpers. If you are interested, please call the office and indicate to the secretary that you would like to become a volunteer. All volunteers must be pre-approved with a criminal background check and will be checked on the sexual offender registry.

Lockers

The lockers are the property of the school and may be inspected at any time. Lockers should be kept neat and should not contain valuables that are not needed to have at school. Books are very expensive and should be placed in the lockers so as not to become damaged.

Student Behavior

The expectations for student behavior are enclosed with this handbook. All of EAC's rules conform to our PBIS support system: **E**- Expect Respect, **A**- Always Be Safe, and **C**- Come Prepared. Students are not allowed to be on the Facebook, My Space, You Tube, nor similar websites at school at any time.

Yearbook

A memory book is prepared each year and much of this is created by the students with the help of the advisor. There is a charge and the book is usually available in the spring of each year.

Bicycles

Bicycles are to be parked in designated areas. Bicycles are not to be ridden on school property. The school is not responsible for the bicycles. It is advisable to lock your bike at school. Please exercise care and caution when riding to and from school.

Textbooks and Equipment

Every student is responsible for the proper use and care of school equipment and books. If books or equipment are lost, damaged, or defaced, a charge will be assessed for the equipment or book(s) damaged or lost.

Internet policy

The internet policy appears in the appendix. Please go over the agreement carefully with your student. Students will have many opportunities to use this wonderful tool, but the policy agreement must be signed and on file. Students are not allowed to access websites such as Face Book, My Space, You Tube, etc. at school at any time. Please note that students can be disciplined for misuse of the internet off of school property if there is a connection between the misuse and a disruption of the school environment.

Head Lice Policy

All schools in Sparta District No. 140 will exclude children found to have lice from attending school until there is no visible sign of lice. Sparta District staff members are not responsible for picking nits or lice from children. Children excluded from school because of the presence of lice must be examined by school personnel prior to re-entering school. If a child is found to have lice, the student will be sent home.

State Testing

Evansville Attendance Center students in grades three through eight are required to participate in state testing, the Illinois State Achievement Tests. The results from these tests are used to determine if EAC meets adequate yearly progress. All students in grades three through eight are required to take a reading and math test. In addition, students in grades three, five, and eight are required to take a writing test. During the

weeks of testing, we recommend that students receive plenty of rest and eat breakfast at school or at home.

Special Education Services

A student with a disability who is between the ages of three and twenty-one who legally resides in the district and is enrolled in the district and requires special education and related services to address the adverse effects of the disability on his/her education is entitled to receive a free, appropriate public education. These services are mandated by Article 14 of the Illinois School Code, its implementing regulations and the federal law, Individuals with Disabilities Education Act (IDEA). Most students are provided services within their own school district. Others may be transported to nearby schools or districts through cooperative agreements.

504

Students may be eligible for services under the provisions of Section 504 even though they do not qualify for services through special education. Students may receive services for any mental or physical impairment which substantially limits one or more major life activity such as, but not limited to: walking, seeing, hearing, speaking, etc.

Title I

The Title I Program provides extra help in the areas of reading and/or math. Students may be tested to determine eligibility for the program. Services are provided within the classroom or in small groups meeting in the Title I room.

Videotaping

To help maintain school safety and security, students and others may be videotaped in the school, on the bus, or on school property at any time. The video cameras may include sound recording capability.

Sex Equity Policy

It is the policy of this school district not to discriminate on the basis of sex in any program, activity, service, or benefit. Sparta District #140 guarantees both sexes equal access to educational and extracurricular programs and activities.

Sexual Abstinence Course

As required by Illinois school code, a course on sexual abstinence will be taught to middle school students. Trained professionals will teach the course and a teacher will be present during all class sessions. Parents may request in writing that their child not participate in the course.

Grievance Procedure

The district's grievance procedure is available in the board policy manual and also is on file in the district office.

Family Educational Rights and Privacy Act

As required by law, a copy of the act appears in the appendix of this handbook.

Asbestos Management

The district's asbestos management plan is on file at the unit office.

Office Procedures**Student Enrollment**

Parents must provide the office with a certified birth certificate from the county where the child was born. The office will make a copy of the certified birth certificate and return the original to the parent.

Proof of Residency

Parents/guardians are required by law to show proof of residency every school year upon enrollment of their child.

Items accepted as proof of residency include:

1. Current monthly utility statement: electric, gas, cable, or water
2. Closing papers on a recent purchase of residence
3. Current Illinois Public Aid Card

The following items will not be valid as proof of residency:

1. Water activation receipt
2. Illinois driver's license
3. Real estate tax bill
4. Employment letter
5. Voter registration card
6. Library card
7. Mortgage payment book
8. Firearm's ID card
9. Gun registration card
10. Rent receipt
11. Auto registration
12. Telephone bill

Materials Fees

These should be paid at the time of registration. If special circumstances require, arrangements for payment can be made with the office. Students who are eligible for free lunch through the National School Lunch program are also eligible for waiver of

materials fees. Pupils are reminded that they are responsible for all books issued to them.

Insurance

Twenty four-hour or school day insurance is available each year. This insurance is optional. It covers accidents occurring at school or on the way to and from school as well as at school activities. This includes all school athletics. It is important that all pupils report any accidents or injuries at once so that an accident report may be filled out. This will aid in any insurance claims that may need to be filed. If you have questions about insurance, call the school office at 618-853-4411.

Sex Offender Registry

Information about the sex offender registry for Randolph County is available at www.isp.state.il.us/sor.

Medical Information

The law requires that students entering school for the first time and students entering the sixth grade have a physical on file. In addition, any student participating in athletics must have a physical on file to participate in try-outs, practices, and games. It is up to the parents to update the office of any new information that should be included in the medical file. Students who are not in compliance with state requirements- a physical and required immunizations, will be denied the right to attend school. This is a statewide regulation and Sparta Unit Dist. #140 policy. Students entering kindergarten, 2nd and 6th grade must have a dental exam on file in the office. Students entering kindergarten and students new to the school must have an eye exam on file in the office, also.

Office Business

Only students with office business and concerns should be in the office. Some students may be detained in the office area for disciplinary reasons.

Requests for Books and Assignments

The school will provide books and assignments for students who anticipate an absence of two or more days. Requests made before 9 AM will be ready by 2:45 PM.

Withdrawal from School

The office and the student's teachers should be informed two to three days prior to departure if possible. This will enable the office to prepare the records.

Medication Policy

The medication policy and necessary forms are included in the appendix. No over the counter medication can be given at school without a signed order from a doctor and the

completed administration form. The OVC medication and prescription medication must be in its original, unopened container and must be brought to school by an adult. If you have any questions about what is a medication, please contact the school administration. If a student needs to use cough drops at school, a note signed by the parent/guardian must be turned in to the office for prior approval.

Pest Control Notification Registry.

A registry will be established at EAC in accordance with the State of Illinois Structural Pest Control Act, 225 ILCS, administered by the Illinois Department of Public Health. Parents and guardians of students and employees may make a request in the office at any time to be added to the Pest Control Notification registry. Parents and guardians of students and employees on the registry will be notified in writing 48 hours prior to any pest control spraying.

Reporting To Parents

Grading and Honor Roll

The grading scale and honor roll points are as follows:

A	100-92	Superior	5.0
B	91-83	Good	4.0
C	82-74	Average	3.0
D	73-65	Below Average	2.0
F	64-0	Failing	1.0

A Superior: The grade of A represents work of superior quality. This means that the student does all of the assigned work in an outstanding manner. In addition, the student takes the initiative for doing more than is required by the teacher. This grade is for truly outstanding work.

B Good: The grade of B represents the completion of all required work in a better than average manner. This mark is for students whose work is clearly above average.

C Average: The grade of C represents the completion of all assignments in an average manner by the student.

D Below Average: The grade of D represents a warning that the student is working below his/her ability or his/her work is of poor quality and needs improvement.

F Failing: The grade of F indicates the student has done insufficient work and/or has not learned a sufficient amount to keep up with his/her grade level. Even though a student may have the ability, retention may be necessary and is required by state law if a student is failing three of the five core academic subjects.

I Incomplete: Incomplete work may be due to absences or some other cause. A grade will be assigned upon completion of the work. A grade of incomplete will become an F if the work is not completed in a timely manner. Two days will be allowed for each day's absence to make up the incomplete work if the work is incomplete due to a student's absence from school.

The honor roll is calculated by quarter. Pupils who earn a grade point of 5.0 are classified as High Honors, a 4.5 to 4.9 classifies a student as Honors, and a 4.0 to 4.4 is classified as Honorable Mention.

Pupils who receive Honors or High Honors three out of four of grading periods will receive Academic Award Status.

High School Credit for Algebra I

Students who take Algebra I as 8th graders will obtain high school credit for the course if they meet the following criteria: a yearly average of C or better and successful completion of three additional years of high school math.

Report Cards and Failing Notices

Report cards are issued at the end of each quarter. The report cards are sent home at the end of the first, second, third, and fourth quarters, usually one week after the end of the quarter. Parents are urged to look over their pupil's report card and to help the pupil set goals during the next quarter.

Progress Reports (Mid-term reports) will be sent home with the students or mailed home to parents at the mid-quarter. The third quarter mid-term reports are given to parents at the winter parent/teacher conferences.

To be promoted to the next grade level, a student must be passing three of the five core subjects- Reading, Language, Math, Science, and Social Studies. Percent averages will be used to determine the end of the year average in all subject areas.

Homework

Homework is assigned as part of the learning experience. It is always due on the date the teacher indicates. Parents should encourage students to do their homework at the same time each night if possible. This will help establish good study habits. Each student should have a place to put homework when it is finished so that he or she will not forget to bring it to school. Students will be discouraged from calling home to have their parent bring in their homework.

Students are responsible for writing down their own assignments. An assignment book and/or folder will be provided to each student to record assignments and to keep notes and papers to be sent home. In the assignment book and/or folder, there will be space for parent/teacher communication.

Records/Student Files

Parents have the right to view their child's records. Please contact the school secretary if you wish to make an appointment to view records. A twenty four-hour notice is requested and required. The records will be maintained in accordance with the Illinois School Student Record Act (105 ILCS 10/), the Family Education Rights and Privacy Act (FERPA, 20 USCA 1232) and policies of the State Board of Education and Regional Office of Education. The district policy is available in the district office. Parents requesting to view their child's records will be asked to sign a sign-off sheet noting the request and the date.

The No Child Left Behind Act requires schools to provide information on students to military recruiters. USDE has been working with the Department of Defense to develop joint guidance to schools. Generally speaking, Local Education Agencies (LEAs) that are recipients of ESEA funds must provide, upon request, students' name, address, and phone number to military recruiters. Typically, recruiters are asking for information on juniors and seniors in high school.

SCHOOL RULES

Safety is a primary concern for all of our students. The following rules are designed to help keep our students safe. The use of profanity by anyone, adult or student, is not allowed on school property at any time.

Closed Campus

EAC is a closed campus. This means that the students may not leave the school property at any time during the school day unless they have permission from the office. Any child who arrives late or leaves early must check in at the office. Teachers may not give students permission to leave. Permission must come from the Principal's Office. This also means that once a student arrives on school property (even though classes have not started) the student may not leave without permission.

Cheating

Cheating on assignments or tests will not be tolerated at EAC. Any work on which a pupil has cheated will receive a grade of zero. In addition, any pupil who assists or allows another to cheat will also receive a grade of zero.

Dress Code

Students who attend EAC are expected to dress neatly and to use good judgement in their choice of apparel. The school reserves the right to ask students to return home and change clothing if their attire is unsuitable or is worn to create attention which may result in disruption of the educational process. These rules apply to all grade levels, including lower grade students. These guidelines may be amended at any time at the discretion of the Principal.

The following items are inappropriate for all students:

1. Any clothing that advertises or refers to alcohol, smoking, drugs, or obscene language or pictures.
2. Short, cut off tops which expose the midriff and fishnet or see-through clothing items.
3. Pants, shorts, skirts, dresses, or jeans that are too short or that have holes, tears, slits, etc. above the knee where it would be considered inappropriate for clothing. Underwear may not be exposed at any time. Pants with holes above the knees should have tights under them.
4. Clothing that is too tight, including tops, shorts, or pants.
5. No hats, clothing hoods, or head covering of any kind are to be worn on the head in the building.
6. No symbols which are or appear to be gang related symbols are allowed to be worn by students at any time for any reason.
7. Pants or shorts must be worn around the waist, not at the hips or lower. Underwear is not to be visible at any time.
8. Spaghetti straps, open back shirts, muscle shirts, and tops that expose the body between mid-thigh and shoulders are not allowed.
9. Shoes which contain roller skate wheels are not allowed at school.
10. Students may not have pierced areas on their faces, except for their ears. This is a distraction and may become a safety issue.
11. Spiked apparel, chains, or other items dangling from pockets or belts that could harm passersby are not to be worn.

From time to time there may be other clothing items that are objectionable and these will be dealt with on an individual basis.

Candy and Soda

No candy or soda is allowed in the classrooms. If candy or soda is brought in a sack lunch, it must be eaten in the cafeteria. These regulations are meant to help keep our building neat and clean.

Hall Passes

Pupils may not leave any area of the school or school grounds for any reason without permission of the adult in charge. This will prevent unauthorized students from being in the halls or other areas of the school. Students wandering around and loitering in the halls or any part of the building while school is in session will not be tolerated.

Playground

These general playground rules should be followed at all times:

1. Students must obey the directions and instructions of the adult in charge.
2. Stay on the school property at all times.
3. If a student must leave the playground, he or she should get permission from the supervisor.
4. Students will be made aware of specific regulations for certain restricted areas of the playground.
5. Students may not play with or throw the rocks on the playground at any time.
6. Students may not bring their own baseballs, softballs, footballs, bats, etc., to school.

Personal Property

Students are discouraged from bringing any digital communication device or any personal items such as radios, CD players, pagers, cameras, computer games, MP3 players, etc. to school. Cell phones are to be turned off and left in the student's locker. Cell phones should not be visible from the time a student enters the building until the time the student exits the building. The first offense for an electronic device violation will result in confiscation of the device to be picked up in the office after school. A second violation will result in confiscation of the device and the parent must pick it up from the office or have a phone conference with the principal where an alternative plan can be put in place. A third violation will result in parent pickup of the device and one day of in-school detention. If you are in doubt about whether something may be brought to school, ask the principal. Students are discouraged from bringing large sums of money to school. Rarely does a student need to bring money to school and then the amount should only be enough to cover the expenses needed that day. The school cannot be responsible for any personal property brought to school. Inappropriate items will be confiscated and given to the student to take home at the end of the day. If an item is taken from a student a second time, the item will be confiscated and will not be returned to the student. Only a parent/guardian will be allowed to pick up the confiscated item. If a student brings the item a third time, alternative study will be assigned and the parent/guardian must pick up the item. Exceptions will be made if a school employee asks that a particular item be brought to class. The school employee should keep the item until it is used for the activity and then return it to the student to be taken home. No student may bring toy weapons of any kind to school at any time- this includes but is not limited to squirt guns, water guns, toy guns, toy knives, soldiers with toy weapons, etc.

Tobacco and Smoking

The use of or possession of tobacco or tobacco products on school property by anyone, adult or child, is prohibited by state law and EAC.

Book Bags and Back Packs

No large book bags or gym bags are allowed in the classrooms. Any bags brought to school must be easily placed in the locker provided. From time to time it may be necessary to check book bags and back packs.

Publicity Release

At times, the Sparta School District has the opportunity to publish the achievements of students at school. Publications may occur through school or district WebPages, newspapers, or other media. It is the intent of the Sparta School District to protect all students from harm or injury. If you do not wish your child's picture or student produced materials to be used for this purpose, or you wish to have your child's name omitted, please send a letter outlining your request to your building principal by September 15th of the current school year.

Promotion Requirements

To receive a diploma from Evansville Attendance Center upon the completion of the eighth grade, a student must have passed three out of five of the core courses of mathematics, science, grammar, reading, and social studies. The student must pass a test on the Federal and State Constitutions. These requirements have been supplemented by the state law eliminating any "Social Promotions" and the local district policy regarding this law. Beginning with the 2005-06 school year, Evansville School will no longer recognize valedictorian nor salutatorian categories at the end of the eighth grade year nor at the promotional ceremony. Students who are excluded from class field trips because of discipline violations may be excluded from the promotional ceremony. Students who are out of school suspended at the time of the promotional ceremony will be excluded from the ceremony.

Vision and Hearing Screening

Hearing and vision screenings will be done throughout the school year for District #140. According to Public Act 93-504, Sparta CUSD #140 is required to notify all parents that the hearing and vision screenings do not replace a complete exam by a doctor. Your child is not required to undergo hearing and/or vision screening if you, as parent or guardian, verify that an examination was administered by a certified physician within the previous twelve months. Please notify your child's school, in writing, if you do not wish for your child to be screened.

Pornography

Possession, distribution, and/or the attempt to obtain pornography is prohibited. Any student found in violation of this policy shall be subject to the board's disciplinary penalties for misconduct and police action.

Abduction Education

As required by Illinois School Code, (105 ILCS 5/27-13.2/23 IAC I. 420 T), a lesson on abduction education will be taught to all students. The program is optional. Parents may request in writing that their child not participate in the lesson.

STUDENT CONDUCT

The objectives of education cannot be achieved in a disorderly and chaotic environment. Only through group and individual discipline can the individual and the school accomplish their goals. No student will be allowed, by his or her actions and behavior, to deprive the students in a class from the opportunity to achieve and learn. All rules and regulations will be outlined and gone over with the students so there is no misunderstanding of the consequences of any negative actions. Safety of our students is one of our primary concerns. The following rules are designed to help keep our students safe.

It is very important that all individuals learn that they are responsible for their actions--no one else. In the following sections, we have tried to outline some of the situations that might occur and the consequences that are to follow. Obviously, not everything can be listed. Exceptions will be handled on an individual basis. In some cases, it may be necessary to advance the consequences to a more appropriate level.

The use of profanity by anyone, student or adult, is not allowed on school property or at any school related activities.

DISCIPLINE WITH DIGNITY

All teachers have established reasonable rules, consequences, and rewards in their classrooms. While these rules may differ slightly from room to room, they are designed to make learning better and enjoyable for all. Our goal is to assist each child in learning self-discipline. Each student and parent should become familiar with the rules and the consequences. The principal's office supports all classroom rules. We are committed to doing our best in being firm, fair, and consistent with each discipline case. We have incorporated a program which encompasses general rules for the school, a built-in reward system, and clearly defined expectations for student behavior. The parent(s)/guardian(s) will receive a copy of the discipline referral form if a consequence is assigned. The list of rules for school wide behavior is enclosed with this handbook.

DISCIPLINE OF STUDENTS: BOARD POLICY

Because the Board of Education is entrusted with protecting the safety, health, and welfare of the students, staff and property of the School District, it may be necessary at times to discipline students whose conduct affects the well-being of the schools. In accordance with due process and statutory requirements, the Board of Education may suspend or expel students from school and from the school bus for acts of gross

disobedience or misconduct and take other actions to maintain discipline in the schools. Only the Board of Education may determine to expel a student from school or from the school bus. The Superintendent, Principal, and Assistant Principal may suspend students.

DISCLAIMER/DUE PROCESS

While it impossible to list every type of situation, the following information serves as a guide.

- If an incident occurs that is not included in this handbook, the administration will determine the appropriate action to be taken.
- In the event of extreme circumstances, the administration may advance the disciplinary action to an appropriate level.
- In a case of suspension or expulsion, you will have the right to review the case with the Sparta District #140 Board of Education
- Students/parents must request such a review within five (5) days after the notification or eight (8) days after the date of the mailing or the notification, whichever is earlier.
- Failure to make such a request for review shall be considered a waiver of your right to a review hearing.
- Students have the right to be represented at the suspension or expulsion review hearing by an attorney or other representative. We ask that students/parents inform us of the name of their representative.

The Board of Education defines gross disobedience or misconduct to include any behavior of such egregious nature as to constitute, on its face, gross disobedience or misconduct. Gross disobedience or misconduct also is any conduct, behavior or activity, as defined by the Board of Education in its policies, which causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school activities or the rights of other students or school personnel.

A copy of the board policy is available upon request in writing from the Sparta Lincoln office. A sign-off sheet is appended, acknowledging receipt of this handbook.

Jurisdiction. The jurisdiction of the school for student conduct includes all of the following: the transportation of students to and from school, whether by bus or other vehicle, or walking; the presence and actions of students on campus during the school day or during before- or after-school times; during school sanctioned activities that occur on campus; during field trips and other off campus school sponsored activities; during any event, situation, or student action which bears a reasonable relationship to school, or which involves a threat or attempted intimidation of a staff member, or interferes with school purposes or an educational function, or tends to bring discredit upon the school. This jurisdiction includes summer school.

Homebound or part-time home schooled students on school property or attending school-sponsored functions for any part of the day are subject to the rules in this Handbook.

School administration and staff will diligently monitor and supervise student conduct at all times students are in their control, striving to maintain the safety of every student and the confidence of parents and the community.

FIVE GENERAL CLASSROOM RULES

Grades K—8

- 1. Please follow directions**
- 2. Please keep your hands, feet, and other objects to yourself.**
- 3. Always be prepared for class.**
- 4. Please talk only with permission**
- 5. Please show respect to/for others.**

E-Expect Respect

A-Always Be Safe

C-Come Prepared --- EAC

TYPES OF DISCIPLINARY ACTION

Note: Illinois state law prohibits corporal punishment¹ in schools, and it will not be allowed in Evansville Attendance Center. This does not prohibit teachers and others to use reasonable force "to maintain safety for the other students, school personnel or persons or for the purpose of self defense or for the defense of property." (105 ILCS 5/24-24.)

1. **DETENTION** - Required presence of a student at school on Monday, Tuesday, Wednesday, or Thursday from 2:45-3:15. Students are expected to serve their detention as assigned. Talking is not permitted and students must bring study materials and study.

Detention is usually assigned for the next detention day, in order that parents always have advance notice and would be able to arrange transportation. The Detention notice must be signed by the parent and returned to school the following day. Students who have a legitimate conflict with serving their detention when assigned must resolve their problem with the principal before the detention. The following are not excuses for missing detention:

- A. No way to get home.
- B. Ball practice or game.
- C. Band

In other words, if you value the above or other after school activities, don't get in trouble. If you miss a practice, etc. you will have to suffer the consequences. No exceptions will be made...--SO DON'T ASK---

2. **SOCIAL ADJUSTMENT** - Pupils will not be allowed to attend any extra-curricular activities or recess and will sit at a quiet table at lunch.

1. Corporal punishment is defined as slapping, paddling or prolonged maintenance of students in physically painful positions or the intentional infliction of bodily harm.

3. IN-SCHOOL DETENTION - The temporary removal of a student from all classes for disciplinary reasons. The student's attendance at school is required. Students will make up all assignments. Students on in-school detention may not attend any extra-curricular activities.

4. SUSPENSION - The temporary removal of a student from classes and from school for disciplinary reasons not to exceed ten (10) consecutive days. Suspended students are not permitted to attend school or school activities. Students will be issued unexcused absences for the days missed. Students will make up all assignments. Students MAY NOT be anywhere on district property during the suspension.

5. EXPULSION - The removal of a student from classes and school property for disciplinary reasons for a period of time exceeding ten (10) days. Expelled students are not permitted on district property at any time! No make-up work may be done for credit. Unexcused absences are issued for all classes missed.

6. Should a student commit any infraction of school rules while serving any detention or suspension, the consequences may include at least one additional day of that detention or suspension.

DISCIPLINE CONSEQUENCES GUIDELINES

The following list of consequences is representative of what may happen in similar discipline situations. However, it is to be remembered that appropriate consequences for each situation are the sole decision of the Principal. This listing provides a guideline only; individual circumstances as evaluated by the administration of this building may result in either lessened or increased consequences.

It is not possible to list every type of incident that may occur. Students are reminded that reasonable conduct, i.e. showing respect for themselves and others, is all that is being required of them.

STUDENTS ARE FURTHER REMINDED OF THE CUMULATIVE EFFECT OF MISBEHAVIOR. FOUR OR MORE OFFENSES AGAINST ANY RULES MAY RESULT IN A SIGNIFICANT INCREASE OF CONSEQUENCES. IN ADDITION, STUDENTS WHO HAVE EXPERIENCED EXCESSIVE, AND/OR SEVERE REPEATED BEHAVIOR PROBLEMS MAY BE EXCLUDED FROM EXTRA-CURRICULAR ACTIVITIES, SUCH AS FIELD TRIPS, AND ATHLETIC EVENTS, AT THE DISCRETION OF THE PRINCIPAL.

NOTE: Suspension means Out-of-School unless otherwise indicated.

TYPES OF MISBEHAVIOR AND CONSEQUENCES

Absence from After School Detention

1st Offense: 2 additional days of detention for each detention missed.

2nd Offense: 2 days of in-school detention plus detention owed.

3rd Offense: 3 days suspension plus detention owed. Parent Conference required.

Misbehavior in Detention and In-School Detention

Failing to bring schoolwork, failing to do that work silently, or having to leave the room for other than an emergency, will result in another day of detention. More serious disruptions while already in Detention will result in in-school detention or out of school suspension.

Students misbehaving in the in-school detention room may get an out-of-school suspension. When the student returns, he or she must serve the in-school detentions missed.

Tardy to School or Class

Every tardy over two in a quarter will result in an after school detention.

Being in an Unauthorized Area Without Permission

1st Offense: 1 day detention.

2nd Offense: 3 days detention.

3rd Offense: 2 days in-school detention.

Cell Phone Violation

1st offense: Phone confiscated and student can pick it up at the end of the school day.

2nd offense: Phone confiscated and parent/guardian can pick it up in the office or phone call with administrator where an alternative plan is made.

3rd offense: Phone confiscated and parent/guardian can pick it up in the office, plus one day in-school detention.

Disobedience in General

1st Offense: 1 day detention.

2nd Offense: 3 days detention.

3rd Offense: 2 days in-school detention.

Physical Aggression

1st Offense: 1 day in-school detention

2nd Offense: 2 days in-school detention

3rd Offense: 3 days suspension. Parent Conference required.

Fighting

1st Offense: 2 days in-school detention.

2nd Offense: 3 days suspension. Parent Conference required.

3rd Offense: 10 days suspension. Recommendation for expulsion.

Fireworks, Matches, Lighters, etc. in School

1st Offense: 1 day in-school detention.

2nd Offense: 3 days in-school detention.

3rd Offense: 3 days suspension.

Forgery

1st Offense: 2 days detention.

2nd Offense: 2 days in-school detention.

3rd Offense: 3 days suspension.

General Misbehavior

Minor discipline at the discretion of the teacher or administration. General misbehavior might include repeated failure to do schoolwork, minor disturbances, loaning money, not walking quietly in the hallways, etc.

Writing on one's self or others

1st offense: warning

2nd offense: lunch/recess detention

3rd offense: after-school detention

Gross Disrespect*/ Disobedience or Insubordination (toward any school employee)

The pupil will be removed from class for the remainder of the day, and:

1st Offense: 2 days in-school detention.

2nd Offense: 2 days suspension.

3rd Offense: 5 days suspension.

(If a student curses or threatens an employee, the more severe action may be taken immediately.)

Horseplay

Because horseplay can often lead to injury or more serious fighting, it is not allowed.

Students who engage in horseplay will receive the following punishment. In more severe cases the principal may decide on a harsher punishment.

1st Offense: 1 day detention.

2nd Offense: 3 days detention.

3rd Offense: 2 days out-of-school suspension. Parent Conference required.

Repeat offenders accumulating three offenses that result in after school detention, in-school suspension, or suspension may be placed on Social Adjustment for a minimum period of two weeks. This means that the pupil will be excluded from all extra-curricular activities, including assemblies, carnivals, parties, field trips, and athletics. The student will also be assigned to Noon Detention and will not be allowed to go out for noon recess.

Leaving School Without Permission

1st Offense: 2 days detention.

2nd Offense: 2 days in-school detention.

3rd Offense: 3 days out-of-school suspension. Parent Conference required.

Lying

1st Offense: 2 days detention.

2nd Offense: 5 days detention.

3rd Offense: 2 days in-school detention.

Profanity

1st Offense: Verbal warning.

2nd Offense: 2 days detention.

3rd Offense: 2 days in-school detention.

Repeated Disruptive Behavior Resulting in Being Sent to the Office

1st Offense: Removal from the class for the remainder of the period. 1 day detention.

Parent notification.

2nd Offense: Removal from the class for the remainder of the period. 3 days detention.

Parent conference required.

3rd Offense: 2 days in-school detention. Parent Conference required.

4th Offense: 3 days suspension. Parent Conference required.

Theft

1st Offense: 2 days in-school detention. Parent notification.

2nd Offense: 3 days suspension. Parent notification. Report to Police.

3rd Offense: 5 days suspension. Parent notification. Report to Police. May be recommended for expulsion.

Bullying*, Threatening, or Intimidating Another Student

1st Offense: 2 days in-school detention.

2nd Offense: 3 days suspension. Parent conference required.

3rd Offense: 6 days suspension. May be recommended for expulsion.

Threats of Violence

Threats of violence, implied or stated, whether serious or in jest, toward others (School staff, students, school property) will be taken seriously and considered as gross disobedience.

Truancy (Skipping class or school) Note there are additional legal penalties for parents whose children are chronic truants.

1st Offense: Unexcused absence and 1 day detention per school period missed.

2nd Offense: Unexcused absence and 2 days in-school detention for each day or portion thereof missed. Report to Truant Officer.

3rd Offense: Unexcused absence and 4 days in-school detention. Report to Truant Officer.

Use or Possession of Drugs (including look-a-likes) (on school property at any time.)

10 days suspension. Parent Notification. Report to School Resource Officer/Police.

Recommendation for expulsion.

Use or Possession of Alcohol (on school property at any time)

10 day suspension. Parent notification. Report to School Resource Officer/Police.

Use or Possession of Tobacco Products (including Chewing Tobacco)

1st Offense: 3 days detention.

2nd Offense: 5 days in-school detention.

3rd Offense: 3 days suspension. Conference with parents.

Use or Possession of Weapons (i.e. guns, knives, etc. and as defined by Illinois School Code)

1st Offense: Immediate 10 Day suspension with recommendation for expulsion.

Report to School Resource Officer/Police.

Note: This includes Look-A-Likes, i.e. if it looks like a real gun the consequences will be the same as if it had been a real gun.

Vandalism

Students will be required to pay for the damages and will serve 3 detentions. A second offense will be reported to the Police and include suspension from school.

RIGHTS

Administrative Rights:

The administrator reserves the right to proceed to an appropriate measure of disciplinary action in order to preserve the learning climate and to insure the health, safety, and welfare of the students and staff.

Teacher Rights:

Teachers have the right to teach, free from interruption, and the right to preserve the climate for learning.

Student Rights:

Students will be afforded due process and the opportunity to present facts as they perceive them.

SEXUAL HARASSMENT

It is illegal and against the Board of Education Policy for any student, male or female, to sexually harass another student by:

1. Making unwelcome sexual advances or other verbal or physical contact of a sexual nature:
2. Making submission to or rejections of such unwelcome sexual conduct the basis for academic decisions affecting a student:
3. Creating the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive educational environment by such unwelcome sexual conduct.

A student engaging in sexual harassment will be subject to discipline up to and including expulsion.

Reporting Sexual Harassment:

1. If a student believes that he or she has been sexually harassed, the student or parent of the student should report the alleged act immediately to any teacher, the building Principal, or the Superintendent or designee.
2. There are no express time limits for initiating complaints under this policy: however, every effort should be made to file such complaints as soon as possible while facts are still known and potential witnesses are available.
3. Any student accused of sexual harassment will be notified of such accusations by the Principal.
4. The student will be given every opportunity for explanation, comments, and presentation of facts as he or she sees them. Witnesses may be called.

Investigating Sexual Harassment Charges

The Principal shall conduct the investigation. No complaint or identity of a complainant will be disclosed except when necessary to fully investigate the complaint and after notification of the complainant.

Dissemination of Sexual Harassment Policy

1. Any student or parent of a student is encouraged to raise questions he or she may have regarding sexual harassment with the principal or the superintendent.
2. A copy of this policy shall be included in student handbooks annually.
3. Students enrolling in the district after the beginning of the school year shall be provided handbooks and be informed of the policy and its regulations.

BEHAVIORAL INTERVENTIONS WITH STUDENTS WITH DISABILITIES

The policy of the Board of Education is on file in the building office for anyone to examine. Such intervention is also governed by policy from Perandoe and the State of Illinois.

BOARD OF EDUCATION POLICY

The Board of Education policy manual is on file in the school and district office and may be examined by a parent at any time.

Appendix

EAC Behavior Matrix

Expectations	Lockers and Hallways	Bathroom	Play Ground	Cafeteria	Gym/ Assemblies	All Areas
<u>Expect Respect</u>	1. Quiet Voices 2. Hands, Feet to Self	1. Flush 2. Give Privacy	1. Include Everyone 2. Play Fairly 3. Hands, Feet to Self	1. Quiet Voices 2. Use Good Manners 3. Hands, Feet to Self	1. Stay off stairs/ scorer's table/ platform 2. Hands, Feet to Self 3. Stay off Rail	1. Follow Directions 2. Be Kind & Polite 3. Use Inside Voices
<u>Always Be Safe</u>	1. Walk & Stay to the Right 2. Get Adult Help	1. Wash Hands, Use Soap, Throw Away Trash	1. Use Equipment Safely 2. Get Adult Help	1. Clean Up Space 2. Get Adult Help	1. Wait for Arrival, Dismissal Signal 2. Stay Seated during assemblies	1. Get Adult Help When Needed
<u>Come Prepared</u>	1. Be Ready 2. Be Prompt	1. Get In, Get Out	1. Dress for Weather 2. Wait and Walk	1. Wash Hands 2. Know Your Lunch Choice	1. Do not enter locker rooms without adult permission 2. Do not go on the stage 3. Put equipment away 4. Do not run or jump on bleachers	1. Use All materials Correctly.

Areas in the school those are restricted to students unless they are under the direct supervision of an adult are: Office, Teacher's Workroom, Other Classrooms, and the Stage

RIGHT TRACK TRUANCY PROGRAM FLOW CHART:

1. Local Interventions for Excused/Unexcused Absences- Each principal keeps track of “incidents” at his/her building and does interventions at the school level first. (See below)
2. Then: After 10 days absent, the student is referred to the Right Track Program at the Monroe/Randolph ROE or Perandoe.

Right Track Program begins:

3. Sheriff delivers a letter of referral to parents
4. TAOEP Interventionist or social worker visits student and parents. He or she creates the IOEP and monitors attendance.
5. Continued absences will result in a certified letter requiring the student and parent to appear in front of the Truancy Review Board at the Randolph County Courthouse.
6. Continued absences will result in a referral to the Randolph County States Attorney. Student and parent are required to appear in front of a judge.

Local Interventions at the building level:

1. After 4 days absent in one semester, a letter is sent to the parent expressing concern that there might be a potential problem with the students’ absences.
2. After 6 days absent in one semester, the administrator will place a phone call or make a visit to the parent discussing problems with attendance.
3. After 8 days absent in one semester, a letter is sent to the parent stating that if absences accumulate to 10 days in one semester, the student will be referred to the Right Track Program and a letter will be delivered to the parent from the Randolph Co. Sheriff’s Department. A review of the students absences will be made with the parent.
4. After 10 days absent in one semester, the student is referred to the Right Track Program and the sheriff will deliver a letter of referral to the parents stating that the student has been referred.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1. The right to inspect and copy the student’s education records within 15 school days of the day the district receives a request for access.

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

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

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

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

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

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

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

Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

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

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise

A photograph of an unnamed student is **not** a school record because the student is not individually identified. The District shall obtain the consent of a student's parent/guardians before publishing a photograph or videotape of the student in which the student is identified.

- 6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

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

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

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

Family Policy Compliance Office

U. S. Department of Education

400 Maryland Avenue, SW

Washington D C 20202-4605

STUDENT RECORDS

Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

The District maintains two types of school records for each student: *permanent record* and *temporary record*. These records may be integrated.

The *permanent record* shall include:

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)

- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations

- Attendance record

- Accident and health reports

- Record of release of permanent record information in accordance with 105 ILCS 10/6(c)

- Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

The *permanent record* may include:

- Honors and awards received

- School-sponsored activities and athletics

No other information shall be kept in the *permanent record*. The *permanent record* shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student *permanent record* is kept in the student *temporary record* and must include:

- A record of release of temporary record information in accordance with 105 ILCS 10/6(c)

- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)

- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction

- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit

- Completed home language survey

The *temporary record* may include:

- Family background information

- Intelligence test scores, group and individual

- Aptitude test scores
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
- Elementary and secondary achievement level test results
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- Honors and awards received
- Teacher anecdotal records
- Other disciplinary information
- Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placements hearings and appeals
- Verified reports of information from non-educational persons, agencies, or organizations
- Verified information of clear relevance to the student's education

SPORTS CODE

Philosophy: It is the CUSD #140 School Boards' intention that extra curricular sports and activities are important to the well-rounded development of the students in CUSD #140. Student participation in these activities should be a positive experience. The objectives of the Sparta CUSD #140 athletic program are to provide children with the opportunity to:

Develop physical skills

Engage in competitive activities

Learn new skills beyond those already acquired in physical education class and to improve the skills already acquired

Practice good sportsmanship as a means for learning good citizenship

Experience both winning and losing

Learn that consequences follow the violation of a rule

Experience working as a member of a team to achieve a goal

Experience a feeling of self-worth and to develop self-confidence

Dedicate themselves to the task of achieving a given goal

Gain experience in problem solving and decision making

Understand the ability to manage their time effectively

Engage in competitive experience in an acceptable manner

Develop school loyalty and school spirit

COACHES

Coaches and sponsors are "Ambassadors for CUSD #140". Coaches must be aware that their actions have an effect on the personal, as well as the athletic development of their athletes. Knowing that students emulate the actions of coaches, the following expectations are set forth:

1. Demonstrate Good Sportsmanship
 - a. Appropriately acknowledge opponent before and after game/match/meet regardless of the outcome of the event
 - b. Coach the entire game/match/meet regardless of how the team is competing
2. Ensure the safety of all athletes
 - a. Provide appropriate supervision at all times
 - b. Ensure that equipment is in proper working condition
 - c. Have appropriate safety equipment and emergency supplies available at all practices and competitions
3. Participation
 - a. Schedule appropriate practice sessions to begin at the date determined by the IHSA or the IJHSA
 - b. All scheduling must be approved by the Athletic Director
 - c. Attempt to involve all team members in games/matches/meets
 - d. Attempt to make all players feel a part of the team
4. Knowledge
 - a. IHSA rules and regulations
 - b. Hierarchy of skill progression
 - c. Game fundamentals will be taught to all players
5. All coaches will set an example for players to follow including actions, dress, and language at all times including:

- a. Practice
 - b. Competition
 - c. Locker room
 - d. Etc.
6. All expenditures must be approved by the AD
 7. All coaches will collect, inventory and check all equipment into storage at the end of the season.
 8. All coaches will ensure that equipment and grounds are secure and accounted for at all times.
 - a. Emergency kit must be accessible at all practices/competitions
 - b. All equipment must be stored away, and premises must be empty before leaving the facility.
 9. Tryouts
 - a. All students must attend tryouts unless they have been excused due to an emergency. Coaches will excuse players with emergencies. An emergency is defined as any sickness, death, or health problem with the student or student's family. Failure to attend all required tryout dates would result in the student being cut from the team. Coaches will arrange other times for excused players to tryout.
 - b. All students must have a current physical and proof of insurance on file with the athletic director before trying out for a team.

PARENTS AND ATHLETES

1. Equipment
 - a. Each athlete will be required to pay for equipment that they keep. The following is a list of equipment and items that are required to be purchased by individual team members. (This is not inclusive at this time.)
 - i. Baseball/Softball (Glove and Hat-Evansville)
 - ii. Basketball: Shoes
 - iii. Cheerleading: (Bodysuit, briefs, shoes, socks, hair bows-Evansville)
 - iv. Volleyball: (Jersey-Lincoln), (knee pads, socks-Evansville)
 - v. Track: Running shoes/spikes, (Tee shirts-Evansville)
 - vi. Cross Country:
 - vii. Dance Team: Shoes
 - b. All players are responsible for uniforms and equipment issued to them.
 - c. Players will be required to pay for any lost or damaged uniforms and equipment.
 - d. Players are not allowed to wear uniforms to school unless given permission by the Athletic Director.
2. Transportation
 - a. All players will be expected to ride the bus to away games.
 - b. Parents/other relatives of a student may take a student home after an away athletic contest/activity under the following conditions:
 - a. Parents or other relatives will be allowed to sign a child out after the contest has ended. Please do not approach coaches/sponsors before or during the contest.
 - b. Parents must fill out and sign a form designating which relatives are allowed to take their child home from an away event.

3. Tryouts
 - a. All students must attend tryouts unless they have been excused due to an emergency. Coaches will excuse players with emergencies. An emergency is defined as any sickness, death, or health problem with the student or student's family. Failure to attend all required tryout dates would result in the student being cut from the team. Coaches will arrange other times for excused players to tryout.
 - b. All students must have a current physical and proof of insurance on file with the athletic director to participate on a team.
4. Eligibility
 - a. The following grade level requirements have been established for participation in each of the junior high sports categories.

<u>LINCOLN</u>	
i. Softball:	6 th -8 th grade
ii. Baseball:	6 th -8 th grade
iii. Basketball:	6 th -8 th grade
iv. Girls Basketball:	5 th -8 th grade
v. Girls Volleyball:	5 th -8 th grade
vi. Cheerleading:	7 th -8 th grade
<u>EVANSVILLE</u>	
i. Softball:	5 th -8 th grade
ii. Baseball:	5 th -8 th grade
iii. Basketball:	5 th -8 th grade
iv. Girls Basketball:	5 th -8 th grade
v. Girls Volleyball:	5 th -8 th grade
vi. Cheerleading:	5 th -8 th grade
5. Participation
 - a. Students are to be in attendance at an event unless they are excused by the coach or sponsor.
 - b. Students who are absent from school all day or part of a day on the day of an event are not eligible to participate in that event, except as approved by the Athletic Director for a verified doctor or dental appointment. All athletes must be present the last half of the day of a practice or competition.
 - c. On the third tardy and/or absence on the day after an event, the student will not be eligible to participate in the next scheduled event except as approved by the Athletic Director for a verified doctor or dental appointment.
6. Code of Conduct- All members of Sparta CUSD #140 athletics and their parents are expected to adhere to the following code of conduct:
 - a. Players
 - i. Accept seriously the responsibility and privilege of representing your school and community. Display positive public action at all times.
 - ii. Treat opponents with respect. Shake hands prior to and after contests.
 - iii. Respect fellow teammates, coaches, officials, and opposing players at all times.
 - iv. Refrain from behavior that could incite the fans.

- v. When not participating in events, students are expected to remain in areas designated by the coaches or sponsors.
- vi. Participants shall not leave the site of an event when participating in a sport. Participants should not leave the gym during basketball or volleyball games. Students should not leave the school ground during track meets, baseball games, or softball games.
- vii. Accept their role as a member of a team, not an individual.
- viii. Follow all directions and guidance given by the coach.
- ix. Serve as a role model and a leader for younger students to follow.
- x. Abstain from using any tobacco, alcohol, or drugs at all times.
- xi. Follow all rules and regulations outlined in the Sparta CUSD #140 individual school handbooks.

*Failure to follow the above code of conduct may result in disciplinary action and/or removal from athletics. The athletic director and principal will be responsible for removing players from athletics.

b. Fans:

- i. Realize that a ticket is a privilege to watch a contest and support school activities, not a license to verbally assault others or be generally obnoxious.
- ii. Respect decisions made by officials.
- ii. Be a role model by positively supporting teams in every manner possible, including content of signs and cheers.
- iii. Respect fans, coaches, and players.
- iv. Be a FAN...not a FANATIC.
- v. PROFANTY is NOT allowed. Fans may be removed from a competition for use of profanity and obnoxious behavior. Fans removed from an event because of behavior will not be entitled to a refund of admission fees.

Smoking on school grounds is against the law. Please refrain from smoking on school grounds including the bleachers, outside the gym, in the parking lot or by the track.

MEDICATION POLICY

I. Authorization for the Administration of Medication and Emergency Medical Assistance

A. Any prescription, or non-prescription medication, brought to school must be taken directly by parent or designated adult to the school administrative office for storage. No student shall be in possession of prescription or non-prescription medication on school property or at school events.

B. School employees shall not administer to a student or supervise a student's self administration of any internal medicine in non emergency situations unless the following authorizations shall have been obtained.

1. A written order from the student's doctor, or anyone authorized to prescribe medication, is required for prescription and over the counter medication. The written order shall contain:

- A. Student's name
- B. Date of birth
- C. Prescriber's name, signature, and phone number
- D. Name of medication
- E. Dosage
- F. Route of administration of medication
- G. Directions for giving the medication
- H. Date of prescription
- I. Expiration date of prescription
- J. Diagnosis requiring medication
- K. administration or supervision.
- L. intended effect of medication
- M. Possible side effects
- N. Other medication the student is receiving

2. A written request and waiver of liability from the individuals requesting the administration or supervision

C. Parents may sign a written authorization for medical assistance, included in these procedures as the parental consent form for emergency treatment, in order to authorize the provision of emergency medical assistance to a student by school personnel during school hours or at school sponsored activities.

D. Authorizations required by this section shall be placed in the student's cumulative file, with a copy to the principal of the school which the student attends.

II. Administration of Medication

When the conditions in section A of these rules and regulations are satisfied, medication may be administered to students.

A. Prescription medications shall be brought to school in the original container which shall display:

1. The student's name
2. Prescription number
3. Medication name, dosage, route of administration and other required directions
4. Prescriber's name
5. Date and refill instructions
6. Pharmacy name, address, and phone number
7. Name or initials of pharmacist

B. Over the counter medications shall be brought to school in their unopened original container with the seal unbroken and the student's name affixed to the container.

C. All medications shall be stored in a separate locked or secure area. Medications requiring refrigeration shall be treated accordingly.

D. The Principal shall designate the employee or employees authorized to dispense the medication including employees who are required to administer medication in an emergency situation. Teachers or other non administrative employees, except school nurses, shall not be required to administer medication to students. However, such employees may be so designated if they agree or volunteer to do so. When necessary, the school Principal shall instruct these employees concerning the manner, in which the medication shall be administered, the circumstances requiring the administration of medication, and the possible side effects.

E. Each dose of medication shall be documented for the student's health record. Documentation shall include date, time, dosage and route and signature or initials of the person administering the medication. In the event the medication is not administered as ordered, the reasons shall be entered on the record.

F. When requested by the student's physical, the medication's effectiveness and side effects shall be assessed and documented.

G. Cough drops may be brought to school by the student as needed. A parent should send a note to school giving permission for the student to use the cough drops.

III. Emergency medical treatment

School personnel shall be authorized to render emergency medical assistance to any student whose parents have signed the written authorization for such assistance when paramedical personnel or licensed physicians are not available or have not arrived and such assistance is necessary to protect the student's health, safety or welfare. The school personnel providing emergency medical assistance shall attempt to contact the Principal as soon as possible and contact a licensed physician or certified paramedical personnel to provide or assist in providing emergency medical assistance. The student's

parent or guardian shall be contacted as soon as possible after the injury requiring treatment.

IV. Self Administration of medication

If a parent requests assistance from school personnel in a student's self administration of medication, the procedures set forth in these rules and regulations concerning the administration of medication by school personnel shall be followed.

V. Disposal of medication

The parents or guardian of a student will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent or guardian does not pick up the medication by the end of the school year, the principal or his or her designee will dispose of the medication and document that the medication was discarded. Medications will be discarded in the presence of a witness.

VI. Dissemination of this policy

A copy of the policy and these rules and regulations shall be distributed to the parents or guardians of each student within 15 days after the beginning of each school year or within 15 days after starting classes for a student who transfers into the school during the school year. A copy of the policy and these rules and regulations shall also be printed in the student handbook. In addition, at the beginning of the school year, students shall be informed of the contents of the policy and these rules and regulations in the following manner: students shall be informed of the contents of this policy by their home room teachers.

BULLYING

The Illinois State Board of Education has mandated that every school in Illinois have a Bullying Policy. (P.A. 92-0260, amending 105 ILCS 5/10-20.14).

Background

According to the National Association of School Psychologists, approximately one in seven schoolchildren is a bully or a victim, and the problem directly affects about five million elementary and middle school students in the United States. The most common form of bullying for girls and boys in middle school is teasing. However, physical abuse (for boys) and social ostracism/exclusion (for girls) rank second as the most common.

We realize that Evansville School is not immune to such statistics, and we will take a proactive approach, whenever possible, to quickly identify, intervene, and STOP any bullying that may be present in our school. Lincoln Middle School will strive to provide all students with a safe school environment that facilitates learning. This environment encompasses:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
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 anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

Definition and Examples

Bullying is defined as physical or verbal mistreatment of a person where an imbalance of physical or psychological power is created, with the bully being stronger (or perceived to be stronger) than the victim and causes a disruption to the learning environment. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter. This also includes the encouragement or prodding of other students to engage in these types of aggressive behaviors. Some examples of aggressive behaviors are, but are not limited to:

1. Physical: hitting, kicking, grabbing, spitting, etc.
2. Verbal: name calling, racist remarks, put-downs, extortion, etc.
3. Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying other's papers, and/or possessions, etc.

4. Written: threatening e-mail, notes, and/or graffiti, etc.

Reporting Procedures

Any staff member or student at Evansville School who has witnessed or has reliable information that a student or staff member has been subjected to bullying, shall report such incident to the principal, teacher, supervisor, or nearest school adult.

Confidentiality to the fullest extent possible will be observed at all stages of the investigation and for any hearings that take place. Also, retaliation against those who seek remedies under this policy is prohibited.

The principal is initially responsible for receiving oral or written reports of violations of this policy. The principal shall conduct the investigation according to administrative guidelines.

Training

The teacher and/or principal will provide age-appropriate methods of discussing the meaning, substance, and application of this policy with staff and students in order to minimize the occurrence of bullying and for staff to effectively respond to any such incidents. The students will review what bullying is, how to avoid such actions, and how to report any incidents of this unwanted behavior.

Evansville School also endeavors to teach its students various social and emotional skills to help them cope with bullying should it occur, or to understand when their own behavior could be considered bullying. These training programs include various character education programs, videos, and student conferences conducted by the principal.

Discipline

If the investigation of said complaints concludes that a pupil has engaged in bullying conduct prohibited by this policy, the pupil shall be subject to appropriate disciplinary actions as outlined in the Student Handbook, as well as legal requirements from state and federal sources.

Notification of the Parent / Guardian

It is our intention to notify the parent / guardian of any student involved in bullying activities, whether the student is the victim or the aggressor.

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 on the basis of actual or perceived race, color, national origin, 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 nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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.

Complaint Managers:2

Mrs. Laura Woodworth

Name
701 Oak, Evansville, IL 62242

Address
(618) 853-4411

Phone Number
lwoodworth@sparta.k12.il.us

Email Address

Mr. Kent Wall

Name
701 Oak, Evansville, IL 62242

Address
(618) 853-4411

Phone Number
kwall@sparta.k12.il.us

Email Address

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

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

INTERNET POLICY

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. 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.**

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

- 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;
- Unauthorized downloading of software; changing the desktop
- Downloading copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;

- Wastefully using resources (file space, printer paper etc.)
- Hacking or gaining unauthorized access to files, resources, or entities;

- 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;
- Using another user's account or password;
- Posting material authored or created by another without his or her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- 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:

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

No Warranties—The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not 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 school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

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

Security—Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. 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.

Copyright Web Publishing Rules—Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

- For each re-publication (on a Web site 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.
- Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- 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 Web site displaying the material may not be considered a source of permission.
- The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail—The E-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

- The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain 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 and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- 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.
- Use of the electronic mail system constitutes consent to these regulations.

Letter to Parent(s)/Guardians(s) Regarding Student Use of the Internet

Dear Parent(s)/Guardian(s),

We now have the ability to enhance your child's education through the use of the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world
- Information from government sources, research institutions, and other sources

- Discussion groups

- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC)

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Authorization for Internet Access* and discuss it together. The use of inappropriate material or language, violation of copyright laws, or any other violation of the District Internet Policy may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's action.

The District takes precautions to prevent access to material that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet Access.

Please read and discuss the *Authorization for Internet Access* with your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form and return it to your school.

USER NAME _____

(Required, if the user is a school staff member)

I understand and will abide by the School district use of Internet Policy. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District’s Internet connection and having access to public networks, I hereby release the School District and its Board Members, employees and agents from any claims and damages arising from my use, or inability to use the Internet.

DATE _____

USER SIGNATURE _____

(Required, if the user is a student)

I have read this *Authorization for Internet Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents or Board Members, for any harm caused by material or software obtained via the network. I accept full responsibility for supervision if and when my child’s use is not in a school setting. I have discussed the terms of the *Authorization* with my child. I hereby request that my child be allowed access to the Internet, through the School District.

DATE _____

PARENT/GUARDIAN NAME (Please Print)

Signature _____

STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618)443-5331.

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

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

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CARE OF STUDENTS WITH DIABETES

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

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

For further information, please contact the Building Principal.

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Authorization to Provide Diabetes Care

As provided by the Care of Students with Diabetes Act, I hereby authorize Sparta CUSD#140 and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, _____, consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that the School is provided with the most up- to-date and complete information regarding my child’s diabetes and treatment. Therefore, I consent to the release of information about my child’s diabetes and treatment by my child’s health care provider(s), [child’s health care provider(s)] , to representatives of Sparta CUSD#140. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, _____, and who may need to know this information to maintain my child’s health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent’s Signature*: _____ Date:_____

*Failure of Parent(s) to execute this document does not affect the civil immunity afforded the District and school employees by Section 45 of the Care of Students with Diabetes Act for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes, or any other immunities or defenses to which the District and its employees are otherwise entitled.

SCHOOL SPONSORED & NON-SCHOOL SPONSORED PUBLICATIONS K-8

Non-School-Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

SURVEYS BY THIRD PARTIES

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

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

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. 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.

PARENT/GUARDIAN HANDBOOK ACKNOWLEDGEMENT K-8

Dear Parent/Guardian,

Please complete the following form and return it to the office.

- From the Parent/Guardian of:
- 1)
 - 2)
 - 3)
 - 4)
 - 5)
 - 6)
 - 7)

I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of EAC's rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

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

Signature of Parent/Guardian _____ Date _____

STUDENT HANDBOOK ACKNOWLEDGEMENT 4-8

I have received the Student/Parent Handbook. I have read the handbook and understand all of the rules and expectations. I agree to be responsible of following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

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

Student Signature

Date