

Dear Students and Parents:

On behalf of the staff at Ladd School, I would like to welcome all of our students and parents to the 2016-2017 school year. Our staff is looking forward to an exciting and rewarding school year.

As always, the Ladd Staff has high expectations for all of our students. Our primary goal is to provide a safe, warm, and nurturing environment and to create learning opportunities that motivate children to develop to their fullest potential. We believe that children have a natural desire to learn, but must be taught how to become independent learners. To be successful in the 21st Century, people need to use new information, creatively problem solve, effectively adapt to change and learn to be a part of a team. We believe that our students need to attain these skills to become responsible citizens so they can make productive contributions to our society. The students of today are the future of tomorrow!

I invite both students and parents to become an integral part of our learning community. In this community, students, parents, staff and community members need to work collaboratively to promote the importance of education and to provide the best possible education for every one of our students.

Without student involvement, there would be no learning community. It is the responsibility of each student to learn as much as you possibly can. The more you learn now, the better prepared you will be for your future. Parental involvement in school is equally important to a child's overall educational experience. By cooperating and supporting each other, parents and teachers will all be able to do their jobs more effectively.

We are looking forward to a very challenging and rewarding school year. Students, throughout the year talk with your teachers when you have questions or concerns about anything. We are here to help you. Parents, if you have questions or concerns about your child's progress in the classroom, please contact your child's teacher. If you have any other questions or concerns, please contact our office and we will direct you to the staff member who can best assist you. Ladd School's office is open Monday through Friday from 8:00 – 4:00. Please feel free to call or stop by any time. We want this to be your best school year ever!

Mrs. Michelle V. Zeko, Superintendent

Dear Parents/Guardians:

A successful school experience for any student can be achieved only when there is complete understanding and cooperation between home and school. It is our hope that your child, while attending school, will enjoy a most successful school experience.

The school makes only one demand of its students. It asks that every member contribute their talents and energy to the best of their ability. We attempt to channel this energy in the proper direction and give your students a wide range of educational opportunities. Your support of your student in completing class work, homework, and long-term projects, as well as their involvement in extra-curricular activities, is both encouraged and expected. Your investment will prove itself to be invaluable.

Through your interest in your child's program and school activities, it is our hope that we shall come to know you well during the school year.

The Faculty

TABLE OF CONTENTS

<p>Administration of Medicine..... 36</p> <p>Agency and Police Interviews 24</p> <p>Asbestos Management Plan Notice 36</p> <p>Athletic Schedules 37</p> <p>Attendance Requirements 9</p> <p>Awards..... 30</p> <p>Band & Jr. High Chorus Required..... 30</p> <p>Behavioral Interventions Policy for Students With Disabilities 22</p> <p>Bicycle and Other Wheeled Transportation..... 12</p> <p>Board of Education 3</p> <p>Book Rental/Technology/Supply Fees 33</p> <p>Cafeteria Rules 11</p> <p>Child Abuse 27</p> <p>Communicable & Chronic Infectious Disease..... 8</p> <p>Discrimination Policy 4</p> <p>Discipline Committee 23</p> <p>Dress Code..... 13</p> <p>Due Process Procedure for Expulsion 21</p> <p>Due Process Procedure for Suspension 21</p> <p>Emergency Drills 35</p> <p>Equal Educational Opportunities 7</p> <p>Exploratory Classes..... 30</p> <p>Faculty 3</p> <p>Family Privacy Rights 32</p> <p>Fees per Student 34</p> <p>General Conduct Rules 10</p> <p>Grades PreK-4 Bus Students 7</p> <p>Grading Periods 5</p> <p>Grading Standards 29</p> <p>Grading System 29</p> <p>Guidelines for Sponsored Dances..... 15</p> <p>Harassment of Students Prohibited..... 26</p> <p>Health Examinations, Immunizations, Exclusions..... 8</p> <p>Home – School Communication..... 14</p> <p>Home and Hospital Instruction..... 9</p> <p>Homework Policy 14</p> <p>Honor Rolls 30</p> <p>Hot Lunch Ordering Procedures 34</p> <p>Jurisdiction 23</p> <p>Lost and Found 11</p> <p>Medication Authorization Form 43</p> <p>Mission Statement 3</p> <p>Monitoring of Discipline Procedures..... 15</p> <p>Non-Custody Parents Rights..... 32</p>	<p>Offender Community Notification Laws 36</p> <p>Parent-Teacher Conferences 15</p> <p>PTO 41</p> <p>P.E. Requirements 30</p> <p>Pest Management..... 36</p> <p>Playground Rules..... 11</p> <p>Progress Reports 5</p> <p>Reading and Math Improvement 27</p> <p>Remaining on School Grounds..... 6</p> <p>Retention of Students..... 31</p> <p>Recording Absence vs. Tardiness 9</p> <p>Schedules 6</p> <p>Scholastic Effort 14</p> <p>School Admission and Transfers to and from Non-District Schools 7</p> <p>School Bus Rules..... 12</p> <p>School Calendar..... 5</p> <p>School Cancellations/Early Dismissals 6</p> <p>Smoking Policy 6</p> <p>Special Conduct for Substitute Teachers 11</p> <p>Special Education 22</p> <p>Special Education Services..... 27</p> <p>Special Education Student Adjustments to the Disciplinary Code 22</p> <p>Speech-Language Screening..... 27</p> <p>Student Accident Insurance 34</p> <p>Student Discipline..... 16</p> <p>Student Desks and Lockers..... 11</p> <p>Student/Parent Handbook 4</p> <p>Student Pictures 34</p> <p>Student Planner..... 14</p> <p>Student Records..... 31</p> <p>Student Safety..... 38</p> <p>Student Spectator Rules..... 15</p> <p>Suspension & Participation in Extra-Curricular Activities 22</p> <p>Suspension from School and Homework..... 22</p> <p>Technology/Internet Use 27</p> <p>Telephone/Cell Phone Use 7</p> <p>Truancy..... 9</p> <p>Unadvised Absence 9</p> <p>Uniform Grievance Procedure 24</p> <p>Verification Handbook Received and Read..... 38</p> <p>Visitors 14</p> <p>Weapons Possession Policy..... 23</p>
---	--

LADD COMMUNITY CONSOLIDATED SCHOOL
“Where a bright beginning turns into a bright future.”
 (815) 894-2363 232 East Cleveland Street, FAX (815) 894-2364
 Ladd, Illinois 61329
 laddccsd94.com

BOARD OF EDUCATION

Mr. Mark Mosbach, President

Mrs. Marie Giordano, Vice President Mr. Dennis Galetti, Secretary Mr. Joseph Coutts	Mr. Nathan Fiocchi Mrs. Jane Piccato Mr. Paul Quinn
---	---

FACULTY

Mrs. Zeko	Superintendent Phone Ext. 154
Mr. Lawrence	Principal Phone Ext. 133
Mrs. Lawler	Pre-K Phone Ext. 101
Mrs. Wright	Kindergarten/Scholastic Bowl Phone Ext. 103
Miss Knowles	First Grade Phone Ext. 107
Mrs. Lonegra	Second Grade Phone Ext. 109
Mrs. Cattani	Third Grade Phone Ext. 111
Mrs. Bickett	Fourth Grade Phone Ext. 114
TBA	Fifth Grade/Cheerleading Sponsor Phone Ext. 140
Mrs. Bosi	6-8 Math/6-7 Social Science Phone Ext. 152
Mrs. Flanagan	Sixth Grade/6-8 Science/Track Coach/Lead Teacher Phone Ext. 121
Mrs. Perra	Seventh Grade/6-7 Lang Arts Phone Ext. 145
Mrs. Manning	Eighth Grade/8 Social Science/8 Reading Phone Ext. 150
Mrs. Michels	K-8 RTI/8 Grade Lang. Arts Phone Ext. 153
Miss Jalley	Physical Education/Athletic Director Phone Ext. 171
Mrs. Ribas	Cross country Coach/ Grades 7-8 Girls’ Basketball Coach/Head Track Coach Music K-8/Chorus/Band/Student Council/ Speech Team Co-Sponsor/Play Sponsor Phone Ext. 141
TBA	Learning Disabilities 5-8 Phone Ext. 139
Mrs. DeRubeis	Learning Disabilities K-4, 7/8 Volleyball Coach Phone Ext. 114
Mrs. Nawa	Speech Therapy Phone Ext. 135
Mrs. Kasperski	Special Education Paraprofessional
Mrs. Burkman	Paraprofessional
Mrs. Coutts	Pre-K Paraprofessional
Miss Burkman	Title I Paraprofessional
Mrs. Miller	Superintendent Secretary/Bookkeeper Phone Ext. 132
Mrs. Pinter	Building Secretary/Board Recording Secretary Phone Ext. 129
Mr. Dziarnowski	Maintenance Phone Ext. 148
Mr. Wilke	Custodian Phone Ext. 148
Mrs. Raineri	Head Cook Ext. 173
Mrs. Peterson	Assistant Cook
Mrs. McKane	Assistant Cook
Mrs. Bezely	District Treasurer
Mrs. DeRubeis	Grades 7-8 Volleyball Coach
Mr. Bosi	Grades 7-8 Boys Basketball
TBA	Grades 5-6 Boys Basketball
Mr. Burcham	Track Supervisor
Johannes Bus Service, Inc. (Bus Transportation)	888-712-3506

DISCRIMINATION POLICY

Ladd Community Consolidated School District #94 shall not discriminate against any student on the basis of race, religion, color, sex, national origin, economic status, or handicap. Complaints of alleged discrimination may be filed in writing with the office of the superintendent who serves as student grievance officer. Appeals may be directed in writing to the Board of Education by filing within fourteen calendar days of the original decision being received.

STUDENT/PARENT HANDBOOK

1. *This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct.). Membership or participation in a school-sanctioned activity is a privilege and not a property right.*
 2. *In addition, the principal, within the school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.*
 3. *This handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as an interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.*
 4. *When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this handbook.*
-

**Tentative
Ladd Community Consolidated School District #94
2016 – 2017 SCHOOL CALENDAR**

Monday	August 15	Teacher Institute
Tuesday	August 16	Teacher Institute
Wednesday	August 17	First day of Student Attendance Grades K-8—2:20 Dismissal
	August 18—Aug. 24	Staff Development—2:20 Dismissal
Friday	August 19	Preschool Preview
Monday	August 22	First day of Preschool Attendance
Tuesday	August 23	6:00 Curriculum Night
Wednesday	August 31	School Improvement Day—11:20 Dismissal
Monday	September 5	Labor Day Holiday—No School
Wednesday	September 14, 21, 28	Staff Development—2:20 Dismissal
Friday	October 7	Teacher Institute—No School
Monday	October 10	Columbus Day—No School
Tuesday	October 18	School Improvement Day—11:20 Dismissal 7:00 BVEC Music Festival at Ladd 2:20 Dismissal
Wednesday	October 26	
Monday	October 31	Grand March 1:30, PTO Halloween Parties follow
Thursday	November 3	Half-day Parent/Teacher Conferences—11:20 Dismissal Parent/Teacher Conferences—1:00-4:00, 6:00-8:00
Friday	November 4	Parent/Teacher Conferences—No School
Wednesday	November 9, 16, 30	Staff Development—2:20 Dismissal
Friday	November 11	Veteran's Day—School is in Session, Veteran's Day Program
Wednesday	November 23	2:20 Dismissal
Thursday	November 24	Thanksgiving Holiday—No School
Friday	November 25	No School
Wednesday	December 7	Staff Development—2:20 Dismissal
Tuesday	December 13	7:00 Winter Concert—2:20 Dismissal
Tuesday	December 20	PTO Room Parties begin at 1:15—2:20 Dismissal
Thursday	December 21	Winter Break—No School
Tuesday	January 3	School resumes after Winter Break
Friday	January 13	School Improvement Day—11:20 Dismissal
Monday	January 16	M. L. King Holiday—No School
Wednesday	January 25	Staff Development—2:20 Dismissal
Wednesday	February 1, 15	Staff Development—2:20 Dismissal
Wednesday	February 8	School Improvement Day—11:20 Dismissal
Tuesday	February 14	PTO Valentine Parties 2:15
Monday	February 20	President's Day—No School
Wednesday	March 1, 15, 29	Staff Development—2:20 Dismissal
Monday	March 6	Casimir Pulaski Day—No School, emergency day, if needed
Wednesday	March 22	School Improvement Day—11:20 Dismissal
Wednesday	April 5, 26	Staff Development—2:20 Dismissal
Monday	April 10	Spring Break Begins
Tuesday	April 18	School Resumes after Spring Break
Tuesday	May 2	7:00 Spring Concert—2:20 Dismissal
Wednesday	May 10	Staff Development—2:20 Dismissal
Friday	May 19	School Improvement Day—11:20 Dismissal
Tuesday	May 23	Tentative 9:30 Honors Day Program with Kindergarten Graduation Tentative 2:20 Dismissal Tentative Report Cards Tentative School Year Ends
Wednesday	May 24—May 30	Emergency Days, if needed
Monday	May 29	Memorial Day—No School

PROGRESS REPORTS

September 30

January 6

April 7

GRADING PERIODS

First Trimester Ends November 11 (59 Days) Report Card November 18
Second Trimester Ends February 24 (62 Days) Report Card March 3
(Tentative) Third Trimester Ends May 23 (55 Days) Report Card May 23

SCHEDULES

Students may arrive to school at 8:00 a.m. for breakfast. If eating breakfast at school, students should enter the north door by the concession stand and go straight into the Spirit Spot for breakfast.

All other students are not to arrive to school before 8:05 a.m. At 8:05 a supervisor is provided.

The Daily Schedule is as follows:

8:15Student entry bell Pre K-8
8:20 School Day begins
11:15Pre-K-4 Lunch dismissal
12:00 Pre-K-4 Afternoon classes begin
12:13 Grades 5-8 Lunch dismissal
1:03Grades 5-8 Afternoon classes begin
3:05Grades Pre-K-8 Dismissal
2:20 Grades Pre-K-8 Friday dismissal

On the day before Thanksgiving and staff development days, students will be dismissed at **2:20 p.m.** On School Improvement Days students will be dismissed at **11:20 a.m.**

SCHOOL CANCELLATIONS/EARLY DISMISSALS

1. If there is an unexpected cancellation of school due to adverse weather or other unexpected reasons it will be announced on the radio (WLPO/WAJK and WZOE) as early as possible. Usually if Hall High School cancels, there will be no school at Ladd School.
2. If school is in session and there is an "Emergency Early Dismissal" it will be announced on the radio immediately.
3. School cancellations and emergency dismissals will also be announced through the BCRalerts service. Parents may choose to sign up for this free service to receive texts/and or emails of school closings, early dismissals, or event cancellation information from the Bureau County Republican by accessing their website, bcrnews.com, and following the link on the right side of the page.
4. Please make arrangements in advance with your children so that they have a place to go, should there be an emergency dismissal, especially if you are not going to be home.

REMAINING ON SCHOOL GROUNDS AFTER ARRIVAL

Upon arriving at school, students are to remain on the school grounds, until dismissal from school, or pre-arranged pick-up.

Ladd Community Consolidated School District #94 has a closed campus policy. Students are not to leave the school campus at any time, including the lunch period, unless accompanied by a member of our staff or by a responsible person designated by the student's parent or guardian.

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

SMOKING POLICY

Smoking on school grounds is prohibited.

GRADES PRE-K – 4 BUS STUDENTS

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

If your child will not be riding the bus home after school it is **extremely** important that a note signed by the parent be sent to the teacher informing them of the change in plans and who will be picking the student up from school. **All bus students will be sent home on the bus unless the teacher receives a note.** We ask that you discuss after-school plans with your child before sending him/her to school so they know where they are to go. **Please plan ahead to avoid unnecessary phone calls to the school.** If your child has a regular after-school activity on a particular day of the week, you may send one note informing the teacher that for the rest of the year on that day of the week, your child will not be riding the bus. (For example, music lessons, tumbling, religion, etc.) If there is a change of plan, a note will need to be sent that the child will be riding the bus that day. We will need your cooperation to assure that students get to the right location each day.

TELEPHONE/CELL PHONE USE

Teachers and students will not be called to the telephone during the school day except in an emergency. Telephones in the school are for business purposes and may be used by students only in an emergency. There is a telephone available in the hallway for student use after school if needed. Students are not allowed to have cell phones on during the school day or during extra-curricular activities. Students should leave their cell phones in their backpacks inside their lockers with the phone off. Cell phones found in a student's possession during the school day will be confiscated and may be picked up in the office at the end of the day. If a student's cell phone is confiscated two or more times during the school year, parents will need to pick them up in the office after school. (Please note: Pre-K – 4 students do not have locks on their lockers.) Cell phone use at extra-curricular events is at the discretion of the coaches. Cell phones are not allowed in the competition area. Unauthorized cell phone use at events will result in the coaches confiscating the cell phone with phone return at the discretion of the coaches. Coaches may have consequences for unauthorized cell phone use.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Sex Equity

No student shall, based on sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

SCHOOL ADMISSIONS AND TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS

Age - To be eligible for admission to Kindergarten, a child must be five years of age by September 1st of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school year. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

Parent(s)/guardian(s) may request early admission for a child. The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

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

1. A certified copy of the student's birth certificate or other reliable proof of identity and age. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate or other reliable proof of identity and age, the Building Principle shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within ten (10) days, the case shall be referred to the local law enforcement agency for investigation. If compliance is not obtained within that ten (10) day period, the Principal shall refer the case. The Principal shall immediately report to local law enforcement any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence in the district as required by *Board Policy 7:60, Residence*.
3. Proof of immunization or detection and the required physical examinations as required by State law and *Board Policy 7:100, Health Examinations, Immunizations, and Exclusion of Students*. (See section on Health Examinations, Immunizations, and Exclusion.)

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

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

HEALTH EXAMINATIONS, IMMUNIZATIONS, AND EXCLUSION

Students entering Kindergarten and Sixth grade, and any students enrolling in an Illinois school, regardless of grade level from out of state or out of country, must present a written copy of a physical examination dated within one year of entry by a doctor licensed to practice in the State of Illinois. State Law requires written evidence of immunizations for Polio, Diphtheria, Tetanus, Pertussis, Measles, Rubella, Hepatitis B, and Varicella. Beginning with 2015-16, students entering 6th grade must show proof of having received one dose of Meningococcal vaccine. Proof of immunity shall be documented evidence of having received vaccine or proof of disease verified by a health care provider. (Section 655.250) All children entering Kindergarten must have proof of a lead screening as part of the child's admissions physical examination. The only waiver of evidence of immunizations is through written objection that these requirements conflict with religious tenets or practices, or that the physical condition of the child is such that compliance would be a hazard to the health of the child. A dental exam is required for those students entering Kindergarten, second, and sixth grades. Eye examinations by a licensed optometrist or medical doctor who performs eye examinations are required for students entering Kindergarten or upon first entry into an Illinois school. Eye examinations must be completed on a State of Illinois Eye Examination Report and must be received prior to October 15 of the school year.

A STUDENT WHO DOES NOT COMPLY WITH THE REQUIREMENTS WILL BE DENIED ENTRY TO SCHOOL UNTIL COMPLIANCE IS MADE.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District's policies.

Parents/Guardians need to notify the building principal if their child has a communicable or infectious disease. The Illinois Department of Health mandates exclusion from school on a case by case basis for the following diseases: Chancroid, Chickenpox, Diphtheria, E. Coli, Fifth Disease, Viral Gastroenteritis, Giardiasis, Head Lice, Hepatitis, Herpes Simplex Virus, HIV, AIDS, Impetigo, Infectious Mononucleosis, Influenza, Measles, Meningitis, Mumps, Pertussis, Pink Eye, Pinworms, Polio, Rash, RSV, Ringworm, Rubella, Samonellosis, Scabies, Shigellosis, Shingles, Strep Throat, Scarlet Fever, and Tuberculosis.

If a child contracts an infectious disease, parents of the other children in that classroom will be notified by letter on a case by case basis.

ATTENDANCE REQUIREMENTS

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

1. Illness
2. Death in the immediate family
3. Observance of a recognized religious holiday
4. Reasons approved by the school administrator. Other absences from school are considered unexcused. The school Principal has the right to determine what constitutes an excused absence. Any other absences are subject to legal prosecution of the parents or legal guardians.

Please do not send a sick child to school as it only spreads the illness to others. A **good rule** is that it is fairly safe 24 hours after the temperature reaches normal. Students with chicken pox should remain at home until the fluid blisters have dried up and are scabbed over and they feel well enough to attend.

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

A written note from the parent or guardian is requested when the child returns to school. If the child has a communicable disease a note indicating that the child may return to school is required from the attending physician. Students will be considered truant unless the absence is cleared through the office within 24 hours upon the student's return to classes regardless of circumstances. Excessive absences will be referred to the principal for review and parental contact.

UNADVISED ABSENCE

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

RECORDING ABSENCE VS. TARDINESS

Kindergarten –Grade 1 – Instructional time missed is more than 2 hours and tardies are recorded for any time missed that is less than 2 hours.

Grades 2-5 – Half-day absences are recorded for more than 1 hour of instructional time missed and tardies are recorded for any time missed that is less than 1 hour. Tardies may occur during the beginning, middle, or end of the day.

Grades 6-8 – Half-day absences are recorded for more than 43 minutes of instructional time missed and tardies are recorded for any time missed that is less than 43 minutes.

TRUANCY

Repeated absence from school without a valid excuse is considered truancy. The District will contact the parents/guardians as the first step in dealing with the problem. School resources such as the social worker, psychologist, etc. are available in attempting to find a solution. If the problem is not resolved at the school, it will be referred to the Regional Office of Education Truancy Specialists.

HOME AND HOSPITAL INSTRUCTION

A student absent from school for more than 2 consecutive weeks because of health or physical impairment will be provided the services of a certified teacher in the home or hospital. Appropriate educational services shall begin as soon as eligibility has been established with a written statement from a licensed medical examiner and a written parental or guardian request filed in the office of the Superintendent.

Instructional time will be provided for a minimum of 5 clock hours per week on days when school is normally in session. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff to coordinate course work and facilitate the student's return to school.

GENERAL CONDUCT RULES

Acts of disobedience and/or misconduct will be reason for disciplinary action. Listed below are specific violations of conduct and the penalties which may be imposed for any acts which occur on the school grounds, on approved transportation vehicles, at extracurricular or co-curricular activities and/or athletic contests, both on and off school grounds.

Penalty: Out of school suspension/in-school suspension, possible expulsion and/or other disciplinary measures at discretion of the Superintendent.

1. Willful injury, threat of injury, or employment of any kind of object in a manner to risk or inflict harmful injury to another student, employee, volunteer helper, or any other person.
2. Use or under the influence of alcohol, drugs, tobacco, or use of dangerous weapons.
3. Possession of tobacco or other smoking substances, unauthorized or illegal drugs, paraphernalia, alcoholic beverages, matches, or any other dangerous weapons or materials which may present a hazard to health or safety.
4. Vandalizing or willfully damaging school property or property belonging to others. Parents are responsible for making restitution for any school or individual property their children willfully damage or destroy.
5. Cheating on examinations and tests.
6. Plagiarizing the work of others.
7. Unapproved or unauthorized absence from school, habitual tardiness, truancy, or leaving school grounds without permission during school hours.
8. Exhibiting gross disrespect for teachers, administrators, staff, guest teacher, volunteer personnel, or other students by either verbal or nonverbal means or insubordinate behavior.
9. Willfully disobeying reasonable orders, instructions, or requests issued by a teacher, administrator, staff member, guest teacher, or volunteer assistant.
10. Behavior which substantially or materially disrupts the educational process or discipline in the school or interferes with the conduct of any school sponsored activity.
11. Theft of either school or personal property.
12. Repeated minor incidents or misbehavior for which other disciplinary measures have failed to deter.
13. Gang activity or affiliation is prohibited on or around school grounds, on school buses, or off grounds at any school activity.

**Note: Any student under suspension or expulsion will not be permitted to attend after school activities, field trips, or any other special activities during the disciplinary period.*

Penalty: Minimum penalty of a disciplinary report filed and loss of privileges or written assignment:

1. Running, pushing, or tripping with no injury.
2. Hitting or throwing objects including snowballs with no injury.
3. Shouting/obscene language/gestures.
4. Any activity judged unacceptable by the staff or adults assisting the staff in a supervisory capacity.
5. Unauthorized use of the phone/cell phones.

Penalty: Disciplinary report filed or loss of privileges or other warnings.

1. Eating food or candy, and chewing gum will not be allowed at any time or drinking beverages in any area except the lunchroom during noon hour or at times and places designated by the faculty or administration.
2. Failure to have a required pass approved by the teacher before leaving a classroom or assigned area.
3. Sitting on tables or desk tops or tilting chairs back while sitting or placing feet on or in a desk.
4. Personal radios, tapes, CD players, CDs, headphones, laser pens, MP-3 players, I-Pods, etc. are not allowed on school grounds during school hours without special permission from faculty, coach, or sponsor of extra-curricular activities.
5. Students are not to bring athletic equipment, toys, etc. from home unless given permission by the teacher.
6. Students are to line up in a quiet, orderly manner when entering, leaving, or moving to other areas of the building such as P.E., Music, recess, breaks, lunch, etc.
7. Displays of public affection are not allowed.
8. Students are to use the designated entrance door when entering or departing the building, unless directed to use another by a staff member.
9. Failure to observe specific rules which teachers enforce within their classrooms.

SPECIAL CONDUCT FOR SUBSTITUTE TEACHERS

Student misconduct will not be tolerated. Any student who becomes a problem in a class conducted by a substitute teacher shall be sent to the office immediately by the substitute teacher. The substitute teacher shall keep a record of the time when the student was dismissed from class, and check with the office when he/she has time, to make sure that the student reported to the office, and to verify that such reporting was within a reasonable amount of time.

A student sent to the office for misconduct will be assigned an **Automatic After School Detention**, “no questions asked”. That Detention will be served under the same rules and regulations as detentions assigned by the regular staff.

STUDENT DESKS AND LOCKERS

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

LOST AND FOUND

Most Lost and Found items are placed on a table outside the cafeteria. Please mark everything brought or worn to school with your child’s name. The school will not be responsible for the loss of personal belongings. Items such as jewelry, watches, glasses, keys, or cell phones are turned in to the office.

CAFETERIA RULES

1. Students must come to the cafeteria for lunch at their assigned times and remain there until released by the cafeteria supervisor.
2. Students cannot leave the cafeteria for any reason without the permission of the cafeteria supervisor. Students wishing to see a teacher must have a permission slip.
3. The following behavior will not be tolerated in the cafeteria: pounding on tables, excessive noise, throwing food, food containers, or milk, blowing straw wrappers, stamping on milk cartons, taking other students’ food, excessive messiness, interfering with others trying to eat, abusing washroom privileges, being disrespectful to the lunchroom supervisor.
4. Students eating in the cafeteria are to be seated.
5. Students receiving hot lunch or milk are to do so in an orderly manner set up by the cafeteria supervisor.
6. Students eating in the cafeteria are to put their garbage in the containers provided in an orderly manner.
7. Students are responsible for cleaning up their messes on the tables and floor area so that another student may eat there.
8. There should never be a lot of noise coming from the cafeteria.
9. No energy drinks or beverages containing/advertising high amounts of caffeine, sugar, or other energy boosting ingredient allowed.
10. Students are not allowed to purchase soda/pop from the vending machines during school hours. Students who willfully purchase these items are subject to disciplinary action.
11. No glass bottles or containers are allowed at school.

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

PLAYGROUND RULES

1. All playground equipment must be used appropriately.
2. Students will be restricted to those areas of the playground authorized by the playground supervisor. The supervisor will monitor all playground activities.
3. Students may not go back into the building without permission.

4. Students may not leave the school grounds for any reason without permission.
5. Recreational equipment such as skateboards, roller skates, and others judged unsafe are prohibited.
6. Games of violence such as tackling, tripping, kicking, boxing, wrestling, karate, king of the hill, chicken fighting, and others judged to be too rough are not allowed.
7. Throwing snowballs, ice, mud, sticks, stones, or any other similar material is prohibited.
8. Students may not go outside the fenced areas unless given permission by a staff member.
9. Students who intimidate or bully another student or students will be disciplined in accordance with school policies and procedures. Examples include pushing, shoving, fighting, verbal abuse, or intimidation.

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

BICYCLE AND OTHER WHEELED TRANSPORTATION RULES

1. Bicycles/scooters are a means of transportation to and from school. They must be parked on the north side of the building in the racks.
2. If skateboards are used as a means of transportation, they must also be parked on the north side of the building in the racks.
3. Students should not lend their bicycles/scooters/skateboards to other students.
4. Students "borrowing" other students bicycles/scooters/skateboards without the permission of the owner will be subject to disciplinary action. This will be considered stealing.
5. Riding bikes to school is a privilege reserved for grades 1-8.
6. Do not arrive before 8:15 a.m.
7. The school is not responsible for damaged, lost, or stolen articles.
8. The wheels of "heeries" or other wheeled type shoes may not be used on school property.

SCHOOL BUS RULES

Johannes Bus Service, Inc.

888-712-3506

Safety on Johannes school buses is a primary concern. In order to facilitate safe transportation for their children, parents must cooperate with school officials in stressing the following rules of conduct.

Parents wishing to pick up their children at school before the bus loads must come into the building to meet their children and accompany them to the cars. Parents should notify the driver in writing that the children will not be riding home on the bus.

If possible, parents should notify drivers the day before, if their children will not be riding the next morning.

Parents are not to park in the bus lane during school hours.

Penalties: Under the school code 10-22.6 gross disobedience or misconduct in school or on a school bus are statutory basis for suspension.

The bus driver is in complete charge and has been instructed not to tolerate any misbehavior. Misbehavior or unreasonable conduct will be reported to the Principal or Superintendent. **Students who continually violate school bus rules will have their bus riding privileges suspended and will have to be transported to school by their parents until proper conduct on the bus can be assured.**

Bus Safety Rules

All Safety Rules must be honored. National, State, County, School District and Bus Driver safety rules are designed for the safety of all riders and must be obeyed.

1. Classroom Conduct

Students are expected to give the bus drivers the same high level of respect and obedience that they give their teachers. And in return they will get the same respect from the drivers. All school rules of conduct apply on the school bus. Any language and behavior prohibited at school are prohibited on the bus.

** It is up to the school and driver of the bus if they will allow Ipods, phones and Playstation DS games on the bus. The drivers ask that if you are playing these games you keep your voices low and no yelling or loud outbursts as it will take the Drivers attention away from the road thus causing a safety problem. If that is the case then you will not be allowed to carry any device on the bus.

2. Students are to be at their assigned bus stop **five minutes** before the arrival of the bus.
3. Students are not allowed to board the bus from the opposite side of the street. They are to board the bus when the door is on the same side as their assigned bus stop.
4. Sit in your seat and stay within your seating area.
Students should sit facing forward and remain in the seat until the bus stops.
Please do not lean your head against the back of the seat in front of you!!
**If the driver has to stop suddenly or there is an accident you run the risk of jamming your head and neck as well as your spinal column being injured.
Respect the person sitting next you by recognizing their space as just that, **THEIR SPACE**.
5. Talk softly to each other.
Try to talk quietly using only your regular classroom voices or inside voices. The drivers understand that you get excited and your voices start to go up, but it can actually be a distraction to the driver and create a dangerous situation if they continually have to take their eyes off the road to see if there is a problem.
6. Keep your backpack, your feet and your body out of the aisle.
Be careful not to block the aisle. By doing this you block the drivers view and make it harder for the other students who are getting on/off the bus.
7. Never throw anything on the bus.
Students may never create a dangerous situation by throwing anything inside the bus, outside the bus or at the bus. Unless directed by the driver or having asked the driver, students are not to lower the window or throw anything out the windows.
8. Always observe and follow the drivers Thumbs Up! Signal.
Bus stop conduct is extremely important. Remember all school rules of behavior apply at the bus stops. All riders must line up to board the bus. Never approach the bus from the rear to load. When departing the bus make sure to cross the road when the driver gives you the **Thumbs Up!** Signal.
9. Students must get off at their designated stop.
Unless the driver is directed by the school to let you get off at a different stop the student is not allowed to get off anywhere but their own stop. Do not give a note to the driver from your parents. All notes must be taken directly into the school office or parents can call the school.
10. NEVER touch or tamper with any safety device on a school bus unless instructed by your driver during an emergency or an evacuation drill. (is. Crossing arms, emergency doors, doors & latches, fire extinguishers)

DRESS CODE

The dress code of Ladd Grade School is one which allows students and their parents or guardians to select responsible styles of dress **that is seasonally appropriate**. Federal courts have ruled that schools may regulate students dress and grooming to the extent that it is not disruptive to the educational process, injurious to the health and safety of the student, or is not lewd or obscene. Other than this, it is up to the parents. It is our hope that parents co-operate in seeing that good taste in dress, grooming, and body cleanliness prevail.

Ladd CC School, therefore, requires that students meet the following standards for dress:

1. Students should not wear anything that will impair their health or safety. Clothing should be worn appropriately as it was intended to be.
2. Students in grades PreK-3 are required to have backs on their shoes/sandals.
3. Students should be neat and clean.
4. Students should not wear anything which would disrupt the education process. Students must recognize that brief and revealing clothing are not appropriate apparel in school nor at school-sponsored events. The following guidelines on brief clothing are examples and do not cover all situations.
 - a. Students shall not wear tank tops, halter-tops, garments with spaghetti straps, or strapless garments. Garments that are “see-through”, cut low, or expose one’s midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. “Fingertip Rule”—skirts and shorts must be at the tip of the student’s fingers, as the arm is extended down his/her side. Undergarments must not be visible.
 - b. No masks, hoods, hats, other forms of head cover, or sunglasses are allowed in classrooms or hallways. No jackets, coats, or other types of outdoor apparel are allowed in the building except when arriving and leaving.
 - c. Sagging pants. Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.
 - d. Holes in clothing in inappropriate places are not permitted.

- e. No clothing will be allowed which displays drug or alcohol advertisements or names, profane language, vulgar statements, satanic symbols, hate messages, sexual innuendo, tobacco ads, death, suicide, or violent messages.
- f. Shoes must be worn at all times.
- g. Students are not to wear or display any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang or secret society.

If appropriate clothing cannot be found at school, parents will be called to bring appropriate clothing.

HOMEWORK POLICY

All students attending Ladd Community Consolidated School are expected to finish work assigned by teachers and to hand it in on time. The classroom teacher will determine the consequences for incomplete homework. Each teacher will provide parents with their homework policy at the beginning of the year.

STUDENT PLANNERS

Students in Grades 3-8 have been provided with Student Planners by the Ladd PTO. Students are required to write assignments and due dates in their planners and check assignments off as they are completed. Planners should be taken to every class and should travel between home and school daily. Students are expected to keep planners neat and in good repair throughout the year. **If a planner is lost, the student must purchase a new one at a cost of \$5.00.**

SCHOLASTIC EFFORT/EXTRA-CURRICULAR INELIGIBILITY

Ineligibility is in place for students in grades 5th-8th. Teachers calculate ineligibility on the first student attendance day of the academic week. The ineligibility list is in effect until the first student attendance day of the following school week.

1. Extra-curricular participation is a privilege afforded to students who exhibit proper scholastic effort.
2. Teachers are to consider the student's ability to perform in relation to his/her effort rating.
3. Students must maintain a grade average of 70% or above in each class to remain eligible for extra-curricular activities. This includes participation in practices, games, performance, or attendance of the event.
4. The teaching staff will determine eligibility on a weekly basis.
5. Teachers are responsible for notifying students of ineligibility.
6. Parents will be notified by the school office.
7. Incomplete homework or class work may result in loss of recess or other socialization activities.
8. Any violated coach or sponsor's rules may also serve as a means of extra-curricular ineligibility or exclusion from the team.
9. Ineligibility will run through holidays, including Winter and Spring Breaks.

HOME – SCHOOL COMMUNICATION

Listed below are the staff members who should be contacted when parents or guardians have questions or concerns. Note the first person you should contact in any situation is the person who has been most directly involved. Here is a list of the most common concerns; however, it does not speak for every situation.

FOR A CONCERN REGARDING:	CONTACT:
The lessons taught in a particular classroom	Teacher
The behavior of students in a particular class	Teacher
The organization and/or instructional technique used in a particular classroom	Teacher
The grades or evaluation of a student's work in a particular class or subject.....	Teacher
Student behavior/activities during non-classroom hours (before/after school)	Coach/Supervisor/Principal
Rules, regulations, procedures, and schedules that apply to the entire school district.....	Principal
The facilities in the school.....	Principal
The discipline or penalties given a student.....	The Staff Member Involved
The overall evaluation of a student's academic progress	Classroom Teachers
The level or composition of the group or class to which a student is assigned	Classroom Teacher
A student's overall outlook, attitude, motivation, and potential.....	Classroom Teacher or Principal

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

VISITORS

All visitors to Ladd School are to check in and out in the office. Parents/Guardians are welcome to visit the school at any time. Students are not to bring younger brothers and/or sisters to school. Our experience has shown that bringing friends or relatives to visit in the school does not benefit the visitor and frequently distracts other students from their normal school work. Therefore, we cannot give permission for other students to visit during the school day. These regulations are for the protection of the student and in accordance with the Illinois School Code.

PARENT – TEACHER CONFERENCES

These meetings will be held whenever there is a need. The parent/guardian, teacher, or principal may initiate a conference. Parents/guardians should contact their child's teacher, or the Principal's Office, by sending a note, or calling the school office at 815-894-2363.

STUDENT SPECTATOR RULES

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

1. Students below fourth (4th) grade are not permitted to attend extra-curricular events without their parent or responsible adult supervisor and are to sit with their parents or the responsible adult if they attend games. High school students are to sit in the regular adult section.
2. Soda is not allowed in the gymnasium.
3. Street shoes and non-participants are not allowed on the playing floor of the gymnasium.
4. Students are not allowed to leave the gymnasium area to visit the concession stand during events except at half-time and between games. Students are not allowed in the hall or concession areas once the games begin.
5. The locker rooms are off-limits, except for the players.
6. The north hall restrooms are to be used at all athletic events.
7. No running or rowdiness is allowed.
8. All garbage is to be put in proper containers.
9. Students are to remain seated when play is in progress and pay attention to the game.
10. Good sportsmanship is to be displayed by all.
11. Students are not to throw anything.
12. Home or away, the same rules apply.
13. Players and cheerleaders must adhere to the rules set down for them for that particular sport by the coach or sponsor.
14. Participation in extra-curricular functions or school programs is required unless given permission by the teacher or coach in charge of the activity.

GUIDELINES FOR SPONSORED DANCES

1. Once the activity begins the students must remain in the building in the designated areas.
2. If a student leaves before the end of the activity, he/she will not be allowed back in.
3. No one leaves the dance until it is over unless a parent comes and picks up his or her child.
4. No one leaves with anyone other than the parent unless a note is signed by the parent stating the name of the person or persons the student is to leave with.
5. Hallway restrooms are to be used and are to be kept orderly.
6. Students must remove their shoes when in the gym. Only gym shoes are allowed.
7. Enter and exit through the concession stand doors only.
8. All other school rules listed in the school policy are effective and must be followed, as this is a school-related activity.
9. Anyone breaking a rule will be warned only once. The second time the student's parents will be called to come and pick them up.
10. Parents should arrive promptly at the end of the dance to pick up their children.
11. If someone gets sick, the chaperone will phone for him or her. Use the hallway phone.
12. The dance will begin and end at the designated times.

13. Only Ladd students are allowed to attend school dances.

MONITORING OF DISCIPLINE PROCEDURES

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

If a student does not follow accepted school procedures, the staff member will complete a Disciplinary Report form in triplicate. The report will indicate the infraction and the steps taken to correct the problem. The teacher will retain one copy, the school office will file one copy, and one copy will be sent to the parents.

If the infraction is minor, the teacher will indicate the actions taken to remedy the problem listed on the report. If the problem is chronic or is of a serious nature, the Principal/Superintendent will determine the remediation.

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

1. Verbal warnings without filling out a report form.
2. Verbal warnings with a written report.
3. Loss of privileges. (*Examples include: staying in for a portion or all of a recess period, loss of the privilege of attending field trips and/or loss of the privilege of attending extra-curricular activities.*)
4. Additional assignments or reports.
5. Detentions.
6. Suspension. Suspensions are assigned for serious offenses. (*A suspension is defined as the exclusion of a student from school and/or denial of educational services to which the student would otherwise be entitled, for a period not to exceed ten (10) school days.*) In school suspension for chronic classroom misbehavior is exclusion from the classroom for one to ten school days. Out of school suspension is the exclusion of a student from the school for a period of from one to ten days. The Board of Education has delegated to the Superintendent the power to suspend students in accordance to State laws and regulations.
7. Expulsions. Expulsions are assigned as a final measure. (*An expulsion is defined as an exclusion of a student from school and/or denial of educational services, to which the student would otherwise be entitled for a period of more than (10) days.*) Expulsions are identical to suspensions except for the duration of time. (Refer to Page 2, Paragraph 4)

STUDENT DISCIPLINE

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials or electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid not administered under a physician's care and supervision.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a weapon as that term is defined in the “weapons” section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members, guest teachers, or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- 10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
- 11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
- 12. Being involved with any public school fraternity, sorority, or secret society, by: being a member; promising to join; pledging to become a member; or soliciting any other person to join, promise to join, or be pledged to become a member.
- 13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- 14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- 15. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Disrespecting the authority of district/school employees. Examples of this include, but are not limited to, refusal to follow requests and directives, arguing with or personally insulting district/school employee(s); or gestures and behaviors that are intended to show disrespect towards district/school employees.

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

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

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

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student may be immediately transferred to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

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

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any weapon as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

HAZING PROHIBITED

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. *Hazing* means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities,
2. Conference with parents/guardians, and/or
3. Referral to appropriate law enforcement agency.

Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:

1. Suspension for up to 10 days, and/or
2. Expulsion for the remainder of the school term.

GANG ACTIVITY PROHIBITED

Students are prohibited from engaging in gang activity. A “gang” is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang;
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang; and
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days
- Expulsion not to exceed 2 calendar years

ELECTRONIC SIGNALING DEVICES

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

Cell Phones and Other Electronic Devices

The possession and use of smartphones, cell phones, and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned **off** during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. They may not be used for creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions* or *non-consensual dissemination of private sexual images* as defined in State law, i.e., *sexting*. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher; e.g., BYOT programs.

Examples of electronic devices that are used as study aids include devices with audio or video recording, iPods®, some cellular telephones, smartphones, laptop computers, and tablet computers or devices, e.g., iPads®.

Examples of electronic devices that are **not** used as study aids include: hand-held electronic games, CD players, MP3 players/iPods® used for a purpose other than a study aid, global positioning systems (GPS), radios, and cellular telephones (with or without cameras) used for a purpose other than a study aid.

The use of technology as educational material in a curriculum-based program is not a necessity but a privilege, and a student does not have an absolute right to use his or her electronic device while at school. Using technology as a study aid must always follow the established rules for the BYOT program. Using technology at all other times must always follow the established rules for cell phones and other electronic devices at school.

The School District is not responsible for the loss or theft of any electronic device brought to school.

DUE PROCESS PROCEDURE FOR SUSPENSION

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

The suspending school official shall give the student oral or written notice of the charges and the evidence to support the charges.

If the student denies the charges, an opportunity shall be given the student to present an explanation in a conference with the suspending school official.

The suspending school official shall make a decision and then inform the student, if suspension is to be imposed.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases the requirements of notice and hearing shall follow as soon as possible.

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

1. The reason(s) for the suspension, including a copy of the specific rules and regulations allegedly violated by the student.
2. The beginning date and the total number of days of the suspension.
3. The right of a review of the suspension will follow the procedure of Board Policy 7:200. A request for a review hearing shall be submitted in writing within two (2) days after the receipt of the suspension notice. Unless said review is requested within (2) days by the parents or guardian of the student the right to review is waived.
4. Upon request of the parents or guardians, a hearing shall be conducted by the Board of Education or a hearing officer appointed by the Board to review the suspension. After the hearing, the parents or guardians of the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, he/she shall submit to the Board a written summary of the evidence heard at the meeting. After its hearing upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

DUE PROCESS PROCEDURE FOR EXPULSION

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

The student and the parent(s) or guardian(s) of the student shall be notified by registered or certified mail of the following: The reason for the expulsion, including a copy of the specific rules and regulations allegedly violated by the student; the time and place of the hearing; the review hearing procedures set forth in the section below.

The hearing shall be conducted at a time and date mutually convenient to the parties involved. The hearing shall be conducted in closed session at the request of the parents/guardians or school administration.

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

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

SUSPENSION FROM SCHOOL AND HOMEWORK

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

SUSPENSION AND PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Suspensions greater than three (3) days or an accumulation of three (30) days of suspensions will be subject to review by the Discipline Committee in regard to limitation/or exclusion from the current year extra-curricular activities. This does not preclude suspension/dismissal from an extra-curricular activity by the coach/sponsor for violation of that activity's rules.

SPECIAL EDUCATION

A student may not be expelled for behavior which is or results from a handicap as defined in the Illinois revised Statutes, Chapter 22, Section 14-1.01 through 14.1.07 and the Rules and Regulations to Govern the Administration and Operation of Special Education. If as a result of the behavior the child is a direct physical danger to himself/herself, other students, faculty or school property, a student may be removed from school, suspended, or expelled.

If evidence is presented during an expulsion or suspension proceeding which indicates that the student's behavior is symptomatic of, or results from, a handicap as defined in the Illinois Revised Statutes or Special Education Rules and Regulations, the student shall be referred for special education evaluation pursuant to the Rules and Regulations to Govern the Administration and Operation of Special Education.

SPECIAL EDUCATION STUDENT ADJUSTMENTS TO THE DISCIPLINARY CODE

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

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

BEHAVIORAL INTERVENTIONS POLICY FOR STUDENTS WITH DISABILITIES

The purpose of this document is to outline the policy of School District #94 on the use of behavioral interventions with students with *Disabilities*. It is the fundamental principle of this policy that non adverse or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent and are preferable.

The use of positive interventions is consistent with the educational goals of enhancing student's academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary, and approached with caution and restraint. The use of restrictive interventions should maintain respect for the student's dignity and personal privacy, and adhere to professional practice. All of the procedural safeguards available to students with disabilities and their parents under the Individuals with Disabilities

Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing behavioral interventions.

It is the intent of School District #94 that behavioral interventions for a student with disabilities will incorporate procedures and methods consistent with generally accepted practices in the field of behavioral intervention. Interventions that are considered nonrestrictive are preferred because of both the low risk of negative side effects, and the high priority placed on behavior change. Nonrestrictive interventions may be used without the development of a written Behavior Management Plan within the student's Individual Education Program (IEP).

Restrictive interventions may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. These interventions should only be used when a Behavior Management Plan has been developed by the IEP Team and included in the student's IEP. Restrictive interventions shall be used for the minimal amount of time necessary to regain control of the individual's behavior. They shall be used in conjunction with positive interventions designed to strengthen appropriate behaviors. Corporal punishment is an illegal intervention and shall not be used. In addition, expulsion with loss of services is also illegal for students identified with a disability.

When confronted with an emergency situation in which immediate intervention is needed, such as to protect students, other individuals or the physical site from harm, school personnel may use an intervention that has been delineated in the student's Behavior Management Plan. The emergency situation selected shall be the least intrusive to reasonable response to the situation. When an emergency intervention has been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented with a copy sent to the parent or guardian.

School District #94 shall maintain a Behavioral Intervention Committee to implement and regularly review the district policy on the use of Behavioral Interventions.

This policy has been developed based on a review of the document entitled "*Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities*" prepared by the Illinois State Board of Education dated June 30, 1994. A Copy of these guidelines may be requested from the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001. A complete copy of Behavioral Interventions Policy and Procedure for District #94 may be requested from the Superintendent.

DISCIPLINE COMMITTEE

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

JURISDICTION

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

1. On, or within sight of, school grounds before, during, or after school hours, or at any 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 which bears a *reasonable relationship* to school.
3. Traveling to or from school or a school activity, function, or event.
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function.

WEAPONS POSSESSION POLICY

Weapons of any kind are not permitted on the grounds of Ladd CC School. Weapons found will be subject to being confiscated. Persons on the Ladd CC School grounds in possession of dangerous weapons or using any items in a way that is threatening towards others or may cause physical harm to persons or property may be subject to arrest. Disciplinary action may include, depending on the nature of the conduct, any of the following.

1. In-School Suspension.
2. Out-Of-School Suspension.

3. Police referral.
4. Recommendation to the Board of Education for expulsion.

AGENCY AND POLICE INTERVIEWS

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

Interviews by Police

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

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

1. The Building Principal will check the agent's credentials and any papers pertaining to a legal process.
2. The Building Principal will attempt to contact the student's parent(s)/guardian(s) and inform them that the student is subject to an interview, if appropriate.
3. If the DCFS agent does not want a parent(s)/guardian(s) present or notified during the interview, this stipulation must be in writing and signed by the DCFS agent.
4. Interviews will be conducted in a private setting. If the parent(s)/guardian(s) are absent, the Building Principal and one other adult witness, a member of the District staff, will be present during the interview.
5. The student may be removed from school by the DCFS agent if case circumstances warrant. A local law enforcement agency officer, designated DCFS employee, or a physician treating a child may take or retain temporary protective custody of the child without the consent of the person responsible for the child's welfare, if (1) he or she has reason to believe that the child's circumstances or conditions are such that continuing in his or her place of residence or in the care and custody of the person responsible for the child's welfare, presents an imminent danger to that child's life or health; (2) the person responsible for the child's welfare is unavailable or has been asked and does not consent to the child's removal from his or her custody; and (3) there is not time to apply for a court order under the Juvenile Court Act for temporary custody of the child. The person taking or retaining a child in temporary protective custody shall immediately make every reasonable effort to notify the person responsible for the child's welfare and shall immediately notify the Department.
6. No District employee may act as a DCFS agent.

UNIFORM GRIEVANCE PROCEDURE

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

- A. Title II of the Americans with Disabilities Act;
- B. Title IX of the Education Amendments of 1972;
- C. Section 504 of the Rehabilitation Act of 1973;
- D. Individuals With Disabilities Education Act, 20 U.S.C. § 1400 *et seq.*;
- E. Title VI of the Civil Rights Act, 42 U.S.C. §2000d *et seq.*;
- F. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e *et seq.*;
- G. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);

- H. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
- I. Curriculum, instructional materials, programs;
- J. Victim's Economic Security and Safety Act, P.A. 93-591
- K. Illinois Equal Pay Act of 2003, P.A. 93-0006; or
- L. Provision of services to homeless students.

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

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by US mail, first class, as well as the Complaint Manager. Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Nondiscrimination Coordinator:

Michelle Zeko

Name

Ladd CC School

Address

232 E. Cleveland Street, Ladd, IL 61329

815-894-2363 x 154

Telephone

Complaint Managers:

Holly Flanagan
Name
Ladd CC School
Address
232 E. Cleveland Street, Ladd, IL 61329
815-894-2363 x 121
Telephone

David Lawrence
Name
Ladd CC School
Address
232 E. Cleveland Street, Ladd, IL 61329
815-894-2363 x 133
Telephone

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District 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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyber-bullying* 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.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12. The District uses the definition of *bullying* as provided in this policy.

1. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
2. 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.

Complaint Manager:

David Lawrence

Name

232 E. Cleveland Street

Address

Ladd, IL 61329

Email

dlawrence@laddccsd94.com

Telephone 815-894-2363

3. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
4. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

5. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
6. 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.
7. A student will not be punished for reporting bullying or supplying information, even if the District'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.
8. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
9. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
10. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and

e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

11. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

HARASSMENT OF STUDENTS PROHIBITED

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

Complaints of harassment, intimidation, or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that

the District will not tolerate harassment, intimidation, or bullying, by including this policy in the appropriate handbooks.

Sexual harassment of students is prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. substantially interfering with a student's educational environment;
 - b. creating an intimidating, hostile, or offensive education environment;
 - c. depriving a student of educational aid, benefits, or treatment; or
 - d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussion of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

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

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

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

CHILD ABUSE

According to Illinois Law, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child, shall report such cases to the Department of Children and Family Services. In such situations, the staff member shall notify the Superintendent that the reports have been made.

SPEECH – LANGUAGE SCREENING

In accordance with PL. 94-142/IDEA, Ladd CC School will provide Speech-Language Services to its students. In order to identify students in need of Speech-Language Services, screenings will be conducted.

During the screenings, which last approximately 10 minutes, the Speech Pathologist will listen for the way each child produces sounds in words, the way he/she puts words together to form sentences, the influence of his/her speech (stuttering) and the quality of his/her voice along with some other language skills.

Students who will participate in the screening include all new students to the District whose file contains no records of a Speech Screening (including Kindergarten students) and transfer students from out of state.

Parents will be notified if their child is in need of further speech-language evaluations.

SPECIAL EDUCATION SERVICES

Ladd Community Consolidated School District 94 is a member of the BMP Tri-County Special Education Cooperative, 526 Bureau Valley Parkway, Princeton, Illinois.

Students recommended to the Building Based Team for intervention may be referred by the team for testing to determine special education needs. These students are then tested to discover the best ways to meet their educational needs. Some of the services are provided by the local District, such as Speech Therapy and LD (Learning Disabilities) resource room. Most other services are provided by other school districts and students are sent to these areas where services are available.

Testing is provided through the central BMP Office in Tiskilwa. Outside agencies, at times, may be consulted.

READING AND MATH IMPROVEMENT

The Board of Education funds a reading and math improvement program structured to provide supplemental instruction to students. First priority is given to students whose performance is one or more grade levels below their peers. Pending availability of space, consideration will be given other students experiencing difficulties within the classroom setting.

TECHNOLOGY/INTERNET USE

Acceptable Use of Electronic Networks

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

Terms and Conditions

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

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

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

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

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

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

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the

user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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

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

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

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

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

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

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

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

Internet Safety

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

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

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

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

Student Authorization for Electronic Network Access

Dear Parents/Guardians:

Our School District has the ability to enhance your child’s education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Electronic Network Access* once while the student is enrolled in the School District.

The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the School District respects each family’s right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child’s actions. If you agree to allow your child to have an Internet account, sign the *Authorization* form below and return it to your school.

Authorization for Electronic Network Access Form

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:

All use of the Internet shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. 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 materials 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 *Acceptable Use of Electronic Networks* with my child. I hereby request that my child be allowed access to the District’s electronic network, including the Internet.

Parent/Guardian Name (*please print*)

Parent/Guardian Signature

Date

Students must also read and agree to the following before being granted unsupervised access:

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the

District's electronic network 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 of, or inability to use the District's electronic network, including the Internet.

Student Name *(please print)*

Student Signature

Date

Return the permission form and student use contract to the office. This form will be kept on file for as long as the student attends Ladd School.

Online Privacy Statement

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

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

Network Traffic Logs

In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as e-mail headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

Web Site Visit Logs

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

Cookies

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

Information Voluntarily Provided by You

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

Each Web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or listed below, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

Communication Preferences

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

Web Links to Non-District Web Sites

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

Please email your questions or concerns to the System Administrator David Lawrence.

Keeping Yourself and Your Kids Safe On Social Networks

For students:

- Put everything behind password protected walls, where only friends can see.
- Protect your password and make sure you really know who someone is before you allow them onto your friend's list.
- Blur or morph your photos a bit so they won't be abused by cyberbullies or predators.
- Don't post anything your parents, principal or a predator couldn't see.
- What you post online stays online - forever!!!! So ThinkB4Uclick!
- Don't do or say anything online you wouldn't say offline.
- Protect your privacy and your friends' privacy too...get their okay before posting something about them or their pics online.
- Check what your friends are posting/saying about you. Even if you are careful, they may not be and may be putting you at risk.
- That cute 14-year old boy may not be cute, may not be 14 and may not be a boy! You never know!
- And, unless you're prepared to attach your blog to your college/job/internship/scholarship or sports team application...don't post it publicly!
- Stop, Block and Tell! (don't respond to any cyberbullying message, block the person sending it to you and tell a trusted adult).
- R-E-S-P-E-C-T! (use good netiquette and respect the feelings and bandwidth of others).
- Keep personal information private (the more information someone has about you, the more easily they can bully you).
- Google yourself! (conduct frequent searches for your own personal information online and set alerts ... to spot cyberbullying early).
- Take 5! (walk away from the computer for 5 minutes when something upsets you, so you don't do something you will later regret).

And for parents:

- Talk to your kids - ask questions (and then confirm to make sure they are telling you the truth!)
- Ask to see their profile page (for the first time)...tomorrow! (It gives them a chance to remove everything that isn't appropriate or safe...and it becomes a way to teach them what not to post instead of being a gotcha moment! Think of it as the loud announcement before walking downstairs to a teen party you're hosting.)
- Don't panic...there are ways of keeping your kids safe online. It's easier than you think!
- Be involved and work with others in your community. (Think about joining WiredSafety.org and help create a local cyber-neighborhood watch program in your community.)
- Remember what you did that your parents would have killed you had they known, when you were fifteen.
- This too will pass! Most kids really do use social networks just to communicate with their friends. Take a breath, gather your thoughts and get help when you need it. (You can reach out to WiredSafety.org.)

- It's not an invasion of their privacy if strangers can see it. There is a difference between reading their paper diary that is tucked away in their sock drawer...and reading their blog. One is between them and the paper it's written on; the other between them and 700 million people online!
- Don't believe everything you read online - especially if your teen posts it on her blog!

For more information, visit www.WiredSafety.org; www.stopcyberbullying.org.

Reprinted with permission from "Parry Aftab's Guide to Keeping Your Kids Safe Online, MySpace, Facebook and Xanga, Oh! My!" Parry Aftab, Esq., www.aftab.com.

Resources for Students and Parents

Resources for students:

- Federal Trade Commission - Social Networking Sites: Safety Tips for Tweens and Teens www.ftc.gov/bcp/edu/pubs/consumer/tech/tec14.shtm
- Connect Safely - Social Web Tips for Teens www.connectsafely.com/Safety-Tips/social-web-tips-for-teens.html (2008).
- Life online (Girls Scouts and Windows) - lmk.girlscouts.org/Online-Safety-Topics/Social-Networking/Is-It-Safe-/Test-Your-Knowledge-on-Social-Networking-Safety.aspx. Test for knowledge of networking safety.

Resources for parents:

- Safety Web - Social Networking Safety Tips for Parents, Monitoring Social Networking of your Child www.safetyweb.com/social-networking-safety-tips. Great comprehensive article for parents.
- Connect Safely - Social Web Tips for Parents www.connectsafely.com/Safety-Tips/social-web-tips-for-parents.html (2008).
- National Cyber Security Alliance - Social Networking www.staysafeonline.org/in-the-home/social-networking (August 30, 2010).
- National Consumers League - Social networking security and safety tips www.nclnet.org/technology/9-safe-computing/152-social-networking-security-and-safety-tips.
- DHS U.S. CERT - Socializing Securely: Using Social Networking Services www.us-cert.gov/reading_room/safe_social_networking.pdf.
- DHS U.S. Computer Emergency Readiness Team - Staying Safe on Social Network Sites www.us-cert.gov/cas/tips/ST06-003.html (January 26, 2011).
- Internet Safety: Social Networking Sites for Children www.privatewifi.com/internet-safety-social-networking-sites-for-children/ (March 30, 2011).
- 8 Safe Social Networks for Kids kommein.com/8-safe-social-networks-for-kids/ (Jan. 5, 2011). List of sites that are compliant with Children's Online Privacy Protection Act and have parental controls

Children's Online Privacy Protection Act

RE: Children's Online Privacy Protection Act

The Children's Online Privacy Protection Act gives parents control over what information websites can collect from their children. Many companies, however, are not providing information about what data a mobile app collects, who will have access to that data, and how it will be used. Allowing your child access to games and other seemingly harmless applications on a smartphone or computer risks his or her exposure to intrusive marketing and access to personal information.

A recent survey of apps for children by the Federal Trade Commission found that 10 percent of apps with social networking services did not disclose their presence; 17 percent of the apps allowed children to make purchases without parent/guardian consent; and 58 percent contained constant advertising, while less than 20 percent disclosed that advertising would appear.

The following suggestions may help keep children from being bombarded by unwanted advertising, from making unwanted purchases and from disclosing personal information and location:

- Be choosy about the applications that you let your child use. Try the app yourself to check for advertising messages and/or social networking and purchase options before allowing your child access.
- Select activities that do not require access to the Internet or an application, such as looking at family pictures or listening to preselected music, screened and approved by you.
- Make certain that the ability to make purchases is password protected.

- Set up family rules and consequences explaining that all purchases made via a smartphone or computer must have parent/guardian consent.
- Caution children about the use of social networking and other sites and/or apps that can pinpoint locations.
- Monitor computer and smartphone use whenever and wherever possible.

For more information on the Children’s Online Privacy Protection Act, please see the following links:

www.ftc.gov/opa/2012/12/kidsapp.shtm

www.ftc.gov/opa/reporter/privacy/coppa.shtml

GRADING STANDARDS

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

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

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

D – Assigned work is generally done, but the quality of work is poor.

Numerical Grades – Assigned to students doing failing work (below 70).

*Curriculum modifications will be made as necessary.

GRADING SYSTEM

Grade	Range	Honor Roll Points
A+	99-100	12
A	97-98	11
A-	95-96	10
B+	93-94	9
B	91-92	8
B-	89-90	7
C+	85-88	6
C	80-84	5
C-	76-79	4
D+	74-75	0
D	72-73	0
D-	70-71	0
Numerical Grades	0-69	0

HONOR ROLLS

Students in grades 5-8 are eligible for the Honor Roll. Honor Roll Averages are derived from the following areas of the curriculum. Reading, Math, Social Studies, Science, Language Arts. In grade 5 a student’s Spelling grade is also counted towards Honor Roll. In grades 6-8, a student’s Exploratory grades are counted toward Honor Roll. Health and Physical Education courses for students in grades 5-8 are Pass/Fail. “S” for satisfactory and “U” for unsatisfactory grades used in reporting some areas of the curriculum are not used in Honor Roll Grades.

High Scholastic Honor Roll is gained through achieving superior scholastic achievement. The student must have achieved an average between 10 and 12 points.

Scholastic Honor Roll is gained through achieving excellent scholastic achievement. The student must have achieved an average between 7.5 and 9.99 points.

EXPLORATORY CLASSES

Students in grades 6-8 will take an Exploratory class each quarter. This class will be graded and count toward Honor Roll. The purpose of the Exploratory classes is to give students expanded opportunities to enrich their curriculum in a concentrated timeframe. The cycle of Exploratory classes is listed below.

Grade 6

Study Skills

Computers

Fine Arts

Grade 7

Speech

Technology

Fine Arts

Grade 8

Fine Arts

Consumer Affairs

Google Apps for Education

SCHOLASTIC, ATHLETIC, AND PARTICIPATION AWARDS

High and Scholastic Honor Roll (Grades 5 through 8)	Perfect Attendance
Reading	Music
Science Fair	History Fair
Speech Team	Geography Bee
Music Contest Winners	Art Shows
Spelling Bee	Scholastic Bowl
Bowling	Exceeding Academic Standards
Community Club	Athletics (Grades 5 through 8)
Musical Cast & Crew	Chess Club
Illinois Principal's Association Student Recognition Award	Other Extra-Curricular Activities

8th Grade Graduation Awards

American Legion Citizenship	Presidential Academic Scholarship	American Legion Scholarship
Ladd School Citizenship	Ladd Academic Scholarship	

P. E. REQUIREMENTS

All students are required to take part in physical education classes. Any long term excuse of three (3) or more days must be requested in writing by a doctor, licensed to practice in the State of Illinois. A parent may request, in writing, that a student be excused not beyond two (2) days. All students in grades five through eight are required to dress for P.E. in proper attire, as prescribed by the P.E. instructor.

BAND AND JUNIOR HIGH CHORUS REQUIRED PARTICIPATION

Band in grades 5-8 and chorus in grades 6-8 are optional courses for students. To insure reasonable stability and avoid situations of exodus which could be harmful to the stability of the programs, the programs demand that the choice to participate ties the student in for a trimester at a time. The music instructor should be notified prior to the end of the trimester, by the parent, that their son/daughter will be exiting the program.

Along with the **commitment** to participate in band/chorus, is the additional responsibility to participate in performances and contests with the band and chorus, unless religious beliefs dictate otherwise.

This requirement does not include beginner's band, as the purpose here is one of adjustment and to test whether further participation would be of a positive nature to the program, student, parent, and music instructor, etc.

Failure to comply with the compulsory trimester commitment may result in a failure in band/chorus for the remainder of the trimester involved. Any departure from this rule will be a result of approval by the student, parent, music instructor, administrator, and Board of Education.

RETENTION OF STUDENTS

Students will not be promoted to the next higher level based upon age or other social reasons not related to academic achievement.

Kindergarten attendance is not state mandated therefore, retention at this level will be a decision made at a conference between the teacher and the parent.

Students in grade one or two who fail reading for the year and show low test scores in this area, will automatically be retained if the school or teacher feels it is in the best interest of the child.

Students in all grade levels, from 3 through 8, who show a failing average for the year in any two major subject areas will be retained if the school or teacher feels it is in the best interest of the student. Additional judgment may rest in student attendance, student capabilities, testing results, teacher judgment, and the student's conduct and effort.

STUDENT RECORDS

Ladd Grade School is in compliance with Federal and State Law in regard to student records.

The District will maintain two sets of school records for each student: a permanent record and a temporary record.

The permanent record includes:

Basic identifying information
 Academic transcripts
 Attendance record
 Accident and health reports
 Information pertaining to release of this record
 Honors and awards
 School-sponsored activities and athletics

The temporary record includes:

Family background
 Intelligence and aptitude scores
 Psychological reports
 Achievement test results
 Participation in extracurricular activities
 Honors and awards
 Teacher anecdotal records
 Disciplinary information
 Special education files
 Verified information of clear relevance to the student's education
 Verified reports or information from non-educational persons
 Information pertaining to release of this record

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

1. The right to inspect and copy of the student's education records within 15 school days of the day the district receives a request for access.
 Students less than 18 years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school 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 eligible 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. The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b)(15)).
2. The right to request the amendment of the student's education record that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper. Parent(s)/guardian(s) or eligible students may ask the district to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason. If the district decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the district will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act, or The Children's Privacy Protection and Parental Empowerment Act authorizes disclosure without consent. Disclosure is permitted without consent to school officials with legitimate education or administrative interest. 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 a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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 individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child and (2) references to expulsions or out-of-school suspensions, if the

challenge is made at the time of the student's school records are forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any persons for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order, and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

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 address, Academic awards, degrees, and honors, Information in relation to school-sponsored activities, organizations, and athletics, Major field of student, Period of attendance in school.

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

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits, or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under state law.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

NON – CUSTODY PARENT'S RIGHTS

It is the intention of the Ladd CC School District 94 to comply with both the laws and decisions of the court system in child custody cases. Therefore, parents with custody of their children must furnish the school with court orders which prohibit the release of students, or records, or both, to non-custody parents.

Non-custody parents have the right to information on grades and school progress, and this information will be provided by mail, if a request is made in writing to the school by the non-custody parent, unless a court order indicates that this right has been refused.

In cases of parental conflict, the school will contact the Sheriff's office, or other social agency, as necessary to protect the interests of the child.

FAMILY PRIVACY RIGHTS

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

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardians; or
8. Income other than a required by law to determine program eligibility.

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

ADMINISTRATION OF MEDICATION

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

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

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

1. All medications brought to school must be brought to the office immediately upon the student's arrival. **Exception:** *epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma (inhaler).*
2. No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed, "*School Medication Authorization Form*" (written form) is filed. This form shall be filed **prior** to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage. (See page 43/44 for form.)
3. Medication must be brought to the school in containers appropriately labeled by the pharmacy. The name of the doctor must be on the container.

BOOK RENTAL/TECHNOLOGY/SUPPLY FEES

Book rental fees include textbooks, workbooks, Weekly Readers and other publications, plus art/music, etc. supplies furnished by the school district. **Fees should be paid at registration.**

1. Checks should be issued to Ladd CC School. A check will provide you with a handy receipt to verify your payment.
2. In the remarks section write the child/children's name, type of fee such as book rental and the amount for each.
3. If cash payment is used, put each child's payment in a separate sealed envelope with the child's name, type of fee being paid, and each amount.
4. Separate checks are to be issued for student accident insurance. The premiums are not payable to Ladd School, but to the insurance company. (See the section on student accident insurance for the name of the insurance company.)
5. If you are unable to pay at the appointed time, you need to make payment arrangements with the office.
6. If you feel that you are unable to pay student fees, Fee Waiver applications are available in the office.
7. If books or school-owned materials are lost or damaged beyond repair parents will be charged a replacement fee for the item(s).

All delinquent fees owed to Ladd CC School are turned over to the school's attorney for collection at the end of each fiscal school year on June 30th. Please do not put yourself in this position.

FEES PER STUDENT

- | | |
|---|----------|
| 1. Book Rental/Supply Fee/Technology Fee for Grades PreK – 8..... | \$125.00 |
| 2. Activity Fee for Grades 5-8 extracurricular participants..... | 25.00 |
| 3. One half-pint of milk..... | \$0.35 |
| 4. Hot lunch price (includes 1 milk)..... | \$3.00 |
| 5. Breakfast price | \$2.00 |

6. Lock Replacement Fee (Grades 5 – 8)	\$10.00
7. Planner Replacement (Grades 3 – 8).....	\$5.00
8. Ladd School Folder (Grades K-2).....	\$3.00
9. Student ID Replacement (Grades Pre-K – 8)	\$5.00

HOT LUNCH/BREAKFAST ORDERING PROCEDURES

We are proud to provide a hot lunch and breakfast program here at Ladd CC School. These meals meet the federal and state dietary guidelines for proper nutrition. In order to provide the best meals possible, and keep costs at a reasonable rate, we need the full cooperation from parents and students to insure the success of this program.

Ordering procedures are as follows:

1. The meal program operates as a debit account. Meals must be paid for **before** the student eats. A monthly menu is available on the school’s website. Parents without internet access may request paper copies by contacting the school office. Review the menu with your child. If you wish to order meals, decide if you will be paying weekly, monthly, or by a dollar increment, whichever you choose. Make sure your child has at least enough money in his or her account for the number of meals he or she will be eating in that time frame.
2. You may pay by cash, check, or money order. **We strongly recommend payment by check for the best accountability.** Any money left on the account will rollover to the next school year. If a receipt for cash is needed, please come in to the office yourself and the secretary will give you a hand written receipt. No receipts will be given when a child turns in cash.
3. A sheet with barcodes for each grade will be used to scan the student eating that day. If you child’s balance falls below \$5.00, a note will be sent reminding parents to increase the child’s account. If a student’s account is depleted of funds and the child needs a lunch, the child will be served a meal and the account will be charged. A second notice will be sent to the parent. If the negative balance remains on the following Wednesday and the student needs a lunch, a B lunch will be provided consisting of a cheese sandwich, vegetable of the day, and milk only. The child’s account will be charged \$2.50 for this lunch. The child will continue to receive B lunches and charged for them until payment is received and the account has a positive balance.
4. Milk may be purchased with cash or scan system.
5. Grades 5-8 will be able to purchase “extras/a la cart”. Students may use cash or the scan system to pay for these items.
6. Free lunches and reduced price lunches are available through government subsidy to those families who have low income and meet the government qualification. Parents who wish to apply must fill out the government form requesting free and reduced price lunches. Income standards will be given to parents each year, as these standards change yearly. **You must complete the form and have approval to receive this government subsidy.**

STUDENT ACCIDENT INSURANCE

All K-8 students are provided with School Time insurance coverage at no cost to parents/guardians for the 2016-2017 school year. This coverage is for medical expenses for accidents that occur while attending regular school sessions and travel from your residence to and from school up to one hour before or after regular classes if school transportation is provided. It also covers students participating in extra-curricular activities and travel to and from the activity in any vehicle owned or leased by the school and supervised solely by school employees.

Parents/guardians may purchase 24-hour coverage through Illinois School District Agency. This is accident insurance only and can be purchased per school year. Please contact the office for an enrollment form or for additional information.

STUDENT PICTURES

A private company photographer comes to the school to take pictures of the students. The photography company sets prices. A yearbook of all grades and students is included with purchased picture packages and any extra copies printed may also be available for purchase. Fall picture packages must be paid for in advance to the photographer.

EMERGENCY DRILLS

Drills are conducted periodically throughout the school year. Examples include evacuations, storm drills, lock downs, and bus evacuations. All classes will be instructed on procedures to follow during these situations. Information is posted in each room used for educational purposes. Our bus provider conducts bus evacuation drills in the school parking lot for all students.

STUDENT SAFETY

Student safety is our District's top priority. Our district has developed a Comprehensive Safety and Security Plan. In addition to physical safety, the District is concerned with student's emotional well-being and will help students cope with an emergency or disaster and its aftermath. The following outlines our emergency and disaster response plans.

School Emergency Operations Plan (EOP)

The District has plans for all four phases of emergency and disaster management:

1. Prevention - the capabilities needed to avoid, deter, or stop an incident.
2. Preparation - the capabilities needed to: (a) protect students, teachers, staff, visitors, networks, and property against threats or hazards, and (b) mitigate the likelihood of an incident or to reduce the impact of one.
3. Response - the capabilities needed to stabilize an incident, save lives, establish a safe and secure environment, and facilitate the transition to recovery.
4. Recovery - the capabilities needed to restore the learning environment.

These phases are covered in each school Emergency Operations Plan. In addition, the District has a District Safety Coordinator and each school has a Safety Team. State law requires the District to annually review its plans.

Communications – The District will share emergency information via its website, information hotline, the media, and/or telephone contact.

Emergency responses – Emergency responses will depend on the circumstances and may include lockdown or evacuation. During a lockdown, no one may enter or leave the building until it is safe to do so. For evacuation purposes, each school has at least one off-campus site where students and staff assemble to be accounted for and temporarily housed.

In the unlikely event an emergency response is needed at your child's school, staff members will be busy supervising students. We will attempt to provide information through the District's website, laddccsd94.com, and/or the Bureau County Republican's free [bcralerts system](#). Parents may go to bcnews.com to sign up. Select More on the menu ribbon, then select [bcralerts](#).

If students are evacuated, students at Ladd CC School will go to the Ladd Fire Station. You may pick up your child at this location after notifying the school official in charge. Additional instructions will be given in the event of an evacuation, including alternative methods to return your child home.

Cooperation and Assistance Request

During any emergency or potential disaster and for the safety of all students and staff, please follow the instructions of the District Safety Coordinator as well as the Building Principal. These instructions will be widely disseminated. Defamatory or disruptive behavior will only lessen our response effectiveness.

If you have any questions, please feel free to contact the District office or your child's Principal. In the meantime, thank you for your cooperation and support.

Website Address: laddccsd94.com

BCR Alerts: [Sign up on bcnews.com to receive either texts, emails, or both](#)

Targeted School Violence Prevention Program

To maximize safety, the District has a process to identify *threats* and prevent *targeted school violence*. This process is part of the Targeted School Violence Prevention Program (Program). The Program is a portion of the preparedness and response phases of the District's Safety Plan for emergency operations plans and disaster management.

The District wishes to create a climate that encourages sharing *any* information about a safety concern with a trusted adult who can help. Sharing information about threats and safety concerns is everyone's responsibility: students, parents, staff, and community members. The question and answer section below is designed to help students, staff and parents understand when school officials want individuals to share information about a safety concern with the Building Principal.

What Is a Threat? A threat expresses intent to harm someone or something. It may be spoken, written, or expressed in another way. Threats may be direct ("I'm going to beat you up" or "I'm going to blow this place up!") or indirect ("Come and watch what I am going to do to him/her."). A threat can be vague ("I'm going to hurt him.") or implied ("You better watch out."). Any possession of a weapon or mention of one is a possible threat. Sometimes students make threats that may seem funny or "just kidding," but sometimes a threat is very serious and/or criminal. When you are in doubt as to whether the statement is kidding or serious, the responsible thing to do is to tell a trusted adult who can help.

What Is Targeted School Violence?

Targeted School Violence includes school shootings and other school-based attacks where the school was deliberately selected as the location for the attack and was not simply a random site of opportunity.

What Is the Connection Between Targeted School Violence and Bullying?

The Ill. State Board of Education’s School Bullying Prevention Taskforce report identifies bullying and targeted school violence as “part and parcel of the same issue: *interpersonal aggression*.” In all its forms, interpersonal aggression negatively impacts students, school personnel, and communities and should be reported, investigated, and responded to with appropriate interventions.

What Can Staff and Parents Do?

Educate students about what a threat is, encourage students not to make threats or “just kidding” statements in the first place, and reiterate that seeking help to prevent someone from getting hurt or hurting another is appropriate.

Be a Hero by Reporting Bullying and School Violence.

Who reports?	YOU, if you have information about bullying, harassment, school violence, and/or a threat of one of these actions. It doesn’t matter whether you are the target of bullying or think someone is being bullied, please report it!
What do I report?	Any activity that targets someone to be hurt. Bullying, harassment, school violence, and threats take many forms. One thing they have in common – someone is targeted to be hurt. Examples of these hurtful behaviors include unwanted teasing, intimidation, physical violence, humiliation, spreading false rumors, social exclusion, or theft or destruction of property. Bullying, harassment, school violence, and threats may occur almost anywhere students go – in school buildings, on school grounds or busses, at bus stops, for example. Bullying or harassing may also occur using social networking sites or cell phones.
When should I report?	As soon as possible.
Where or how do I report?	Tell any school staff member. You may do this in person, by phone, or by email. You may be asked to complete 7:180-AP1, E5, <i>Report Form for Bullying and School Violence</i> . You may make an anonymous tip.
Why should I report?	Fear and abuse have no place in our school. Be a hero and report bullying. If you are being bullied, a report will help you and other students who may also be targeted for bullying.
What will happen after I report?	An Administrator will: 1. Acknowledge and review your report. 2. Treat your report with privacy and respect. 3. Investigate your report. The school will not bring students who bully and those they bully into the same room to confront each other. All interviews will be private. 4. Take appropriate action that may include increased monitoring and supervision, restructuring schedules, additional resources, and disciplinary action for conduct code violations, among others. 5. Provide you with feedback, if appropriate.

ANNUAL ASBESTOS MANAGEMENT PLAN NOTICE

Ladd C.C. School District 94 has an asbestos management plan. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos-containing materials. The AHERA law requires that visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for public review in the school office. Should you wish to review the plans, please call to make an appointment between 8 a.m. and 4 p.m. Any concerns relative to asbestos should be directed to Michelle Zeko, Superintendent at 815-894-2363.

PEST MANAGEMENT

In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 48 hours prior to any pesticide applications on school property. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers, or deodorizers), insecticide baits, and rodenticide baits.

Ladd Community Consolidated School District #94 has therefore established a registry of people who wish to be notified. To be included in this registry, please send written request to: Superintendent, Ladd Community Consolidated School District #94, 232 East Cleveland Street, Ladd, IL 61329. Any other questions you may have regarding the District’s pest management practices may also be directed to the same address or (815) 894-2363.

OFFENDER COMMUNITY NOTIFICATION LAWS

State law requires the school to notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public.

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

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

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Polices website at:

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

2016 – 2017 ATHLETIC SCHEDULES

7 & 8 VOLLEYBALL

Game Time 4:00 p.m. Unless Noted

August 22 (Monday)	LaMoille	Away
August 25 (Thursday)	Malden	Home
August 29 (Monday)	Neponset	Away
August 30 (Tuesday)	Kewanee Central	5:30 Away
September 1 (Thursday)	Ohio	Home
September 8 (Thursday)	Bradford	Away
September 12 (Monday)	Bureau Valley North (Walnut)	Home
September 15 (Thursday)	Bureau Valley South (Buda)	Away
September 19 (Monday)	DePue	Home
September 22 (Thursday)	Annawan	Home
September 24 (Saturday)	BVEC Tourney (five games)	Neponset
September 26 (Monday)	BVEC Tourney (two games)	Neponset
September 29 (Thursday)	BVEC Tourney (two games)	Neponset

(Tournament Times will be announced later)

7 & 8 BOYS BASKETBALL

Game Time 6:00 p.m. Unless Noted

This schedule is subject to change due to non-conference games and tournaments

October 20 (Thursday)	Malden (NC)	5:30 Away
October 24 (Monday)	Ohio (NC)	4:00 Away
October 27 (Thursday)	DePue	5:00 Away
October 31 (Monday)	LaMoille	5:00 Away
November 7 (Monday)	Neponset	Away
November 8 (Tuesday)	Malden	Home
November 10 (Thursday)	Ohio	Home
November 11? (Friday)	Ladd 7 th Grade Veteran's Tournament	Home
November 12? (Saturday)	Ladd 7 th Grade Veteran's Tournament	Home
November 14 (Monday)	Bradford	5:00 Away
November 17 (Thursday)	Bureau Valley North	Home
November 21 (Monday)	Bureau Valley South (Buda)	5:00 Away
November 28 (Monday)	DePue	Home
November 30 (Wednesday)	JFK	6:00 Hall HS
December 1	Bye	
December 3 (Saturday)	BVEC Tourney (three games)	Bradford
December 5 (Monday)	BVEC Tourney (two games)	Bradford
December 7 (Wednesday)	BVEC Tourney (two games)	Bradford
December 8 (Thursday)	BVEC Tourney (two games)	Bradford

(Tournament Times will be announced later)

7 & 8 GIRLS BASKETBALL
Game Time 5:00 p.m. Unless Noted

January 5 (Thursday)	LaMoille (NC)	Home
January 9 (Monday)	Malden (NC)	5:30 Away
January 12 (Thursday)	DePue	Home
January 17 (Tuesday)	Bureau Valley South (Buda)	4:30 Away
January 19 (Thursday)	LaMoille	4:30 Away
January 23 (Monday)	Malden	Home
January 26 (Thursday)	Bureau Valley North (Walnut)	4:30 Away
January 30 (Monday)	Ohio	Home
February 2 (Thursday)	Bye	
February 6 (Monday)	Neponset	Home
February 9 (Thursday)	Bradford	Home
February 10 (Friday)	BVEC Tourney (one game)	LaMoille
February 11 (Saturday)	BVEC Tourney (four games)	LaMoille
February 13 (Monday)	BVEC Tourney (two games)	LaMoille
February 15 (Wednesday)	BVEC Tourney (two games)	LaMoille

(Tournament Times will be announced later)

BVEC SCHOLASTIC BOWL
Match Time 4:00 p.m.

February 16 (Thursday)	LaMoille	Home
February 21 (Tuesday)	Malden	Away
February 23 (Tuesday)	Neponset	Home
February 27 (Monday)	Ohio	Away
February 28(Tuesday)	Bradford	Home
March 2 (Thursday)	Bureau Valley North	Away
March 7 (Tuesday)	DePue	Away
March 8 (Wednesday)	Bureau Valley South	Home
March 9 (Tuesday)	Bye	
March 13 (Monday)	BVEC Tournament	4:00 Bureau Valley South

SCHOOL MEDICATION AUTHORIZATION FORM

To be completed by the child's parent(s)/guardian(s) and kept in the school nurse's office or, in the absence of a school nurse, the Building Principal's office:

Student's Name:	Birth Date:	
Address:		
Home Phone:	Emergency Phone:	
School:	Grade:	Teacher:

To be completed by the student's physician:

Physician's Printed Name:		
Office Address:		
Office Phone:	Emergency Phone:	
Medication:		
Dosage:	Frequency:	
Time medication is to be administered or under what circumstances:		
Prescription date:	Order date:	Discontinuation date:
Diagnosis requiring medication:		
Intended effect of this medication:		
Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Expected side effects, if any:		
Time interval for re-evaluation:		
Other medications student is receiving:		

Physician's signature

Date

For parent(s)/guardian(s) of students who have asthma:

I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication (105 ILCS 5/22-30).

If you agree please initial:

Parent(s)/Guardian(s)
initial

By signing below, I agree:

1. That I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf and stead, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse, and specifically consent to such practices, and
2. To indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the pupil.

Parent/Guardian printed name

Parent/Guardian printed name

Parent/Guardian signature* Date

Parent/Guardian signature* Date

** Both parents and/or guardians, if available, should sign.*

**LADD PTO
2015-2016 OFFICERS**

Ariella Lawler (815-894-3509) President
 Vice-President
 Amanda Coutts (815-220-9010)..... Secretary
 Amy Bosi (815-894-9354) Treasurer

MEETINGS and SPECIAL EVENTS

August 18 First Day of Student Attendance, Back to School Picnic
 August 26 Teacher Expectation/ Curriculum Night
 September 1 6:30 PTO Meeting
 October 6 6:30 PTO Meeting
 October 30 1:00 Pre-K – 8 Grand March and Halloween Parties
 November 3 6:30 PTO Meeting
 November 16-20 American Education Week
 December 18 9:00 Santa’s visit
 December 18 1:15 PTO Christmas Parties
 January 5 3:15 PTO Meeting
 February 2 3:15 PTO Meeting
 February 13 10:15 PTO Valentine Parties
 March 1 6:30 PTO Meeting
 April 5 6:30 PTO Meeting
 May 3 6:30 PTO Meeting
 Family Movie Night TBA
 All Awards Banquet TBA
 Graduation TBA

Acknowledgement of Receiving Student Behavior Policy and Student Conduct Code

Board policy 7:190, *Student Behavior* and the *Student Conduct Code* were developed to help all students receive quality instruction in a safe a positive educational environment. Board policy 7:190, *Student Behavior*, is contained in the *Student Conduct Code*.

Please review a d discuss the Board policy on *Student Behavior* and the *Student Conduct Code* with you child, sign this sheet and return it to your child’s school. Should you have any questions, please contact your child’s Building Principal.

You may access electronic copies of the board policy on *Student Behavior* and the *Student Conduct Code* on the District website: laddccsd94.com.

Failure to return this acknowledgement and pledge will not relieve a student or the parent/guardian from being responsible for knowing and complying with the rules contained within the Board policy on *Student Behavior* and the *Student Conduct Code*.

Acknowledgement

I acknowledge receiving the Board policy on *Student Behavior* and the *Student Conduct Code*, and I have received them and understand the responsibilities contained in them.

Parent/Guardian: _____ Date: _____

I acknowledge receiving the Board policy on *Student Behavior* and the *Student Conduct Code*. I pledge to follow the *Student Behavior* policy and *Student Conduct Code* and to help maintain a safe and positive school environment.

Student: _____ Date: _____