

*Home of the
Comets*



**STUDENT/PARENT
HANDBOOK**

2020-2021

Lostant CUSD 425

LOSTANT COMMUNITY UNIT SCHOOL DISTRICT 425

Board of Education

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Lostant C.U.S.D. 425
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Lostant, IL 61334

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Staff

Superintendent	Dr. Sandra Malahy
Principal	Lisa Goddard
Administrative Assistant	Jessica Flaherty
Bookkeeper	Jennifer Mertel
Teachers	Melissa Einhaus Tricia Haynes Amy Olson Amy Roach Angela Walgenbach Jason Weber
School Psychologist	Jacob Faltin
Speech Pathologist	Kim Kaschke
Occupational Therapist	Becky Leschewski
Special Education Coor.	Carolyn Jones
Paraprofessionals	RuthAnn Brizgis Deb Wiesbrock
Maintenance/Custodial	Bill Weistart
Food Service	Teresa Beckett RuthAnn Brizgis
Athletic Director	Jason Weber
Girls Basketball	N/A
Girls Volleyball	Holli Rapp
Girls Softball	IGA with Tonica
Boys Baseball	N/A
Boys Basketball	Jason Weber
Track	Jason Weber

Student/Parent Handbook Acknowledgement Form

2020-2021

I have reviewed or will review the Lostant CUSD 425 Student/Parent Handbook (Handbook) with my child to promote a better understanding of District 425 school rules and expectations. My signature below acknowledges receipt of the Handbook and recognition of rules and guidelines.

I understand that this Handbook may be amended during the year without notice. This Handbook in the latest version is applicable to all Lostant students in grades K-12 upon the implementation of any change. The Superintendent will notify all parents and students in writing, where possible, of any changes to the Handbook.

Parent/Guardian Name (*please print*)

Parent/Guardian Signature

Date

K-12 students must also sign.

I have received a copy of the Student/Parent Handbook. I have read or will read the Handbook and understand all the rules and expectations. I agree to be responsible for following all the rules and expectations of the District and understand the consequences for failing to follow the requirements.

Student name (*please print*)

Student Signature

Date

In the event the student does not sign and return this page, the student is not excused from the rules and expectations set forth in this Handbook. The parent signature is on file. Parents are responsible for educating their children of the language contained within this Handbook.

*This is a 2-SIDED Parent/Student Acknowledgement Form.
Please complete both sides and return to the office by
September 4, 2020*



This Acknowledgement Form MUST be signed by parent and student.

Technology Use Guidelines Form

2020-2021

Our school district can 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.

The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. However, 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 to authorize Internet access.

With this educational opportunity also comes responsibility. Therefore, it is important that you and your child read, discuss, and agree to the *Technology Use Guidelines* found in this Handbook. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of privilege to use this resource. Remember that you are legally responsible for your child's actions.

Authorization of Electronic Network Access Form Student 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 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 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

Student 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, 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*)

Date

This Technology Authorization Form MUST be signed by parent and student.

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WELCOME

Welcome to another amazing year in Lostant School District 425! Our expectations for student learning and behavior are high, as is our attentiveness to our students' needs.

Please take time to review this handbook with your family and contact the school office if any questions arise. Of course, you can always access all District policies at lostantcomets.org.

The entire Lostant family is excited to kick off another year of learning. Please let us know if there is anything, we can do to improve your experience.

This Handbook is a summary of the school's rules and expectations; and is not a comprehensive statement of school procedures. The Board's comprehensive Policy Manual is available on the District web site (lostantcomets.org) or in hard copy in the Superintendent's office located at 315 West 3rd Street, Lostant, IL 61334.

The Lostant School Board of Education (B.O.E.) governs the school district and is elected by the community. Current school board members' names are located on page 2 of this Handbook. The School Board employs Dr. Sandra Malahy, Superintendent, to operate the district; and Mrs. Lisa Goddard, Principal, to oversee daily school operations.

Lostant School District 425

Mission, Vision, and Goals

Mission Statement

Our mission is to provide a safe teaching and learning environment where all students are given the educational opportunity to reach their highest potential. Lostant Community Unit School District #425 is committed to the ongoing improvement of programs, curriculum, facilities, and staff reflecting the community it serves. We strive to challenge our students not only to effectively compete in an increasingly competitive world, but also to lead through innovative programs and instruction.

Vision Statement

It is the vision of Lostant C.U.S.D. #425 to create an environment for students to actively gather information and develop a lifelong love of learning. Teachers will instill the vision of learning by helping their students to set personal goals, establish the learning/re- thinking cycle of knowledge acquisition, and collaborate with each other and the community.

Goals

The Lostant School District will develop students with excellent character, citizenship, and intellect by:

- Hiring and retaining excellent staff that exceeds societal expectations for character, citizenship, and intellect and providing that staff with a local, high-quality professional development program.
- Providing individual assistance to all students to achieve their maximum potential and involving parents in decisions about the student's educational growth.
- Communicating with transparency to parents and community members about District affairs and involving community members in the functions of the school.
- Maintaining the building and grounds and ensuring District sustainability through fiscal responsibility.

Handbook Revisions

This page is intended to inform you of important changes to this year's Handbook. Please read each section carefully because language in these sections have been revised.

23-Minute Rule

- ✓ changed from 45-minute rule

Awards

- ✓ new

Breakfast / Lunch / Extra Milk

- ✓ fee increase

Cheating

- ✓ new

General Building Conduct

- ✓ new hours

Grade Point Average

- ✓ added to Handbook

Grading

- ✓ new grade percentages/category weights 3-8

Honor Roll

- ✓ updated language

Physical Education Requirements

- ✓ added new open gym information

Response to Intervention

- ✓ additional support due to master schedule changes

School Hours / Drop-Off / Pick-Up

- ✓ new hours

Student Planners

- ✓ added to Handbook

Language in other sections may have changed but not significant enough to alter the intent of the policy. We encourage you to read through the Handbook; most of your questions are addressed in the Handbook.

ABSENCES

To ensure the safety of all students and remain in compliance with state law, parents are required to notify the school office if their child will not be in attendance. This notification must take place within the first hour of school (prior to 9:30 am). When reporting an absence, please call the school office anytime, day or night. If notice is not received, District procedure is for school personnel to attempt to make contact via all phone numbers provided. If unsuccessful, all emergency contacts will be called until confirmation of the absence is received. If all attempts are unsuccessful, the Principal or designee will notify local law enforcement to ensure the safety and well-being of the student.

Parents and guardians should be cautioned that all absences, excused and unexcused are recorded. The school is required to report all chronic or habitual truants. The Illinois School Code states a child is subject to compulsory attendance laws who is absent without valid cause from school for 5 percent (9 days) or more the previous 180 regular attendance days. The Village of Lostant and LaSalle County have Truancy Ordinances in place and the proper authorities will be contacted with regards to excessive absences. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

Resources and supportive services are available to students with attendance problems:

- Conferences with school personnel.
- Counseling services of the school psychologist.
- Placement in alternative educational programs.
- Referral to community agencies for appropriate services.

There are two types of absences: excused and unexcused. The school may require documentation explaining the reason for the student's absence.

Excused Absences Include

- Illness,
 - A student must be fever-free for 24 hours in order to return to school.
- Family emergency.
- Death in the immediate family.
- Observance of a religious holiday.
- Situations beyond the control of the student,
 - Up to 5 days per school year.
- Circumstances that cause reasonable concern to the parent/guardian for the student's safety or health.

Unexcused Absences Include

- Absences not listed above will be reported unexcused.

23 Minute Rule

If a student is absent up to 23 minutes of the school day, attendance will be recorded as:

- Late arrival (8:53 a.m.).
- Appointment (any 23-minute period between 8:53 a.m.-3:07 p.m.). Students must return with a note from the health professional stating the reason for the appointment.
- Early departure (3:07-3:30 p.m.).
- The 23-minute rule will be recorded as an excused or unexcused absence as defined above.

Partial Day

If a student is absent more than 23 minutes of the school day, attendance will be recorded as a partial excused or unexcused absence as defined above.

Classroom Tardies

If a student is tardy to any class period 3 times, that student will lose a lunch recess. Once 3 lunch recesses have been served an after-school detention will be served.

ACADEMIC RECOGNITION

Academic recognition is awarded to all 8th grade students under one of two circumstances.

- Students who maintain a 94.00 percent minimum average in every subject during 7th and 8th grade years.
- Students who maintain a 94.00 percent minimum average in every subject taught by Lostant School District teachers during 7th and 8th grade years and maintain an 86.00 percent minimum average in online high school coursework taken during 7th and 8th grade years.

Students are awarded a certificate and academic medal at the May School Board Meeting. The medal is worn at the graduation ceremony.

ACCELERATED READER PROGRAM

Lostant students participate in the Accelerated Reader Program (AR) as soon as they begin reading books. A student's independent reading level is identified through the Northwest Evaluation Association's Measures of Academic Progress (MAP) assessment. The MAP assessment is administered to every student in K-8th grade, 3 times per year. Students receive a Lexile score that indicates the student's independent reading level. A number range is assigned to the Lexile score. This number range is then used with the AR program. Lostant School uses the lowest number on the range scale so that students know the lowest book level to select. Each book is assigned a point value by AR. After the student completes reading a book, he or she logs into the AR system and takes a comprehension quiz.

Students must pass AR quizzes in order to meet his or her quarterly goal. Students may also earn points by participating in a Book Commercial. One Book Commercial per quarter is allowed for one point. Students write a brief commercial about the book he or she read. The student reads the commercial over the P.A. system in the morning during announcements. Students who meet their goal attend a quarterly AR party.

AR is graded based on the percentage of points a student achieved to his or her AR goal. The AR grade is ten percent of the quarterly reading grade on the report card.

Minimum Quarterly Point Requirements

<u>Level</u>	<u>Points</u>	<u>Level</u>	<u>Points</u>
Beginning Reader (BR)	5	8.0-8.9	25
1.0-1.9	6	9.0-9.9	30
2.0-2.9	7	10.0-10.9	30
3.0-3.9	8	11.0-11.9	30
4.0-4.9	9	12.0-12.9	30
5.0-5.9	10		
6.0-6.9	15		
7.0-7.9	20		

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

AFTER SCHOOL STUDY HALL

After school study hall was implemented at the beginning of the 2014-2015 school year. The program resulted in additional learning time in the classroom because more students were bringing completed homework to school every day. Teachers did not have to repeat lessons and unprepared students were able to make-up the work after school rather than in the classroom.

- After school study hall will not prevent a student from receiving a quarterly good behavior award.
- Students will receive one free pass each semester when he or she forgets to complete an assignment. (This is not one free pass per class.; rather, one free pass for one forgotten assignment per semester). When a free pass is used, the incomplete assignment must still be completed and handed in the next school day for full credit.
- All students coming to school without completed homework will stay after school that day and attend a one hour study hall from 3:30–4:30.
- All students who refuse to participate in classroom activities will stay after school that day and attend a one hour study hall from 3:30–4:30.
- Student's journal every day about their reading from the previous night. Your child's teacher will inform you of the required minutes of reading per night.
- Students will call parents to inform them of study hall participation. Parents are responsible for transportation.
- Students will be released promptly at 4:30.
- Study hall will be supervised by a school employee until 4:30. There is no supervision after 4:30.
- Students who fail to attend study hall will receive a one day, in-school suspension the following day.

Due to the high percentage of students coming to school unprepared, or unwilling to work in the classroom, it became necessary to address this concern in order to:

- Meet the educational needs of prepared students.
- Meet district curriculum expectations.
- Prepare students for the new rigorous state testing requirements.
- Meet the new College and Career Readiness Standards.

You may assist your child by providing a quiet and supportive environment for approximately 20-40 minutes per night so that your child may complete homework, practice math facts, and read his or her A. R. book.

Please contact your child's teacher if you need additional information on homework or reading expectations.

ALLERGIES

If your child has any type of allergies (bee stings, mold, animals, food, etc.) or medical or emotional conditions which may impact the student's education, please notify the Principal. If your child has life threatening food allergies, please refer to the section in this Handbook titled, *Life Threatening Food Allergy Management Program* located on page 38.

AMERICAN LEGION AWARD

The American Legion Award may be awarded at 8th Grade Graduation night. Students must meet all the following criteria to be considered for the award:

- Courage:** Bravery in the face of opposition and danger; determination and force to do right without public applause and regardless of personal advantage.

- ❑ **Honor:** Highly developed moral character; moral excellence; strength and stability of character; high standards of conduct; devotion to duty; adherence to truth; keen sense of what is right; practice of clean speech and thoughts.
- ❑ **Leadership:** Ability to lead and to accomplish through group action; ability to work in harmony and in unison with other leaders in accomplishing group results; desire and ability to fill the voids in the lives of others caused by timidity, illness, and other handicaps.
- ❑ **Patriotism:** An ideal of loyal Americanism, religious tolerance, righteous freedom, and the willingness to defend our Flag against all enemies – foreign and domestic.
- ❑ **Scholarship:** Attainments in school studies, quality of schoolwork reflecting the fine traits of industry; perseverance efficiency and intelligence.
- ❑ **Service:** Kindliness; unselfishness; fellowship; protection of the weak; promotion of the interests and the welfare of associates, and constructive aid for the up-building of schools and of community.

ANIMALS ON SCHOOL PROPERTY

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

ASBESTOS

Lostant School is inspected every 6 months for disruption of any asbestos-containing materials. Evidence of disturbance is documented in the Management Plans that are available for review in the school office.

ASTHMA MEDICATION/SELF ADMINISTRATION

Pursuant to Section 5/22-30 of the School Code, schools are required to permit the self-administration of medication by a student with asthma or the use of an epinephrine auto-injector by a student provided that:

- ❑ The parents of the student provide to the school written authorization for the self-administration of medication or use of an epinephrine auto-injector.
- ❑ The parents provide to the school a written statement from the student’s physician, physician assistant, or advanced practice registered nurse containing the following information:
 - The name and purpose of the medication or epinephrine auto-injector.
 - The prescribed dosage.
 - The time or times at which or the special circumstances under which the medication or epinephrine auto-injector is to be administered.

Parents are hereby informed that the District and its employees and agents shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or use of an epinephrine auto-injector by a student.

The authorization form for self-administration of medication may be obtained from the school office. The permission for self-administration of medication or the use of an epinephrine auto-injector is effective only for the school year for which it is granted and must be renewed each subsequent school year.

ATHLETIC PHYSICALS

Students participating in athletics are required to have a physical exam each year. These exams must be completed before a student can practice or participate in athletics. The physical exam is valid for one year from the date of the exam.

ATTENDANCE

Regular attendance is essential to learning. (School Code 105 ILCS 5/26 .1 and 5 .26 .3b). Illinois law requires that whoever has custody or control of any child between 6 (on or before September 1st) and 17 years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session.

Every minute of a student's time in school is important. Students who are absent for even one day, or who arrive tardy to school, miss valuable instructional time, can easily fall behind academically. A District calendar and schedules are placed in all registration packets and posted on the web site to remind parents / guardians of school attendance days. Please review the school calendar to avoid planning family activities on school days. Vacations should be planned when school is not in session.

AWARDS

Students will be given awards for grades, behavior, attendance, A.R., and student of the quarter.

Academic Achievement

Students will be recognized quarterly for their academic achievements with an announcement at school, and with pictures on the school website and Facebook account. Students will receive a certificate at the end of each semester during an assembly.

High Honor Roll

A student in 3-8 will be awarded high honor roll for achieving straight A's (or a 94% minimum) in each subject. A student in K-2 will be awarded high honor roll for achieving straight E's in each subject.

Honor Roll

A student in 3-8 will be awarded honor roll for achieving both A's and B's (or a 86% minimum) in each subject. A student in K-2 will be awarded high honor roll for achieving both E's and S's in each subject.

Behavior

Students will be recognized at the semester for good behavior.

Attendance

Students will receive a yearly award for perfect attendance. To earn perfect attendance a student must be present in class every day school is in session and have no late arrivals, early dismissals, or appointments. Students are required to be in session from 8:30am to 3:30pm.

A. R.

Students will be awarded quarterly with a meal and certificate for being the top A.R student in their grade band (K-2; 3-5; 6-8). At the end of the year, students will be recognized with a certificate for meeting or exceeding their A.R. goal in each quarter for the entire year.

Student of the Quarter

A student can earn student of the quarter for being on honor roll, having school spirit, being trustworthy, respectful, responsible, fair, and caring. This student must not have any discipline issues as well. Students are selected for this award each quarter by the staff of Lostant School.

Breakdown for Awards

QUARTER	SEMESTER	YEAR
High Honor Roll: announcement, pictures on Facebook and website	High Honor Roll: certificate at assembly, announcement, pictures on Facebook and website	Perfect Attendance: medal and certificate at assembly
Honor Roll: announcement, pictures on Facebook and website	Honor Roll: certificate at assembly, announcement, pictures on Facebook and website	A. R. Goal: certificate for meeting reading goal each quarter for the entire year
Top Reader: lunch and certificate	Behavior: certificate at assembly, announcement, pictures on Facebook and website	At the end of the year if a student has met the requirements for each award, every quarter and semester, he or she will receive a medal for his or her accomplishments.
Student of the Quarter: lunch, certificate, and poster on locker		

BICYCLES

Students may ride bicycles to school. Bicycles may not be ridden on the playground areas and should be parked upon arrival at school in the bicycle stand located on the playground hardtop surface. Bicycles may not be ridden or removed from school grounds during the school day.

BOARD OF EDUCATION

The Lostant Board of Education meets on the second to last Wednesday of each month at 6:00 p.m. in the Board Room located in Room 3 of Lostant School, 315 West 3rd Street, Lostant, IL 61334.

The Board President is responsible for focusing the Board meetings’ agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. Discussion items may be added to the agenda at the beginning of a regular meeting upon unanimous approval of those Board members present. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

Petitions to run for the Lostant School Board are available from the LaSalle County Clerk.

Public Comments at Board Meetings

The following protocol will be followed under the PUBLIC COMMENT section at the board meeting.

- Address the board when the Board President calls for public comment.
- Identify one-self.
- Comments are limited to five (5) minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than five minutes.
 - Observe the Board President’s decision to shorten public comment.
 - Observe the Board President’s decision to determine procedural matters.
 - Conduct oneself with respect and civility toward others.

For a complete explanation of *Public Participation at Board of Education Meetings and Petitions to the Board*, please review School Board Policy 2:230.

BREAKFAST / LUNCH / EXTRA MILK

2020-2021 Prices

Milk	.40
Breakfast	\$2.00
Lunch	\$3.25

A monthly menu is available via a link on the school web site and available in The Tonica News. If your child has food allergies, please notify the office and kitchen staff.

While eating lunch, students will remain seated at their tables unless excused by a supervisor. Students will demonstrate appropriate manners while in the lunchroom. Throwing of food or other items is never permissible. If a student spills or makes a mess, the student should clean up after him/herself or ask for assistance. Students should eat the lunch that has been provided for them by their parents. Sharing food is not acceptable; however, students may place uneaten food on the cafeteria sharing tray. Students will demonstrate appropriate behaviors while participating in lunch and/or recess. Frequent or inappropriate behavior may result in parental notification, and/or possible disciplinary action. Expectations for student behavior are the same during lunch and/or recess as the remainder of the school day.

One beverage comes with breakfast and lunch. Students will be charged 40 cents per beverage for extra juice or milk. Students who receive free or reduce priced meals must also pay for extra beverages.

Kindergarten through 2nd grade students take a daily milk break. The cost per day for a carton of milk is 40 cents.

Money may be brought to the office at any time throughout the year to replenish breakfast, lunch, or beverage accounts. Parents may monitor student food accounts through Teacherease.

BREAKFAST / LUNCH RULES

Breakfast/Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During breakfast/lunch, students must proceed directly to the cafeteria and after getting their food, shall immediately sit at a table. After breakfast, students shall clean the area in which they are seated and dispose of any trash in the appropriate receptacle. During lunch, students shall remain seated until the lunch bell rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned classroom or recess. Students shall follow all cafeteria rules during breakfast/lunch.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks.
- Students shall not trade food; however, students may place uneaten food on the cafeteria sharing tray.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate bell rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

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

BUDDY BENCH

The Buddy Bench is a simple idea to eliminate loneliness and foster friendship on the playground.

- If you are sitting on the bench you are looking for a friend. When someone asks you to play, join them, and always remember to glance over at the Buddy Bench to invite new friends to join in on the fun.
- Four reasons a person may be sitting on the Buddy Bench.
 - The student is new to the school.
 - The student wants to make new friends.
 - The student's friend or friends are not at school that day.
 - The student wants to play something different than what his or her friends are playing.
- If you are not sitting on the bench and see someone sitting on the bench, ask your classmate on the Buddy Bench to play; and make a new friend today! Keep growing your circle of friends until everyone has someone to play with.

A big thank you to Mrs. Haynes, student council, parents, and community members who saved plastic caps and raised funds to purchase our Buddy Bench.

BULLYING AND HARASSMENT INCLUDING SEXUAL HARASSMENT PROHIBITED

Bullying/General Harassment

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's age, sex, color, actual or perceived race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, gender-related identity or expression, marital status, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics.

The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (cyber-bullying), directed on more than one occurrence toward a student or group of students, by a student or group of students, that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying is Prohibited

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

Examples of prohibited conduct include, but are not limited to, name-calling, using derogatory slurs, harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above or retaliation for asserting an act of bullying.

Complaints of harassment, intimidation or bullying are handled according to the process listed in the district's Uniform Grievance Procedure.

Sexual Harassment

Sexual harassment of students is prohibited. Sexual harassment is defined as any unwelcome act or comment sexual in nature that is considered offensive, whether intended or not, which denies or limits the provision of educational aid, benefits, services, or treatment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by anyone including students, imposed on the basis of sex that has the purpose or effect of: (a) substantially interfering with the student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; (d) making submission to or rejection of unwelcome conduct the basis of academic decision affecting a student.

Examples of sexual harassment include, but are not limited to, sexual advances, requests for sexual favors, unwelcome touching, crude jokes or pictures, discussions 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 the student Nondiscrimination Coordinator, Principal, or a Complaint Manager. Students may choose to report to a person of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. An allegation that one student was sexually harassed by another student or by an adult shall be referred to the Principal for appropriate action.

Any student of the district who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, up to and including expulsion. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including expulsion.

BUS TRANSPORTATION

The District contracts Illinois Central School Bus for all transportation services. When your child does not need to be picked up in the morning or dropped off in the afternoon, please call 815-220-8800. You may leave a message on the dispatch answering machine if you call in the evening. The phone will be answered by Amy Zimmerman early in the morning and during the day. Bus transportation is provided to and from school for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the Principal.

If your child occasionally must ride a different bus a hand-written note from home must be sent to school. Due to bus seating limits, the request may be denied. It is best to call the office in advance to discuss the situation.

Student discipline for bus infractions will continue to be the responsibility of Lostant School District. Two or three cameras are located on every bus. Cameras will have audio and visual taping capabilities. Behavior infractions will be viewed by Illinois Central Bus Service personnel as well as Mrs. Goddard. After viewing student behavior bus issues, Lostant School will manage the discipline. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Lostant School Principal. Parents will be informed of inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Assigned seating will be implemented if needed.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.

- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Use the emergency door only in an emergency.
- In the event of an emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required.
- Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Do not open windows.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- Be waiting at your bus stop on time.
- Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
- Eating and drinking is not permitted on the bus.
- Parents will be liable for any defacing or damage students do to the bus.

Non-compliance with the listed bus behaviors and other school rules may result in an assigned seating arrangement or suspension of riding privileges. Any student suspended from the bus may not use district transportation for field trips. The following will be utilized:

Grades K-8

Incidents

Consequences

1 st infraction	=	Verbal warning
2 nd infraction	=	5 days in an assigned seat (First written report)
3 rd infraction	=	2 day bus suspension (Second written report)
4 th infraction	=	5 day bus suspension (Third written report)
5 th infraction	=	10 day bus suspension (Fourth written report)
6 th infraction	=	Suspended from bus for up to 2 semesters (Fifth written report)

High School Students

Incidents

Consequences

1 st infraction	=	Verbal warning
2 nd infraction	=	1 day bus suspension (First written report)
3 rd infraction	=	2 day bus suspension (Second written report)
4 th infraction	=	5 day bus suspension (Third written report)
5 th infraction	=	10 day bus suspension (Fourth written report)
6 th infraction	=	Suspended from bus for up to 2 semesters (Fifth written report)

Immediate suspension from bus privileges for K-12 students will occur under the following circumstances:

- Vandalism to the bus.
- Tampering with emergency equipment.
- Causing or engaging in a fight.
- Using, sharing, possessing, or passing illegal substances or items.
- Exhibiting aggressive physical or verbal behaviors.

Policy on Parents Boarding a School Bus

At no time is a parent to board the school bus to handle any discipline matter without the express permission of the bus driver. Such an unauthorized boarding threatens the safe operation of the bus and/or its occupants. A parent may enter if the bus driver gives permission to assist or if there is an emergency such as a bus accident. If a parent has a concern with any issue on the bus, the proper procedure is to first discuss the concern with the bus driver. If a satisfactory consensus is not reached, then the parent should bring the matter to the attention of the

Lostant Principal. If the matter is still not resolved, the parent should bring the concern to the attention of the Board of Education, who will render the final decision regarding the disputed matter.

CARE OF SCHOOL PROPERTY

Each student is responsible for the textbooks and materials which the student uses. If materials or a book are damaged, lost or stolen, the student to whom it was issued is financially responsible for the replacement or repair of the book or materials. Parents/guardians will be billed for the cost. Any person caught destroying or damaging school property must pay for the damages, will be subject to disciplinary action by the school, and may be subject to arrest by law enforcement officials. **Final report cards will not be given and/or the student may not be eligible to participate in class trips until all bills have been paid.**

CHAIN OF COMMAND FOR PARENT/GUARDIAN CONCERNS

All school concerns should be discussed with the teacher(s) or staff member involved in the situation. If the concern is not resolved to the parent/guardian's satisfaction, the Principal should be contacted. If the situation is not resolved after contacting the Principal, the Superintendent should be contacted. If the situation is not resolved after contacting the Superintendent, the Board of Education President may be contacted.

CHEATING

All work (homework, classwork, AR tests, etc.) submitted for credit in any class at Lostant is expected to be the original work of the student submitting it. If work is not the original effort of the student, that student may be found guilty of cheating. Cheating occurs, for example, when a student copies homework or answers from another student. It also occurs when a student allows his/her paper to be copied by another. This also goes for allowing a student access to another student's digital account. A student found guilty of cheating shall receive a zero (0) for the assignment/exercise and make-up privileges may not be granted.

When a student is caught cheating, the teacher will discuss with the student and contact the parent. If cheating continues, any subsequent grade will be a zero (0) for that assignment, the principal will be notified, and a meeting with student, teacher, principal, and parent(s) will be held. If the cheating then continues, the student will fail the course.

COLD WEATHER CONDITIONS

Students will not go outside for recess if the wind chill factor is 20 degrees or colder; or conditions such as rain, sleet, or excessive snow are a safety or health concern. All other times, students will be going outside for recess and need to dress appropriately for the weather.

COMMUNICABLE DISEASES

Students may be excluded from school if they are identified as having a communicable disease and pose a threat to the school population. We ask that parents notify the office if their child has a communicable disease.

CONCUSSION INFORMATION

Each school year students and parents/guardians must sign an *Agreement to Participate* form prior to the student participating in extra-curricular athletic activities. Students in 5th-8th grade will view a concussion video in physical education class at the onset of each school year.

Student

- I acknowledge reading the eligibility rules of any group or association sponsoring any athletic activity in which I want to participate, and I agree to abide by them.
- Before I am allowed to participate, I must: (a) provide the School District with a certificate of physical fitness (the *Pre-Participation Physical Examination Form* from the IHSA or IESA serves this purpose), (b) show proof of accident insurance coverage, and (c) complete all forms required by any association sponsoring the interscholastic athletic activity, including when applicable and without limitation, *IHSA*

Sports Medicine Acknowledgment & Consent Form, Acknowledgement and Consent. IHSA refers to the Illinois High School Association and IESA refers to the Illinois Elementary School Association.

- I agree to abide by all conduct rules and will behave in a sportsmanlike manner. I agree to follow the coaches' instructions, playing techniques, and training schedule as well as all safety rules.
- I understand that Board policy 7:305, *Student Athlete Concussions and Head Injuries*, requires, among other things, that a student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion or head injury must be removed from practice or competition at that time and that the student will not be allowed to return to play or practice until he or she has successfully completed return-to-play and return-to-learn protocols, including having been cleared to return by the treating physician licensed to practice medicine in all its branches or a certified athletic trainer under the supervision of a physician.
- I am aware that with participation in sports comes the risk of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the highest risk. I am aware that participating in sports involves travel with the team. I acknowledge and accept the risks inherent in the sport(s) or athletics in which I will be participating, and in all travel involved. I agree to hold the District, its employees, agents, coaches, Board of Education members, and volunteers harmless from any and all liability, actions, claims, or demands of any kind and nature whatsoever that may arise by or in connection with my participating in the school-sponsored interscholastic sport(s) or intramural athletics. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrators, assignees, and for all members of my family.

Parent/Guardian

I understand that all sports can involve many **risks of injury**, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the higher risk. I am aware that participating in sports involves travel with the team. In consideration of the School District permitting my child to participate, I agree to hold the District, its employees, agents, coaches, Board members and volunteers harmless from any and all liability, actions, claims or demands of any kind and nature whatsoever that may arise by or in connection with the participation of my child in the sport(s) or athletics. I assume all responsibility and certify that my child is in good physical health and is capable of participation in the above indicated sport or athletics.

CURRICULUM

Parents/guardians have the right to review instructional material (20 USC/1232h) used or provided by their child's teachers.

Written notice to parents/guardian of instruction in recognizing and avoiding sexual abuse will be sent home before the class begins (105 ILCS 5/27-13.2). Parents can request in writing an alternative program for their child.

Instruction on donor programs for organ/tissue, blood donors and organ transplantation, diseases and family life instruction may be taught in certain grades. If you do not want your child to participate in these classes or courses, you must contact the Principal and complete a class attendance waiver request (Form 6:60-E).

Pursuant to School Code Section 27-9.1, each class or course in comprehensive sex education offered in any of grades 6th-8th shall include instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/Aids. No student shall be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits written objection thereto. Parents will be notified prior to classroom instruction in sex education and AIDS education and sufficient time will be provided to allow parents to opt out of the instruction if so desired. In addition, an opportunity shall be afforded to parents/guardians upon their request to examine the instructional materials to be used in such comprehensive sex education class or course.

Any 8th grade student who does not meet the standard for successful completion of 8th grade, will not be promoted. The School Code specifies that no pupil shall be graduated from the 8th grade of any public school unless he has received specific instruction in the history of the United States and gives evidence of having a comprehensive knowledge thereof (5/27-21). Section 27-3 of the School Code requires that American patriotism and the principles of representative government as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois shall be taught in all public schools and no student shall receive a certificate of graduation without passing a satisfactory examination upon such subjects. Therefore, 8th grade students must pass both the Illinois and U.S. Constitution tests in order to be eligible for graduation.

DENTAL EXAMINATIONS

All students in kindergarten, 2nd, and 6th grades shall have a dental examination and present proof of having been examined by a dentist.

DETENTION RULES

- Detentions will be served from 3:30-4:00 p.m. with a staff member.
- Failure to serve the detention the date it is given may result in an additional detention.
- Parents/guardians will be contacted immediately when a student receives a detention.
- Students will provide their own transportation.
- No exceptions will be made for extracurricular activities.
- Tardiness for the detention means that the student may receive an additional detention.

DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS

Behavioral Interventions

Pursuant to Board Policy 7:230 behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. A copy of the Board Policy and Procedure concerning behavioral interventions shall be available, upon request of the parents/guardians.

Discipline of Special Education Students

The District shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student's placement to an appropriate interim alternative educational setting for up to 45 days, if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school

function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

A special education student who has inflicted serious bodily injury upon another person, as defined in the IDEA, while at school, on school premises or at a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

DRUG PREVENTION

All students receive drug and substance abuse education in weekly social skills class and/or physical education. Students in grades 7th and 8th are educated in anabolic steroids during health class.

ELECTRONIC DEVICES AND CELL PHONES

Students may not possess or use a laser pointer unless under a staff member's direct supervision and in the context of instruction.

Students may not use or possess electronic paging devices or two-way radios on school property at any time unless the Administrator or teacher specifically grants permission.

Unless otherwise banned by the Principal, the possession and use of cell phones, picture phones, video recording devices, personal digital assistants (PDA's), and other electronic devices, other than paging devices and two-way radios, are subject to the following rules.

- Cell phones must be turned off and stored in the student's locker during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
- Cell phones may be brought on the bus on field trips with teacher approval. Cell phones and all electronic devices will be stored on the locked bus upon arrival to the field trip destination.
- Cell phones may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules and/or the rights of others. This includes but is not limited to using such device to take photographs in locker rooms or bathrooms, cheat, bully, haze, cyber-bully, sexting or otherwise violate school conduct rules. If the district has reasonable suspicion that a student used or is using a cell phone or PDA during school, on school property or at school function in a manner that violates the district's discipline policy, the district may search the student's phone or PDA for evidence of the misconduct.
- Electronic study aids may be used during the school day if:
 - Use of the device is provided in the student's IEP.
 - Permission is received from the student's teacher.

Examples of electronic devices that are used as study aids include tape recorders, Palm Pilots, E-Readers (Kindle, Nook, etc.) laptop computers.

Examples of electronic devices that are not used as study aids include: hand-held electronic games (Game Boy, Nintendo DS), Play Station Portable, CD players, iPods, MP3 players, personal video players, AM/FM radios, and cellular telephones.

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

Items possessed in violation of these rules may be confiscated and held until the parent/guardian comes to the school office to pick up the item(s). Violation of these provisions may subject the student to discipline under the District's discipline policy.

EMERGENCY AND SCHOOL CLOSINGS

If it is determined that a late start, early dismissal, or cancellation is necessary, parents and guardians will be electronically notified through the school to parent communication system. A phone message and/or text message will be transmitted. The information will also be posted on the District's Facebook page and main website page located at lostantcomets.org

Notification may be dispatched to the following radio stations: WSPL 1250, WALLS 102, WGLC 100.0, Q103.3, WLPO 1220, and WAJK 99.3. WEEK News 25 may also post the notification at www.week.com/weather. Click on Weather and then Closings and Cancellations.

ENGLISH LANGUAGE LEARNERS

English Language Learner opportunities are designed to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Language Learners will be: 1) given an opportunity to provide input to the program, and 2) provided notification regarding their child's placement in, and information about, the District's English Language Learner programs. For questions related to this program or to express input in the school's English Language Learner program, contact the school office.

ENRICHMENT PROGRAM

The Enrichment Program is a virtual online or direct teaching learning experience for students in 6th, 7th and 8th grades who meet the following criteria:

- Grades of "C" or better.
- Independent learner.
- Uses time wisely in school.
- No late homework or assignments.
- Exhibits good behavior.
- Exhibits good attendance.
- Teacher recommendation.

Students must meet and maintain criteria expectations throughout 4th and 5th grades to qualify for the Enrichment Program beginning with the 6th grade year. Once a student is enrolled in the Enrichment Program he or she must continue to meet and maintain criteria expectations. Participation in the Enrichment Program is on a semester-to-semester basis.

A student will be notified during the summer if he or she qualifies for the program. Lostant School assumes all financial responsibility for coursework and materials unless the student does not pass a course or drops out of a course. If a failing grade is earned in any course or the student drops the course, parents will be responsible for the tuition and materials. Students will participate in all coursework at school during school hours. Some homework should be expected. Grades will be listed on the report card but are not computed in the student's Grade Point Average.

ENROLLMENT FOR K-8 AND HIGH SCHOOL

K-8

Children residing within the Lostant CUSD 425 who will reach their fifth birthday by **September 1, 2020**, may enter kindergarten. Only students who are residents of the district may attend Lostant School without paying tuition. Proof of residency **for all students** is necessary at the time of registration. Non-resident students may only be admitted upon approval of the Board of Education, paying a yearly tuition fee, plus the yearly registration fee. The fee is based on the school's budget divided by the enrollment and is determined annually by the School Audit. **The tuition cost for the 2020-2021 school year is approximately \$16,313.66. The final number will be based on the auditor's final amount printed in the Annual Financial Report available in**

October 2020.

High School

High school students residing within Lostant CUSD 425 may attend Putnam County High School or LaSalle-Peru Township High School. Lostant School District is responsible for bus transportation arrangements to and from Lostant School or the student’s bus stop. Lostant School District pays the full out-of-district tuition cost for students attending Putnam County High School. Lostant School District pays the exact Putnam County High School dollar amount for the out-of-district tuition cost for students attending LaSalle-Peru Township High School. Parents of LaSalle-Peru Township High School students are responsible for the dollar amount of the out-of-district tuition cost difference between Putnam County High School and LaSalle-Peru Township High School. The per capita tuition cost is determined annually by the state approved school auditor. The Lostant Superintendent mails a high school enrollment and tuition letter to all eligible high school students in January and May. The tuition difference is listed on these mailings.

High school students can change high schools one time during his or her high school attendance years. Please contact the Lostant Superintendent for additional details.

EQUAL EDUCATIONAL OPPORTUNITY AND GENDER EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on gender or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent or guardian with a equal opportunity concern should contact: Dr. Malahy, Superintendent; or Quillard Skinner, Board President.

Gender Equity

No student shall, on the basis of 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 described below. A student may appeal the School Board’s resolution of the complaint to the Regional Superintendent of Schools and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code). The District’s Title IX Coordinator is the District Superintendent who can be reached at 815-368-3392.

EXPULSION PROCEDURES

If an expulsion is preceded by a suspension, the suspension procedure set forth must also be followed and parents notified that a suspension review hearing, if requested by the parent, will be combined with an expulsion hearing.

Expulsion Notification

The Principal shall send a letter by certified mail, return receipt requested, to the parents/guardians of the student requesting the appearance of the parents/guardians at the expulsion hearing. The expulsion notice to the parents/guardians shall include:

- A statement of the reasons for the proposed expulsion, including any school rules which have been violated.
- The potential maximum duration of the expulsion.
- The date, time, and place of the expulsion hearing.
- A statement of the parents/guardians right to be represented at the expulsion hearing by an

attorney or other representative.

- ☐ A copy of the expulsion hearing procedure upon request.

Hearing Structure

- ☐ An expulsion hearing shall be conducted by the Board of Education (Board) or a hearing officer appointed by the Board. If the Board conducts the expulsion hearing it shall take action as it deems appropriate after consideration of the evidence presented by the parents/guardians and the Administrator at the expulsion hearing.
- ☐ Unless relevant, the Board shall not consider the student's academic or disciplinary records in determining the validity or the charge. The Board may review a student's records however, in determining the appropriate discipline.
- ☐ The Board may take action as it deems appropriate.

Hearing Procedure

- ☐ All student discipline hearings shall be held in executive session.
- ☐ The student may attend the hearing with his or her parents/guardians and may be represented by an attorney or other representative. If the parents/guardians or student does not attend, but the Administrator has proof of notice given and received, the Administrator may choose to proceed with or reschedule the hearing.
- ☐ The hearing will be recorded by tape.
- ☐ The hearing shall be conducted as follows:
 - At the commencement of the hearing, either party may request the exclusion of any witnesses.
 - The Administrator or school attorney and the parents/guardians or student may make short, opening statements concerning both the charges and the appropriate discipline.
 - The Administrator or school attorney shall first present the school's evidence. The parents/guardians or student may cross examine all witnesses in attendance and review any written evidence presented by the Administrator.
 - The parents/guardians or student may then present evidence to refute the charges. The Administrator or school attorney may cross examine all witnesses in attendance and review any written evidence presented by the parents/guardians or student.
 - The hearing officer may, at any time, direct questions to the parties or their witnesses.
 - The Administrator or school attorney, and the parents/guardians or student may make closing statements at the conclusion of the hearing concerning both the issue of gross disobedience or misconduct and the issue of the appropriate discipline.

Board of Education

At the conclusion of the hearing or after submission of the hearing officer's report to the Board, the Board shall decide the issue of guilt and take such action as it finds appropriate up to and including expulsion for no more than 2 calendar years.

Extra-Curricular Activities

A student participating in extra-curricular activities at the time of an expulsion will lose privileges for the length of the expulsion.

EXTRA-CURRICULAR RULES AND CODE OF CONDUCT

Code of Conduct

Participants in extra-curricular activities are always to conduct themselves, including after school and on days when school is not in session, and whether on or off school property, as good citizens and exemplars of the school. Failure to abide by this code of conduct could result in removal from the activity. Activities defined herein refer to all practices, games, events, and privileges included in the "Activities Offered" section below.

Activities Offered

Lostant students in grades 5th-8th can participate in Girls' Basketball, Boys' Basketball, Cheerleading, Girls' Volleyball, Track, Boys' Baseball, Girls Softball, and Scholastic Bowl.

Activity Fee

There is an annual \$50.00 activity fee due prior to the beginning of an activity. The fee covers all activities for the entire year.

Grade Levels

The extra-curricular program is for students in grades 5th-8th. If an activity does not have enough students to make up the numbers needed for a team, 4th grade students may be asked to participate in the activity.

Misbehavior During School

- Detention: Participant is suspended from the next competitive event.
- Suspension: Participant is suspended from the next 3 competitive events.
- If a student receives 5 or more accumulated suspension days during a school year, that participant shall be excluded from all extra-curricular activities for the remainder of the year.

Tobacco, Alcohol, or Drug Possession or Use, Criminal Arrest by Law Enforcement

Participant is removed from all activities for the remainder of the school year unless charges are dismissed, or participant is acquitted of the crime.

The Principal has sole authority for suspension or removal of a student from participation in an activity for any reason deemed appropriate.

Mandatory Activity Meeting

Participants must attend an extra-curricular activity meeting with the coach/sponsor and submit all necessary forms and documents prior to the first scheduled activity.

Eligibility

If a student has two or more D grades, or one or more F's in any subject per week, that student will be ineligible to participate in extra-curricular activities for the following week. During the period of ineligibility, the student may not attend any extra-curricular practices or events. If a student is ineligible for 4 consecutive weeks, the student will be removed from the activity. Such a student must return all uniforms and other activity materials in clean and/or good working condition within 7 calendar days of removal from the activity or be required to reimburse the District. The eligibility process will begin the first week of each 9-week grading period. Ineligibility will be communicated to the parent by the Athletic Director, coach, or Principal. The first week of each quarter is a grace period week where eligibility is waived.

Insurance

All participants in athletic activities must carry health insurance. The forms for insurance must be completed and the premium paid before participation in any practice or event. Parents must submit a waiver of the student insurance requirement if they have adequate protection with their individual policies.

Physical Examination

All participants of athletic activities must submit proof of a physical examination before they can begin practice or participate in any activity. This physical is valid for one year from the date of the examination.

Attendance

Extra-curricular participants reporting to school after 10:00 a.m. on event days will not be allowed to participate in the event that evening. Students leaving school during school hours will not be allowed to participate in the

event that evening. If a student is absent from school on Friday, Saturday participation is not allowed. Extenuating circumstances may be excused with coach and Principal permission. Friday absence due to an illness will not constitute an extenuating circumstance.

Home Schooled Students

Home schooled students may participate in Lostant extra-curricular activities and must abide by all District rules set forth in this Handbook.

FIELD TRIPS

Field trips shall be designed and structured to provide students with an educational experience or an opportunity for constructive social contact with others. Students will be on field trips, class trips, or reward parties during the school year. This is an extension of the education process of Lostant CUSD 425. Students will participate in many activities throughout the school year. Students are transported by the buses, but occasionally classes do walking field trips during the year. Parents will be notified of these trips through a permission slip from the teacher of the trip. All students must have a signed permission slip by a parent or legal guardian on file in the office prior to each trip. For reasons of faith or belief, parents may exclude their children from attendance of certain field trips by contacting the teacher or Principal.

Students must abide by all school policies during transportation and field trip activities. All field trip locations must be treated as though the facilities are part of school property. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

Student behavior throughout the school year will determine whether a student is allowed on a field trip or must remain at school. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent or legal guardian.
- Failure to maintain passing grades.
- Attendance concerns.
- Behavior or safety concerns.
- RtI behavior plan.
- Denial of permission from Principal.
- Other reasons as determined by the Principal, Superintendent, or Board of Education. In lieu of a student being prohibited from attending a field trip, a parent or legal guardian may be asked to chaperone his or her child on the trip. All field trip expenses are the sole responsibility of the parent or legal guardian.

FREE AND REDUCED MEALS APPLICATION

Applications for free and reduced meals are available at registration or anytime during the school year. If you now receive food stamps or TANF (Temporary Assistance for Needy Families) for your child(ren), we will receive Direct Certification from the state showing their eligibility to receive free meals. If you do not have Direct Certification from the state, you will need to fill out an application showing total household income and household size. If household income is the same or less than the amounts on the Income Chart listed on the application, your child(ren) can receive free or reduced meals. A foster child may receive free meals regardless of your income.

School officials use the information on the application only to decide if your child(ren) qualifies for free or reduced meals. All applications are confidential.

In the operation of the child feeding programs, no child will be discriminated against because of race, sex, color, or national origin; age or handicap. If you believe you have been discriminated against, write to the Secretary of Agriculture, Washington D.C. 20250.

Parents/guardians are informed as soon as possible if their application is approved or denied. You may talk to school officials if you do not agree with the school's decision on your application or the results of the verification. You also may ask for a fair hearing. You may do this by writing to the School Board President, 315 West 3rd Street, Lostant, IL 61334.

Your eligibility may be checked by school officials at any time during the school year. School officials will ask you to submit papers showing that your child(ren) should receive free or reduced-price meals.

GENERAL BUILDING CONDUCT

Students shall not arrive at school before 8:30 a.m. School begins at 8:30 a.m. each day. Students are dismissed at 3:30 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats, bandanas, and hoods shall not be worn in the building.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove, or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, or real guns are not permitted at school.
- Electronic devices and cameras are permitted with permission from the Principal. A copy of the Comet Positive Behavior Expectations is located on page 67.

GRADE POINT AVERAGE

Grade Point Average (GPA) is calculated beginning with 3rd grade. GPA is reflected on report cards and is accumulative every quarter.

GRADING

Report Cards

Student report cards are issued four (4) times per year at the end of each quarter. The final semester grade is entered on the student's permanent record.

Grades K-2nd will use the following scale:

E+ (100)	E (99-94)	E- (93-90)
S- (89-86)	S (85-96)	S- (75-72)
U- (71-70)	U (69 & below)	

Grades 3rd-8th will use the following scale:

A+ (100/ 4.0)	A (99/ 3.9 , 98/ 3.8 , 97/ 3.7)	A- (96/ 3.6 , 95/ 3.5 , 94/ 3.4)	
B+ (93/ 3.3 , 92/ 3.2)	B (91/ 3.1 , 90/ 3.0 , 89/ 2.9)	B- (88/ 2.8 , 87/ 2.7 , 86/ 2.6)	
C+ (85/ 2.5 , 84/ 2.4)	C (83/ 2.3 , 82/ 2.2 , 81/ 2.1)	C- (80/ 2.0 , 79/ 1.9)	
D+ (78/ 1.8 , 77/ 1.7)	D (76/ 1.6 , 75/ 1.5 , 74/ 1.4)	D- (73/ 1.3 , 72/ 1.2 , 71/ 1.1 , 70/ 1.0)	F (69 & below/ 0)

The Grading Scale is computed so that percentages are rounded up at .5.

- Example: 94.00 - 94.49 = 3.4
- Example: 94.50 - 94.99 = 3.5

Parents may keep informed of their child's grades through Teacherease. Grades from the previous week are posted every Monday morning by 10:00 a.m.

Incomplete Grade

An [I] is used at any marking period to indicate that the student has not completed the required work. It is not a grade in the subject. An incomplete becomes a failure automatically unless the work is completed during the following 2 weeks of school, or unless the time is extended by the teacher involved and is approved by the Principal. It is the student's responsibility to check with the teacher for all necessary past-due assignments. Total points will be kept on each activity which will be divided by total possible points to determine the grade assigned to each student.

Altering a Grade

Every teacher shall maintain an evaluation record for each student in the teacher’s classroom. An Administrator or office personnel cannot change classroom grades or final grades assigned by the teacher. Only a teacher has authorization to alter a grade in the student management system. Reasons for changing a student’s grade include:

- A miscalculation of test scores.
- A technical error in assigning a particular grade or score.
- The teacher agrees to allow the student to do extra work that may impact the grade.
- An inappropriate grading system used to determine the grade.
- An inappropriate grade based on an appropriate grading system.

Grade Percentages/Category Weights (Grades 3-8)

Reading: 60% - Classwork/Homework 20% - Assessments 10% - Accelerated Reader 10% - Writing	Language Arts: 60% - Classwork/Homework 40% - Assessments	Writing: 60% - Classwork/Homework 40% - Assessments
Math: 55% - Classwork/Homework 35% - Assessments 10% - Writing	Science: 55% - Classwork/Homework 35% - Assessments 10% - Writing	Social Studies: 55% - Classwork/Homework 35% - Assessments 10% - Writing

GRADUATION

Participation in the graduation ceremony and the granting of a diploma are a privilege that is earned. Students are not permitted to participate if they have failed to:

- Successfully complete all requirements for promotion.
- Pass the required United States and Illinois Constitution exams.
- Serve all detentions and suspensions.
- Pay any fines or fees owed.

Excessive truancy and/or misbehavior during the year may result in a student losing the privilege to participate in the graduation ceremony.

HEAD LICE / NITS

Students are checked for head lice and/or nits. The school conducts a school-wide head check at the beginning of the school year, after winter break, and after spring break. Students who are found to have live head lice or live nits may be sent home for treatment. **Treatment should be immediate and the child(ren) should return the following day.** Students returning after treatment are checked and can return to their classroom if they meet the guidelines established by the LaSalle County Health Department.

HEADPHONES

Headphones can be purchased for \$5.00. We hope these headphones will last as long as the students attend our school. Headphones will travel with students from class to class and when they graduate or leave, they can take them home. If your child would lose them or break their headphones, they would have to purchase another set of headphones.

HOME / HOSPITAL INSTRUCTION

A child may qualify for home or hospital instruction if it is anticipated that, due to a medical condition, the child will be unable to attend school, and instead must be instructed at home or in the hospital, for a period of 2 or more consecutive weeks or on an ongoing intermittent basis. “Ongoing intermittent basis” means that the

child's medical condition is of such a nature or severity that it is anticipated that the child will be absent from school due to the medical condition for periods of at least 2 days at a time multiple times during the school year totaling at least 10 days or more of absences. Such students should be referred to the Principal's office. Parents making such a referral must submit a written statement from a physician licensed to practice medicine in all of its branches stating the existence of such medical condition, the impact on the child's ability to participate in education, and the anticipated duration or nature of the child's absence from school. It will then be the responsibility of the District to determine if such instruction is warranted.

HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. The enrollment of homeless students will not be delayed due to:

- Scheduling issues.
- Residency document requirements.
- Lack of legal guardianship or student records.

A homeless child is defined as provided in the McKinney Homeless Assistance Act and the Illinois Education for Homeless Children Act. For additional information regarding the education of homeless children, refer to Board Policy 6:140 located in the school office or on the school website (lostantcomets.org) under About Us/Board of Education/Board Policies/6:140.

HOMEWORK

Homework really does make a difference in a student's performance. Research shows that the time spent on homework directly affects one's achievement. This is important information. It tells you that by doing your homework you will increase your skills and do better in school. Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Students and parents should expect that homework will be assigned throughout the year.

A parent or guardian may call the school office by 10:00 a.m. to request materials and homework for an absent student.

Requesting Homework in Advance

Homework cannot be given in advance. Lesson pacing is extremely difficult to predict one to two weeks in advance. Therefore, teachers will compile all assignments during a student's absence and give the work to the student upon returning to school.

Late Homework

Late homework will result in an After School Study Hall. Students will only be allowed full credit on one late assignment per semester. Any additional late assignments will receive one-half credit provided they are turned in at the beginning of class on the following day. Zero credit will be given to any assignment that is turned in more than one day late.

Homework Pass

Students in grades 3rd-8th receive one free homework pass per semester. The pass may be used when an assignment was not completed by the due date. There is no penalty for the missed assignment when using the Homework Pass.

Student

Homework teaches you responsibility. By doing homework you are responsible to make sure it is done so you learn to plan, you learn to manage your time, and you learn to be on time by turning your homework in when it is due. Homework helps you learn the skills you must develop if you are to grow to be independent, motivated,

and successful adults. Through homework, you learn to follow directions, work on your own, and how to begin and complete a task.

Parents

Homework also provides a valuable link between parents and the school. Homework assigned by the teacher lets parents know what their child is learning in school. Parents' support and motivation is an important factor in your child's success. **While the student should assume the major responsibility for completing homework assignments, parents are encouraged to take an active interest in the student's homework by:**

- Providing a study area that is quiet, comfortable, and free of major disturbances.
- Providing a definite time for study or other activities.
- Assisting students with drill.
- Checking the student's work for neatness and legibility.

HONOR ROLL

Academic honor roll will be announced at the end of each quarter.

High Honor Roll

A student in 3-8 will be awarded high honor roll for achieving A's (94% minimum) in each subject.

A student in K-2 will be awarded high honor roll for achieving E's in each subject.

Honor Roll

A student in 3-8 will be awarded honor roll for achieving A's and B's (86% minimum) in each subject.

A student in K-2 will be awarded honor roll for achieving E's and S's in each subject.

IMMUNIZATIONS

Students entering kindergarten and 6th grade must provide proof of having received immunizations against preventable communicable diseases as required by the Illinois Department of Public Health by the first day of school. **Students will not be allowed to attend school until the required immunization form is on file in the school office or an appropriate objection based on religious or medical grounds has been submitted by the parent/guardian, signed by a practicing physician, and approved by the Administrator or his/her designee.**

In addition to other required immunizations, all kindergarten students must have a lead screening and chicken pox vaccination, and proof of this must be written on the immunization form in the appropriate place. Immunization records will be checked at the beginning of the school year. If any immunizations requirements are lacking, the parents will be notified, and it could cause exclusion from school.

In the case of a transfer student, a period of 30 calendar days beginning with the first day of enrollment in the district shall be given to meet the immunization and physical/dental examination requirements.

INJURIES OR ACCIDENTS

All accidents which require medical attention that occur at school must be reported to the main office immediately. Students or teachers should report the details as soon as possible. Under no circumstances should a student leave the building because of injury unless leaving with parent or his/her designee. In most cases, the parent will be notified by the office when their child is injured. Minor scrapes and bruises may not be immediately reported to the parent.

In the judgment of school authorities, and in the event of a medical emergency, school personnel may

administer emergency medical treatment. This may include calling EMS (911) and transportation via ambulance to the nearest hospital.

INTEGRATED PEST MANAGEMENT PLAN

Lostant School is inspected for pests every month. The Plan focuses on identifying conditions causing pest problems, changing conditions to discourage pests, and selecting pest control options that minimize health and environmental risk. The District contracts with an area pest management company to inspect the school and treat identified areas of concern. If pesticide application is needed, it is applied on the first Tuesday of every month. An Integrated Pest Management Plan is on file in the school office.

INTERNET USAGE

Please read and sign the *Authorization for Electronic Network Access* form located on page 4. Students and parents/guardians must sign the form.

Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks.

Lostant CUSD 425 takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Though efforts will be made to avoid access to inappropriate Internet sites, students are ultimately responsible for the sites they access.

Chat rooms and Instant Messaging are not to be used at Lostant School. Students **MUST** have permission to send email. The use of inappropriate material or language, violation of copyright laws, or violation of any other Internet/Computer Use Agreement policy may result in a loss of digital privileges.

Remember, the parents/guardians are legally responsible for their child's actions. Also, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow. To that end, Lostant School supports and respects each family's right to decide whether or not to authorize Internet access. If you agree to allow your child to have an Internet account, sign the *Authorization for Electronic Network Access* form, located on page 4, and return it to the school.

Authorization for Electronic Network Access

All use of the Internet shall be consistent with Lostant School's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The *Authorization for Electronic Network Access* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* guidelines and/or language in this section may result in the loss of privileges, disciplinary action, and /or appropriate legal action.** The signatures on the document are legally binding and indicate the terms and conditions have been carefully read and understood.

Terms and Conditions Acceptable Use

Access to Lostant School District electronic networks must be: (a) for the purpose of education or research, and be consistent with the educational objectives of the District; or (b) for a legitimate business use.

Privileges

The use of Lostant School District electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator, Lostant School Administrator, and/or Board of Education will make all decisions regarding whether or not a user has violated the *Authorization for Electronic Network Access* guidelines and may deny, revoke, or suspend access at any time; the decision is

final.

Unacceptable Use

Students are responsible for their actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law.
- Unauthorized downloading of software, regardless of whether it is copyrighted or devirused.
- Downloading copyrighted material for other than personal use.
- Using the network for private financial or commercial gain.
- Wastefully using resources, such as file space.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Using another user's account or password.
- Posting material authored or created by another without his/her consent.
- Posting anonymous messages.
- Using the network for commercial or private advertising.
- Accessing, submitting, posting (to blogs/ Facebook, MySpace, or other social networking websites, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Using the network while access privileges are suspended or revoked.

Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or say other inappropriate language.
- Do not reveal the personal addresses or telephone numbers of students or colleagues.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages and use of E-mail which is in violation of the school's discipline code may be reported to school officials and disciplinary action taken against the student.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

No Warranties

Lostant School 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 you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your 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 District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the *Authorization for Electronic Network Access* guidelines.

Security

Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Lostant 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. Attempt 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

Lostant School 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 Lostant School District policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.

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

Use of Electronic Mail

- Lostant School District electronic mail system and its constituent software, hardware, and data files are owned and controlled by the District. The District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities as an education tool.
- 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 electronic mail account is strictly prohibited.
- Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the District Internet gateway, carry with them an identification of the user’s Internet “domain”. This domain name is a registered domain name and identifies the author as being with Lostant 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 District. Users will be held personally responsible for the content of all electronic mail messages transmitted to the external recipients.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Principal. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- Use of the District electronic mail system constitutes consent to these regulations.

INVITATIONS AND GIFTS

Personal party invitations or gifts for classmates **should not** be brought to school for distribution.

ISOLATED TIME OUT / PHYSICAL RESTRAINT POLICY

In February 2020, the State Board of Education released emergency regulations for the use of time out, isolated time out, and physical restraint. The guidance document may be accessed at:

<https://www.isbe.net/Documents/Guidance-FAQs-Time-out-Restraint.pdf#search=isolated%20time%20out>

If you are unable to access this document, we have a copy in the school office. You may also contact the school office and request a copy.

The emergency regulation may be updated in the near future. We will post an announcement on the school website when new guidance is released.

LIFE THREATENING FOOD ALLERGY MANAGEMENT PROGRAM

The District has implemented a policy and procedures for managing students with life threatening food allergies. If your student has a life-threatening food allergy you must inform the Principal and submit the necessary health information and medication authorization forms to the school. A meeting will then be scheduled to review the health information submitted by the student's physician, assess the student's allergy management needs and develop an individual health care plan and emergency action plan for the student. An individual health care plan indicates the steps the school will take to accommodate the individual needs of the student with a life-threatening food allergy in school and at school related activities. The accommodations provided in an individual health care plan will depend on the age of the student, the allergens involved and the facilities at the school. An emergency action plan indicates the specific treatment steps school personnel will take if a student has a life-threatening allergic reaction while at school or at a school related activity.

LOST AND FOUND

The District is not responsible for lost or stolen equipment. Lost and Found is located in the gym lobby. Parents may call the school or check the "lost and found". We suggest that all personal articles be plainly marked with the student's name. Students are not to have radios, tape recorders, MP3/I-Pods, CD players, E-Readers such as Kindle, Nook, electronic games, etc., in school unless they have permission from a teacher or the Principal.

MAKE-UP WORK

Two calendar days of make-up privileges will be granted for each day of absence. The maximum number of make-up days, regardless of the length of absence beyond 5 consecutive days will equal ten (10) calendar days. Make-up work will be given to the student upon returning to school. Parents may request to pick up homework at the end of each school day a student is absent. Make-up work will be available in the office between 3:30–4:00 p.m. on each day of an absence.

Make-up Work for Excused Absences

Each student is responsible for requesting and completing make-up work (homework, class assignments, quizzes, tests, projects, etc.). Students are required to complete all missed work. Full credit will be given.

Make-up Work for Unexcused Absences

Each student is responsible for requesting and completing make-up work (homework, class assignments, quizzes, tests, projects, etc.). Students are required to complete all missed work. One-half (50%) credit will be given.

MEDICATION INFORMATION

Parents and/or legal guardians have the primary responsibility for administering medication to their children. Administering medication during school hours or a school related activity is discouraged unless it is necessary for the critical health and well-being of the student.

If the student must receive medication during the school day in order to maintain the child in school, the following rules apply:

- Prescribed medication and over the counter medication will not be given by school personnel unless brought in by the parent with a Medication and Authorization Form stating the reason it is to be given, instructions for administering, and the side effects. The medication is to have the student's name on it, be in its original container, and be brought to the school's office. If a spoon is necessary, please provide one. If this medication must be taken at home and requires the student to take it home each night, please send (in its original container) only the amount he/she will need for the school day.
- If a student will be on medication throughout the school year, then the parent must sign a Medication Authorization Form available in the school office at registration or anytime during the school year.
- With any new medication, the initial dose will not be administered by the school. This must be given at home or in the doctor's office.
- Students are generally not allowed to self-medicate. Exceptions would be those students needing asthma medication (inhalers), or epi-pens for allergic reactions to bee stings, or medication for the management of diabetes. A Self Administration of Medicine Form will need to be filled out by the prescribing physician(s,) and the parent or guardian, and kept on file.
- Under no circumstances will medications, either prescription or over the counter, be distributed unless the above guidelines are met.

NON-PUBLIC SCHOOL STUDENT ATTENDANCE

Lostant School District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education and special education programs on a space-available basis. Placement is determined by the administrative and board policies, including district administered achievement tests, results of district criteria referenced tests, and records from previous school enrollment.

Students accepted for partial enrollment must comply with all discipline, fees, and attendance requirements established by the school.

NOTIFICATION REGARDING STUDENT ACCOUNTS OR ROFILES ON SOCIAL NETWORKING WEBSITES

Under the Right to Privacy in the School Setting Act (P.A. 098-0129 effective January 1, 2014)) state law requires the District to notify students and their parents/guardians that school officials may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the school has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy. "Social networking website" means an Internet-based service that allows individuals to: 1) construct a public or semi-public profile within a bounded system created by the service; 2) create a list of other users with whom they share a connection within the system; and 3) view and navigate their list of connections and those made by others within the system. Examples of a social networking website include but are not limited to Facebook, Instagram, Twitter, etc. "Social networking website" for purposes of this section does not include electronic mail.

PARENTAL INVOLVEMENT (TITLE I)

When Lostant CUSD 425 receives Title I funding, the school annually has a meeting for all parents/guardians. At the meeting, the school will discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all the opportunities and programming available for parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least 2 weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides parents/guardians with access to:

- School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results.
- A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.
- Opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire.
- Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves. In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the school office. Parents/guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the school Principal.

The state's resources on parental involvement can be located at <https://www.isbe.net/Pages/Families.aspx>.

PARENT NOTIFICATION OF MEDICAID CLAIM

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, Lostant School will claim Medicaid/KidCare reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future. If you do not object to this release of information related to Medicaid claims for your child, no further action is necessary on your part. Regardless of your decision to object or not object to the district's release of information to Medicaid, the district must continue to provide, at no cost to you, the services

listed in your child’s IEP. You will be asked to sign a release if this reimbursement becomes necessary with your child.

PARENTAL RESPONSIBILITY ACT

Under the Parental Responsibility Act, the Lostant School District shall hold a minor’s parent or guardian responsible for actual damages or for the willful or malicious acts by a minor to school property.

PARENT / TEACHER CONFERENCES

Parent/teacher conferences allow parents and guardians the opportunity to discuss progress of their sons/daughters. Communication between home and school is beneficial to the learning process. Parents and guardians may also meet with teachers during other times of the school year by notifying the teacher or Principal.

PARKING

High school students who park at Lostant School must park on the west side of the building at the south end of the parking area.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Video cameras are active in the parking area and may be used for the purpose of conducting an investigation.

PARTIES

Classroom and school-wide parties occur to celebrate academic achievements or certain holidays. Students must be in good behavior standing and must have passing grades to attend these events.

PHYSICAL EDUCATION REQUIREMENTS

All Students

Physical Education is mandated by Illinois School Code, Section 27-6. An inexpensive pair of gym shoes must be kept at school for physical education class and indoor recess. Do not purchase shoes with black soles unless they are identified by the manufacturer as not leaving marks. Students may sit out of physical education class for one (1) day without a doctor’s note. Two or more days out of physical education class requires a doctor’s note. If a doctor’s note does not have a beginning and end date, another doctor’s note will be required to participate in physical education class.

Students may participate in Open Gym Class from 8:30 – 9:00 a.m. every morning. All students will participate daily in a 30-minute physical education class with grade level peers. Open Gym class and physical education class are taught and supervised by the P.E. teacher, Mr. Weber.

5th – 8th Grade Students

Students change into uniforms (t-shirt and shorts) purchased by parents. Athletic shoes, which cover the whole foot, must be provided, and kept in the student’s locker. Gym clothes are purchased at time of registration. Students should take gym clothes home on the last day of the week for laundering and return to school with clean gym clothes on the first day of the following week.

PHYSICAL EXAMINATIONS

Students entering kindergarten and 6th grade; as well as students transferring from an out-of-state school, are required by the Illinois School Code to have a recent physical exam on file in the school office by the first day of school. Students will not be allowed to attend school until the physical examination form is on file in the school office. An appropriate objection, based on religious or medical grounds, may be submitted by the parent/guardian, signed by a practicing physician, and approved by the Principal or his/her designee.

Presenting proof by the first day of school that an appointment has been scheduled in the future for the physical examination and/or immunization is not sufficient. The student will be excluded from school until the physical examination form and/or immunization form is on file in the school office unless otherwise permitted by statute.

PROGRESS REPORTS

Progress reports will be sent home with students at the mid-term each quarter. Parents may keep informed of their child’s grades through Teacherease. Grades from the previous week are posted every Monday morning by 10:00 a.m. Parents receive instructions at the time of registration how to access Teacherease. Please call the school office if assistance with setting up the parent account is needed.

PROTECTION OF PUPIL RIGHTS ACT

Parents have the right to inspect all instructional materials, including teacher’s manuals, films, tapes, or other supplementary material, which will be used in connection with any survey, analysis, or evaluation of their child (such instruction materials do not include academic tests or assessments).

Parents shall have the right to inspect a survey created by a third party before it is administered and distributed to their student. Said surveys may be obtained by contacting the Principal and/or teacher. Parents shall have the right to be informed of the arrangements made to protect student privacy with regard to surveys requesting particular personal information.

Parents shall have the right to inspect any instructional material used as part of their child’s educational curriculum by contacting the appropriate teacher to establish a mutually convenient time for viewing.

Instructional material does not include academic tests or academic assessments. Parents shall have the right to notification of any physical examinations or screenings, which the district may administer to the student.

Parents shall have the right to inspect any collection instrument used for the purpose of marketing or selling of personal information. Parents may opt-out of this process by filing a written request with the Principal by September 1st.

Parents shall have the right to refuse consent for their child to submit to and/or to request protections of student privacy for any survey that reveals the following information:

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or parent.
- Sex behavior or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom respondents have close family relationships.
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student’s parent.
- Income (other than that required by Illinois law to determine eligibility for participation in a program or for receiving financial assistance).

Any parent interested in further information concerning the exercise of these rights should contact the Principal.

PUBLIC PARTICIPATION AT BOARD MEETINGS

The following protocol will be followed under the PUBLIC COMMENT section at the board meeting.

- Address the board when the Board President calls for public comment.
- Identify one-self.
- Comments are limited to five (5) minutes. In unusual circumstances, and when an individual has made a

request in advance to speak for a longer period of time, the individual may be allowed to speak for more than five minutes.

- Observe the Board President’s decision to shorten public comment.
- Observe the Board President’s decision to determine procedural matters.
- Conduct oneself with respect and civility toward others.

For a complete explanation of *Public Participation at Board of Education Meetings and Petitions to the Board*, please review School Board Policy 2:230.

RECIPROCAL REPORTING AGREEMENT

Lostant CUSD 425 staff, Administrators, and Board of Education are committed to maintaining a productive and safe school environment. To that end, we have adopted, in conjunction with the Regional Superintendent's Office and other area schools, a reciprocal reporting agreement, which allows, under certain conditions, for the sharing of information between the District and law enforcement officials concerning minor Lostant students who have been arrested or taken into custody for any of the following offenses:

- All cases involving the unlawful use of weapons of any type under Section 24-1 of the Criminal Code.
- All cases involving illegal or controlled substances (including any violation of legal drug the Illinois Controlled Substances Act, Cannabis Control Act, Methamphetamine Control and Community Protection Act).
- All cases involving a serious crime, felony, or forcible felony as defined in Section 2-8 of the Criminal Code.
- All cases involving criminal gang activity.
- All other criminal offenses by an enrolled student.

It is our desire to work with the State Attorney's office, local and county law enforcement agencies, and other schools to send a strong message that these behaviors will not be tolerated. The local designee in charge of communicating such offenses in the Lostant School District is Dr. Malahy, Superintendent.

RELIGIOUS INSTRUCTION / OBSERVANCE

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student’s parent/guardian must give written notice to the Principal at least 5 calendar days before the student’s anticipated absence. This notice shall satisfy the District’s requirement for a written excuse when the student returns to school.

RESIDENCY DUE TO MILITARY SERVICE

When a student’s change of residence is due to the military service obligation of the student’s legal custodian, the student’s residence is deemed to be unchanged for the duration of the custodian’s military service obligation if the student’s custodian made a written request. The District, however, is not responsible for the student’s transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

RESPONSE TO INTERVENTION

In our continuing efforts to improve the academic and behavioral performance of all students, the District offers a district wide policy available to all students through Response to Intervention (RtI). RtI is a federal legislative initiative that public schools are required to implement to help all children. RtI is a means to intervene early, using high quality, scientifically researched based instructional and behavior supports in the general education setting to help the student before he or she fails. This process provides interventions and educational support to all students at increasing levels of intensity based on their individual needs.

To facilitate this problem-solving process the District's K-8 students are assessed/benchmarked 3 times a year using 2 nationally normed assessments: 1) AIMSweb and, 2) Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP). Assessments are administered in reading and math. Based on a student's scores, classroom performance, and teacher recommendation, students are placed in a group that may receive interventions.

All students have 25 minutes per day for RtI. These classes are supervised by the teaching staff. Students who need additional one-on-one support will engage in Tier II or Tier III interventions. Tier II is an additional 20 to 30 minutes of instruction where students are working on areas of needed improvement. Tier III is another 20 to 30 minutes per day of instruction where students are working on areas of needed improvement. In addition to the RtI schedule, students most often are working in class on Tier I or Tier II interventions. Tier I is general education in the classroom.

Instruction and interventions are proven to improve student performance by increasing reading fluency, reading comprehension, and/or math skills. RtI is also used for students who have behavioral problems as well as students with academic concerns.

If a child has been determined to need a Progress Monitoring Plan (PMP) for academic difficulties or Behavioral Support (example: Check In/Check Out) for behavioral concerns the parent(s)/guardian(s) will be notified by a letter. In order to accurately assess student progress, the intervention needs to be in effect for a minimum of 3-6 weeks before it is changed, modified, or discontinued. Many students require 2 to 8 quarters to see significant improvement in his/her skills and may no longer need an intervention.

The goal of RtI is to provide a child with everything he or she needs to achieve at grade-level without the need for special education services. While some children who enter the RtI process ultimately require special education support, the vast majority become successful without it. As we work with children the parent(s)/guardian(s) may be asked to attend a meeting to further discuss their child's progress and/or discuss how we can best meet the child's need. Lostant School faculty are trained to help children be more successful in school. If parents have any questions, feel free to contact your child's teacher.

RtI is to be considered a process, not an immediate solution, and may take several weeks or months of trying different ideas and testing their effectiveness. Cases will be continually monitored to maintain optimal success.

Parents will be notified of any referrals and times of meetings and process implementations.

RETENTION

If the decision to retain is under consideration a team consisting of Lostant school personnel, L.E.A.S.E. personnel, and parents will view student data which will include but not be limited to: a) formal assessments, b) summative assessments, c) RtI data, and d) inventories.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other assessments. A student will not be promoted based upon age or any other social reason. Students who fail one core academic subject may not be promoted to the next grade level. Students must receive a score of 70.00 percent or higher in every core academic subject to maintain passing grades. Core academic subjects include mathematics, language arts, reading, writing, science, and social studies. Promotion will be at the discretion of the Principal and classroom teachers and may require successful completion of a summer course in one or more failed areas. The expense of a summer course is the responsibility of the parents or guardians.

RIGHTS UNDER THE SCHOOL VISITATION RIGHTS ACT

Parents of students attending Illinois Schools who work for employers who employ at least 50 or more individuals in Illinois have certain rights under the School Visitation Rights Act (820 ILCS 147/1). Employed parents who have worked for an employer for at least 6 consecutive months, who work at least half-time, and who are unable to meet with educators because of a work conflict must be given leave of up to 8 hours during the school year to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. However, no more than 4 hours of this time can be taken on any given day and leave under this Act may not be taken unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours' notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer. The District will provide documentation for parents' use confirming the date and time of each school visitation upon a parent's request for such documentation. For regularly scheduled, non-emergency visitations, the District will make time available for visitation during both regular school hours and evening hours, when it is practicable, and the District is readily able to do so.

SAFETY DRILLS

Students are required to be silent and shall comply with the directives of school personnel during emergency drills. There will be a minimum of 3 evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) active shooter drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the Principal. Drills may not be preceded by a warning to the students.

SCHOOL HOURS / DROP-OFF / PICK-UP

Regular School Day

8:30 – 9:00 Students will enter through the main lobby doors. Students will go directly to their lockers to deposit personal items. They will then walk to the cafeteria for attendance count. Students may stay in the cafeteria for breakfast, participate in open gym, or meet with teachers for homework help or RtI.

9:00 – 3:30 School day.

3:30 School dismissal.

1:30 Dismissal

8:30 – 9:00 Students will enter through the main lobby doors. Students will go directly to their lockers to deposit personal items. They will then walk to the cafeteria for attendance count. Students may stay in the cafeteria for breakfast, participate in open gym, or meet with teachers for homework help or RtI.

9:00 – 1:30 School day.

1:30 School dismissal.

11:45 Dismissal

8:30 – 9:00 Students will enter through the main lobby doors. Students will go directly to their lockers to deposit personal items. They will then walk to the cafeteria for attendance count. Students may stay in the cafeteria for breakfast, participate in open gym, or meet with teachers for homework help or RtI.

9:00 – 11:45 School day.

11:45 School dismissal.

Drop-Off

When dropping students off at 8:30 a.m., please use the main entrance doors. When dropping students off after 8:30 a.m. an adult is required to enter the school building and sign the student in at the office.

Pick-Up

When picking students up at 3:30 p.m., adults are required to remain outside until after the end-of-the-day bell rings. When picking students up prior to the end-of-the school day, adults are required to sign the student out in the school office.

SCHOOL-PARENT COMPACT

It shall be the goal and purpose of Lostant School to provide a high-quality curriculum and instructional activities in a supportive learning environment that enables the children served under Title I to meet the State's student academic achievement standards. Parents can foster this purpose by carefully monitoring attendance, homework, and behavior. Parents should stress the need to make learning a priority. Parents are encouraged to visit the school and become involved in their children's educational career; and are encouraged to be active in the educational decisions of the child and be supportive of extra-curricular participation by their children.

Students will be given the opportunity to be successful in school and life. They will attend classes taught by highly qualified staff and be given a curriculum which will help them to achieve an education which is second to none in Illinois. They will be assessed based on the Illinois Standards of Learning. Additional assistance will be provided to students who fall behind in educational endeavors. Services include, but are not limited to:

- Daily study hall with a highly qualified teacher.
- Interventions in the classroom, during RtI time, or during study hall.
- After School Study Hall.
- Appropriate referrals to additional programs.

SEARCH AND SEIZURE

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The Administrators may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

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

Seizure of Property

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

may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

SEIZURE PLAN

If your child has a seizure plan, please notify the school, and give the Principal a copy of the plan so teachers and staff can be informed and trained.

SEX OFFENDER AND VIOLENT OFFENDER NOTIFICATION

State law requires the District notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public. The Department of State Police maintains a statewide Sex Offender Database for the purpose of identifying sex offenders. Parents/guardians can access the Statewide Sex Offender database by going to the following website: www.isp.state.il.us/sor/. There is a users' agreement to accept and this will take you to this website: <http://www.isp.state.il.us/sor/sor.cfm>. Individual names can be searched by county or town.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

SPECIAL EDUCATION PROGRAMS AND SERVICES / 504 SERVICES

Lostant CUSD 425 belongs to LaSalle County Educational Alliance for Special Education (L.E.A.S.E.). This is to inform you that comprehensive special education programs and services are currently available within our local district or within the other districts of the L.E.A.S.E. special education joint agreement. This includes services to students of nonpublic and parochial schools living within the district.

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities," as used in the District's policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

The District offers all eligible students between the ages of 3 and 21 a comprehensive program which includes systematic procedures to identify and evaluate those students eligible for special education and a continuum of placement options available to the specific needs of students. If necessary, students may be placed in private educational facilities.

Parents have the right to request a referral for an evaluation to assess their child(ren) for possible special education intervention. Parental consent in writing is required prior to the District conducting an evaluation. If parents suspect that their child has a disability that is adversely affecting their child's education, parents should contact Mrs. Goddard, 815-368-3392. If parents would like a copy of A Notice of Procedural Safeguards for Parents/Guardians of Students With Disabilities (as of November 2018), parents should contact [815-249-6225]. A booklet entitled, *An Educational Rights and Responsibilities: Understanding Special Education in Illinois*" (June 2009) may be obtained by writing to L.E.A.S.E. at 1009 Boyce Memorial Drive, Ottawa, Illinois 61350.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of

Education’s Rules and Regulations to Govern the Administration of Special Education.

For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), and representation by counsel, and a review procedure. Contact the Lostant Principal for a copy of the description of rights assured by Section 504 to those disabled students who qualify under Section 504 but do not qualify under IDEA.

In addition to the rights provided in the District’s section 504 procedural safeguards, parents/students may file a complaint with the Office for Civil Rights (OCR). The Illinois Regional Office for Civil Rights is located in Chicago at: Chicago Office for Civil Rights, US Department of Education, Citigroup Center, 500 West Madison Street, Suite 1475, Chicago, Illinois 60661. The phone number for OCR is 312-730-1560; TDD 877-521-2172. Their email address is OCR.Chicago@ed.gov. Student/parent complaints concerning Section 504 matters other than a student’s identification, evaluation and/or placement under Section 504 are addressed in the District’s Uniform Grievance Procedure described below.

If you have any questions about the availability of special education in Lostant School District, please call 815 368-3392. If you have any questions about State or federal requirements or other programs in the L.E.A.S.E. Cooperative, please call Mary Jane Chapman, L.E.A.S.E. Director, at 815-433-6433 for this information.

If you have questions about eligibility and services under Section 504 of the Rehabilitation Act of 1973, please call the Lostant Principal. The District Superintendent or his/her designee serves as the Section 504 Coordinator for the District.

SPEECH / LANGUAGE SCREENING

All students enrolled in school for the first time are required to have a speech and language screening. Students identified through the screening process will be referred for a case study evaluation to determine any specific need for special education services. Notification of the intent to initiate a case study or to provide district special education services is required for any child being considered for such special education services.

The speech therapist will also re-check students that do not require direct services but have been identified as having potential speech and language concerns. Any questions regarding speech and language should be referred to the speech therapist.

STUDENT PLANNERS

Each year, Lostant School provides student planners for grades 3rd – 8th. The planners will be used as a communication tool between the classroom and home. This is done for the benefit of the student and for the parents. The guidelines for the use of student planners are as follows:

Grades 3-5

- The teachers will post assignments on the board.
- The teachers will provide time for the students to fill in the assignment in their planner at the end of the class period. If there is no assignment, the student will write ‘none’.
- The teacher will initial every planner for each subject they teach.
- The homeroom teacher will check the planners and make sure that there is something written for each subject and ensure that each classroom teacher has signed off on it.

Grades 6-8

- The teachers will post assignments on the board.
- The teachers will provide time for the students to fill in the assignment in their planner at the end of the class period. If there is no assignment, the student will write 'none'.

STUDENT ATTIRE

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Decent and appropriate coverage of the body is expected. Health and safety standards require that clothing and shoes do not have ornamentation that will damage furniture or floors, or create a safety hazard to the child or to others. All students should maintain a state of general cleanliness and dress in a manner appropriate to an academic environment.

Students are expected to dress in a manner conducive to a positive learning environment. One's appearance cannot disrupt the educational process, be unreasonable, immodest, or unkempt. Any student whose dress or conduct is disruptive to the educational process or could constitute a threat to the safety, health, or welfare of self or others will be required to call home for a different set of clothing.

Dress, jewelry and/or grooming which is not in accord with reasonable standards of health, safety and decency will be considered inappropriate. **Students should be clothed from shoulder to mid-thigh.** Clothing with logos or slogans may not refer to tobacco, alcohol, or violence, nor show any disrespect for individuals or groups of people. Caps may not be worn inside the building. Clothing must be appropriate. Pants must be worn at the waist. Items which may pose a potential danger are prohibited (wallet/key chains, studded chains or jewelry, etc.).

Clothing and accessories – Shoulders must be covered with 2 inches of material. Spaghetti straps, halter tops and bare midriffs are not appropriate school attire. Shorts should not be shorter than mid-thigh length. Students will be directed to change into his or her physical education shorts if out of compliance. Hats may not be worn during the school day. Wearing distracting items is not allowed.

Shoes – Roller shoes should not be worn on school grounds. Due to safety reasons, it is highly suggested that students refrain from wearing flip-flops. To avoid accidental injury, jewelry may not be worn during physical education class.

If student attire is deemed inappropriate for school, students in grades 5th through 8th will be instructed to change into his or her physical education clothes for the day. Students may also call home for a change of clothes. Parents of students in kindergarten through 4th grades will be contacted to bring a change of clothes for their child.

STUDENT BEHAVIOR

Copies of all District policies on student behavior are available online through the District's website or in the school office.

Comet Positive Behavior Expectations

Positive behavior expectations are taught weekly by homeroom teachers. A copy of the Comet Positive Behavior Expectations is located on page 67.

Behavioral and Disciplinary Interventions Spectrum

The District utilizes a system of behavior interventions which include:

- School-wide Interventions.
- Classroom Interventions.
- Partnering with Parents.

- Tiered Interventions.
- Restorative Justice Matters.
- In-School Discipline.
- Exclusionary Discipline.

A copy of the Behavioral and Disciplinary Interventions Spectrum is located on page 66.

Prohibited Student Conduct

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

- Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
- 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.
- Using, possessing, distributing, purchasing, selling, or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - 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.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - 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.
 - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - 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.
 - Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this Handbook.
- Using or possessing an electronic paging device.
- Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate

student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the Principal, all cellular phones, smartphones, and other electronic devices must be kept powered-off and in the student’s locker 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.

- Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving, or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence; intimidation; force; noise; coercion; threats; stalking; harassment; sexual harassment; public humiliation; theft or destruction of property; retaliation; hazing; bullying; bullying using a school computer or a school computer network or other comparable conduct.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
- Engaging in teen dating violence.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
- Being absent without a recognized excuse.
- Being involved with any public-school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- 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.
- 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.
- Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the Principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing,

backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

When and Where Conduct Rules Apply

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

- On, or within sight of, school grounds before, during, or after school hours or at any time.
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school.
- Traveling to or from school or a school activity, function, or event.

Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.
- Detention.
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal Punishment

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

Weapons Prohibition

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

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

The expulsion requirement may be modified by the Administrators, and the Administrators' determination may be modified by the Board on a case-by-case basis.

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

For purposes of this policy, these terms are further defined:

Possession

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.

Bullying

The definition of bullying is when a one or more persons are being purposefully victimized by one or more persons repeatedly and/or over time to negative actions that inflict physical or emotional harm.

The penalty for bullying may range from a time out, peer mediation, conflict resolution, consultation, detention for a minor infraction, to suspension, alternative school, or expulsion.

Once per week all students participate in Character Education training in social skills class. The Comet Expectations are taught weekly to all K-8 students.

Cyber-bullying

Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated, hostile behavior by an individual or group that is intended to harm others. Cyber-bullying includes, but is not limited to, sending threatening E-mails and instant messages, sexual remarks, hate speech, disclosing an individual's personal data or photographs at websites, "Facebook" or other social networking sites, or forums, and assuming the identity of an individual for the purpose of publishing material in that individual's name that defames or ridicules the individual. Cyber-bullying that occurs off campus may be subject to school discipline if the misconduct 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 too: (a) be a threat or an attempted intimidation of a student or staff member; or (b) endanger the health or safety of students, staff, or school property. The penalty for cyber-bullying may range from a time out, peer mediation, conflict resolution, consultation, detention for a minor infraction, to suspension, alternative school, or expulsion.

Sexting

Sexting is the sending of sexually explicit texts, photos, images, or messages electronically. The penalty for sexting may range from a time out, peer mediation, conflict resolution, consultation, detention for a minor infraction, to suspension, alternative school, or expulsion.

Hazing

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. The following list provides examples of specific misconduct that may be considered hazing:

- Any activity that involves brutality of a physical nature.
- Morally degrading or humiliating games, pranks, stunts, or practical jokes.
- Forcing or coercing the consumption of alcohol, drugs, foreign or unusual foods.
- Applying substances on an individual's body.
- Harassment such as pushing, shoving, cursing, shouting, and yelling.
- Compelling an individual to participate in any activity that is illegal, perverse or publicly indecent.

K-2 Discipline Policy

The K-2 classrooms will use a stoplight approach to monitor classroom behavior and conduct. Through a collaborative effort from the kindergarten through second grade teachers; a list of possible infractions resulting in disciplinary action are listed below.

Each day all students will begin with a green light with the hope they end the day in the same manner. Students

who chose not to follow standard classroom behavior will move to a yellow or red light. Depending on the severity of the infraction, a yellow warning may not be issued.

Yellow Light:

- Excessive talking.
- Running inside the school.
- Cutting in line.
- Writing on desk.
- Eating food other than in the cafeteria or without permission.
- Chewing gum.
- Passing, and/or possession of notes.
- Unnecessary belching or passing of gas.
- Calling a teacher by his or her first or surname.
- Being in an unauthorized area.
- Tattling.
 - Tattling is when you want to get someone in trouble.
- We encourage students to tell.
 - Telling is when you want to keep someone or something safe.

Red Light:

- Throwing objects.
- Disruptive behavior.
- Destruction of property.
- Talking back, being defiant or non-compliant.
- Written or verbal profanity or vulgarity.
- Inappropriate or derogatory language such as references to drug use, drinking, smoking, ethnicity, sexual activity, or gender identification.
- Total refusal to follow directions.
- Stealing.
- Dishonesty or lying.
- Derogatory remarks to or about others.
- Intimidation, extortion, harassment.
- Disrespect.
- Cheating.
- Physically hurting others or attempting to hurt others.

3-8 Discipline Policy

Third grade is a transition year from the stoplight approach to classroom expectations. Students in grades 3rd-8th must follow classroom expectations set forth by each teacher. Discipline infractions will be addressed by the individual teacher. If a student does not comply with the teacher discipline action, or the infraction is of a severe nature, the Principal will address the matter.

STUDENT HEALTH COVERAGE

If a parent/guardian does not have health coverage for his or her child(ren), coverage may be obtained through the State of Illinois Department of Healthcare and Family Services. Contact information is:

- Telephone number 1-800-843-6154.
- Web site: GetCoveredIllinois.gov
- Online application: ABE.Illinois.gov

STUDENT PRIVACY PROTECTIONS

Surveys by Third Parties

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

Surveys Requesting Personal Information

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

- Political affiliations or beliefs of the student or the student's parent or guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized, privileged, or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent or guardian.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent or guardian may inspect the survey or evaluation and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent or guardian exercised this option. A student's parent or guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

STUDENT RECORDS

Notification of Rights of Parents and Students

Rules concerning student records at Lostant School District are based on requirements of the federal Family Educational Rights and Privacy Act, the Illinois School Student Records Act, and on the Board of Education's Student Records Policy.

The Student Records Policy may be reviewed in the Principal's office. Questions concerning the policy, the information provided below, or student records should be directed to the Principal.

Permanent and Temporary Records

A student's permanent record consists of:

- Basic identifying information, including the students and parents/guardians' names and addresses, student birth date and place, and gender.
- Academic transcript, including grades, graduation date, and grade level achieved.
- Attendance record.
- Accident reports and health record.
- Record of release of permanent record information.

All permanent student records will be destroyed 60 years after the student graduates or permanently withdraws from school.

Temporary Records Consists of:

- Family background information.
- Intelligence test scores and aptitude test scores.
- Reports of psychological evaluations, including information obtained through test administration, observation, or interviews.
- Elementary and secondary achievement level test results.
- Teacher anecdotal records.
- Disciplinary information.
- Honors and awards received, and participation in co-curricular and extracurricular activities.
- Special education files including the report of the multidisciplinary staffing on which placement (or non- placement) was based, and all records relating to special education placement hearings and appeals.
- Any verified reports or information from non-educational persons, agencies or organizations and other verified information of clear relevance to the education of the student.
- Record of release of temporary record information.

Temporary records will be forwarded to the high school upon graduation, or to the new school upon leaving the district.

Parent and Student Rights in Regard to Student Records

Parents or a student who has become 18 years old (“eligible student”), have the right to:

- Inspect and copy the student's education records within 15 days of the date the District receives a request that identifies the records which the parent or eligible student wishes to inspect. The Principal will make arrangements for access and will notify the parent or student of the time and place where the records may be inspected. There will be a charge of \$.25 per page for copies.
- Request the amendment of student records that the parent or eligible student believes are inaccurate or misleading, by writing to the Principal. The written request should clearly identify the part of the record sought to be changed and specify why it is inaccurate or misleading. If the District determines not to make the requested changes, the District will so notify the parent or student of its decision, of the right to a hearing regarding the request for amendment, and of the procedures for such a hearing.
- Receive, upon request, copies of records proposed to be destroyed. The school will notify parents and students of the records destruction schedule.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that disclosure without consent is authorized by state or federal statute.
 - Among the types of disclosure without consent allowed by statute is disclosure to a school official with legitimate educational interests, meaning a person who needs to review an education record in order to fulfill his or her professional responsibilities. The term "school official" may for these purposes include an Administrator, certified or support staff member (including health or medical staff and law enforcement unit personnel), school board member, or person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or diagnostician), or a parent or student serving on a school-established disciplinary or grievance committee.
 - The District will disclose a student's education records without consent to a school in which the student seeks or intends to enroll, upon request by that school, subject to the right of the parents/guardians (or student, as applicable) upon notice of the proposed transfer to inspect and copy the records and to seek amendment of their contents using the procedure described above.
- File a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of the Family Educational Rights and Privacy Act. The address of the agency that

administers the Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

There is a limitation on right of access where court order of protection exists. No person who is prohibited by a court order of protection from inspecting or obtaining school records of a student shall have any right of access to the school records of that student, if the school's Principal has been provided a copy of such order.

Other protections

A parent or student may not be forced by any person or agency to release information from the student's temporary record in order to secure any right, privilege, or benefit, including employment, credit, or insurance.

Student Biometric Information Collection

The Principal or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall follow State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice or facial recognition, or iris retinal scans. Before collecting student biometric information, the District shall obtain written permission from the person having legal custody of the student or the student (if over age 18). Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

STUDENT SOCIAL AND EMOTIONAL DEVELOPMENT

Recognizing that "children's social development and emotional development are essential underpinnings to school readiness and academic success", the Illinois legislature passed the Children's Mental Health Act of 2003. This Act requires school districts to "develop a policy for incorporating social and emotional development into the district's educational program." It also requires protocol for responding to children with social, emotional, or mental health problems that impact learning ability. You may contact the Principal to obtain a copy of the District's Protocol for Responding to Students with Social, Emotional or Mental Health Problems (7:250-AP2).

SUSPENSION PROCEDURES

Pre-Suspension Conference

The Principal shall confer with any student who is under consideration for suspension prior to taking such disciplinary action. The student shall be advised of the reasons for the proposed suspension and the evidence in support of those reasons. The student shall also be afforded an opportunity to respond.

The Principal, after following the above pre-suspension procedures, may then determine whether to suspend the student in accordance with the notification requirements set forth below.

When in the opinion of the Principal, a student's presence poses a continuing danger to school personnel, to other students, or to school property; or poses an ongoing threat of disruption to the educational process the student may be immediately suspended from school without holding a pre-suspension conference as set forth below.

Suspension Notification

If the pre-suspension conference results in a decision to suspend from school, the parents/guardians of the student shall be advised immediately of the decision by a telephone call and written notice sent to the parents/guardians.

The notice to parents shall include:

- A statement of the reasons for the suspension, including any school rules, which have been violated.
- The date and duration of the suspension.
- A statement of the parent’s rights to request a review of the suspension.
- A statement that the failure to request a timely review may be deemed a waiver of the right to a review hearing with the Board.
- Notification of the right to be represented at the suspension review by an attorney or other representative.

Suspension Review Hearing

Upon timely request of the parent/guardian, a review of the suspension shall be conducted by the Lostant School Board or a hearing officer appointed by the Board. At the review, the student’s parents/guardians may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. The school Principal may also present evidence to the Board or hearing officer. After presentation of the evidence or receipt of the Principal’s or hearing officer’s report, the Board shall take such action as it finds appropriate.

Extra-Curricular Activities

A student participating in extra-curricular activities at the time of a suspension will lose privileges for the length of the suspension.

TEEN DATING VIOLENCE POLICY

As required by state law, the Board of Education of Lostant CUSD 425 has adopted Board Policy 7:185, which prohibits teen dating violence; incorporates age-appropriate education about teen dating violence in grades 7 and 8 taught during health class, and establishes procedures for the manner in which school employees are to respond to incidents of teen dating violence that take place at the school, on school grounds, at a school sponsored activity or in vehicles used for school–provided transportation. Teen dating violence means a pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person where one or both persons are 13 to 19 years of age or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person where one or both of the persons are 13 to 19 years of age. A copy of Board Policy 7:185 can be obtained on the District website (lostantcomets.org) under About Us/Board of Education/Board Policies/7:185 or by contacting the Principal.

TEXTBOOK RENTAL FEE

A Registration Fee is charged for the rental of textbooks. This fee is to be paid during registration. If the fee cannot be paid in full, a waiver form is available at registration for one-half of the registration fee. Fees for the 2020-2021 school year for all grades are \$75.00. A \$25.00 discount will be given on Registration Day. No discount will be given after Registration Day.

Books are rented and must be returned in good condition. Parents/guardians are responsible for the cost of replacing or repairing lost, stolen, or damaged books.

THE CARE OF STUDENTS WITH DIABETES ACT

Under the *Care of Students with Diabetes Act* (“Act”) (105 ILCS 145/1 et. Seq) a parent or guardian must submit a Diabetes Care Plan to the school for any student who seeks assistance with diabetes care in the school setting or who has been managing his or her diabetes care in the school setting.

Under the Act, specific information must be provided in the Diabetes Care Plan such as physician instructions for the student's diabetes management and designation of appropriate school staff who will provide and supervise services for the student. Therefore, parents and guardians are encouraged to collaborate with the student's physician and school personnel in the creation of the plan.

The Diabetes Care Plan must be submitted to the school at the beginning of each school year, upon enrollment, as soon as practical following a student's diagnosis, or when a student's care needs change during the school year. It is the parent or guardian's responsibility to inform the school in a timely manner of any changes to the Diabetes Care Plan recommended by the student's physician.

In addition to the Diabetes Care Plan, parents must also complete forms provided by the school district regarding authorization for the administration of medication and authorization for designated district representatives to communicate directly with the student's physician regarding the necessary management of the student's diabetes.

To assist the school district in safely transporting the student, the Act also requires that an information sheet be provided to any school employee who transports a student for school-sponsored activities. The information sheet identifies potential emergencies that may occur as a result of the student's diabetes and the appropriate responses to such emergencies. Parents must assist the district in the completion of the transportation information sheet by providing the information and authorizations necessary to complete the form.

To begin the process of completing the Diabetes Care Plan and other required documents the parent or guardian must contact the Administrator.

TRANSFERS

Students moving away from the District should notify the school office at least 3 days prior to their move. Student records will be mailed to the new school when a **written request** is received from the new school. At the end of the year if you know your child(ren) will not be attending Lostant School the following year, please notify the office as soon as possible.

TRUANCY / CHRONIC TRUANT

Truancy is an unexcused absence from school for all or part of the school day, as defined by Section 26-2a of the Illinois School Code. A student is Chronically Truant if they are absent without valid cause for 5% (9 days) or more of the previous 180 regular attendance days. Consequences for truancy are determined by the repetitive and or nature of the truancy. Parent will be contacted and all absences beyond 5 days without a doctor's notice will be referred to the LaSalle County Truant Officer who will take appropriate action.

Excessive absences or truancy may seriously jeopardize a student's grades and abilities in the classroom.

Resources and Supportive Services

The following resources and supportive services are available to students with attendance problems and their parents or guardians:

- Conferences with school personnel.
- Counseling services of school social worker and/or school psychologist.
- Placement in alternative educational programs.
- Referral to community agencies for appropriate services.

Truant Minor

Lostant School District, in keeping with Section 26-2a of the Illinois School Code, considers a truant minor to be a chronic truant to whom the above resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or have been offered and refused by the parent(s), guardian(s) and/or student.

Referral of Chronic Truant

This district will refer chronic truants to the Regional Office of Education in accordance with current procedures established by the LaSalle County Truant Officer.

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:

- Title II of the Americans with Disabilities Act.
- Title IX of the Education Amendments of 1972.
- Section 504 of the Rehabilitation Act of 1973.
- Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.
- Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
- Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972).
- Bullying, 105 ILCS 5/27-23.7.
- The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children.
- Curriculum, instructional materials, programs.
- Victims' Economic Security and Safety Act, 820 ILCS 180.
- Illinois Equal Pay Act of 2003, 820 ILCS 112.
- Provision of services to homeless students.
- Illinois Whistleblower Act, 740 ILCS 174/1 et seq.
- Age Discrimination Act.
- Boy Scouts of America Equal Access Act, 20 U.S.C. 7905.
- Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Title I and II of the Genetic Information Nondiscrimination Act GINA), 42 U.S.C. §2000e et seq.).

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 a 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. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

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 gender. 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.

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.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years or age or older.

Within 30 school business 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.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business 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 30 school business 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 business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

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.

Appointing Complaint Managers

The Superintendent shall appoint at least 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator, if any, may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current.

Name	Sandra Malahy Superintendent	Lisa Goddard Principal
Address	Lostant CUSD 425 315 West 3 rd Street Lostant, IL 61334	Lostant CUSD 425 315 West 3 rd Street Lostant, IL 61334
Telephone	815-368-3392	815-368-3392

UNSAFE SCHOOL CHOICE

K-8th Grade Students

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in the Lostant School District because the District only has one school or attendance center. Special accommodations within the Lostant School environment may be requested and directed to the Principal.

9th-12th Grade Students

If a high school student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school that has an Intergovernmental Agreement with Lostant School District. All students are allowed one transfer during the high school years. If one transfer has already been utilized, the Lostant Board of Education will hear

the case and may waive the one-time allowable transfer.

USE OF A PHOTOGRAPH OR VIDEO RECORDING OF A STUDENT

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the Principal. The school may use these pictures without identifying the student in various publications including the school yearbook, school newspaper, school information flyers or newsletter and the school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school related activity. The district is not responsible for photographs taken of students by other students or other individuals without the consent of district staff.

On occasion school officials may want to identify a student in a school picture. Examples include but are not limited to, acknowledgement of students who participated in a school activity or acknowledgement of students who deserve special recognition. For the school to publish a picture with a student identified by name, the student's parent or guardian must sign the consent form included in the registration materials.

VIDEO AND AUDIO MONITORING SYSTEMS

The District is under twenty-four-hour video surveillance, outdoors and indoors, on all school property. School buses and school van are equipped with video and audio recording equipment. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audio or video, these recordings may be used as the basis for imposing student discipline and/or legal action. If a Lostant adult resident or non-Lostant student or adult resident is involved in an incident, law enforcement authorities will be contacted. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

VISION EXAMINATIONS

All children enrolling in kindergarten and any student enrolling for the first time in a public, private, or parochial school in Illinois on or after January 1, 2008 shall have an eye examination. Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year must be submitted to the school by the first day of school.

An Eye Examination Waiver Form (described below) is presented to the school.

Parents who object to an eye examination on religious grounds shall not be required to submit their child to the examination if the parent presents to the Principal a signed statement of objection detailing the grounds for the objection.

Children who show an undue burden or a lack of access to an optometrist or to a physician who provides eye examinations shall receive a waiver from the requirement for an eye examination. A waiver form may be obtained from the Principal or his/her designee. An undue burden or lack of access to an optometrist or to a physician who performs eye examinations includes but is not limited to, the following circumstances:

The child is enrolled in the free and reduced lunch program under the School Breakfast and Lunch Program Act and is ineligible for Public Assistance (Medicaid/ALLKIDS).

The child is enrolled in Medicaid/ALLKIDS, but the parent or guardian is unable to find an optometrist or physician in the community who accepts Medicaid/ALLKIDS and who can see the child.

The child does not have any type of medical or vision/eye insurance coverage, and there are no low-cost clinics in the community that provide eye examinations as required by the Illinois School Code and Department of Public Health Regulation 665.620 and that will see the child.

Vision Screening

The screening notice is not a permission to test and is not required to be returned. Vision screening *is not* an option. If a vision examination report is not on file at the school for each student, the student will be screened. The school gives a vision screening in the fall. Section 5/27-8.1 of the School Code requires the school to inform parents/guardians that vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. The student is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

VISITORS

In order to assure the health and safety of students and staff, all entrances to the school will be locked. To enter the school, visitors must use the intercom button located at the main North entrance of the school. The visitor will be requested to identify himself or herself and state the reason for the visit. Parents or guardians bringing student supplies are encouraged to take them to the office. School personnel will deliver the items to the student during passing time. This will help to reduce classroom interruptions. If a parent or guardian wishes to visit a classroom, permission should be obtained from the teacher prior to the classroom visit. Additional information may be obtained from Board Policy 8:30, located on the school web site.

VOLUNTEERS

All school volunteers must complete the *Volunteer Information Form* and be approved by the Principal prior to assisting at the school. Forms are available at registration and in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the Principal. Volunteers are required to check in and out at the school office and receive a visitor badge before going to his or her destination.

WAIVER

In accordance with School Board Policy 4:140, the Superintendent will recommend to the School Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of schoolbooks or other school-owned materials.

Fees for textbooks, other instructional materials, are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Eligibility Criteria

A student shall be eligible for a fee waiver when:

- The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, 42 U.S.C. §1758; 7 C.F.R. Part 245.
- The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

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

- Illness in the family.
- Unusual expenses such as fire, flood, storm damage, etc.

- Seasonal unemployment.
- Emergency situations.
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

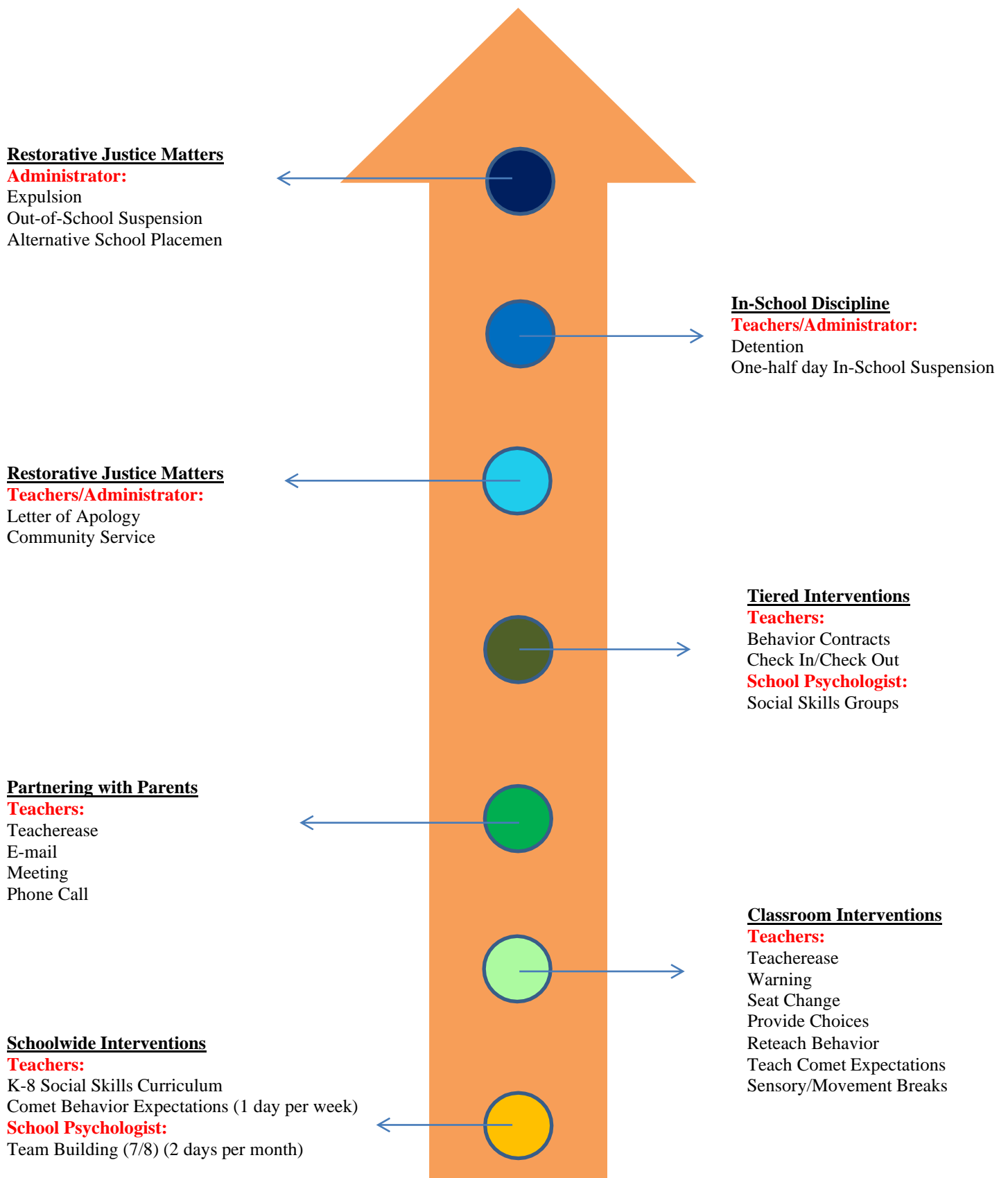
The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245 .6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).

When using a District established or other independent verification process, the Superintendent or designee may not require verification more often than every 60 calendar days. The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to The National School Lunch Act.

Determination and Appeal

The Superintendent or designee will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board. The decision of the Board is final and binding. Questions regarding the fee waiver request process should be addressed to the Superintendent's office.

Behavioral and Disciplinary Interventions Spectrum



COMET POSITIVE BEHAVIOR EXPECTATIONS

	RESPECT	RESPONSIBILITY	EFFORT
Cafeteria	<p>Chew with mouth closed.</p> <p>Keep hands and feet to self.</p> <p>Use kind words.</p>	<p>Keep your food in your area.</p> <p>Eat all or most of your own food.</p> <p>Always stand quietly in line.</p>	<p>Talk quietly to the person near you.</p> <p>Clean your area.</p>
Recess	<p>Include others.</p> <p>Share equipment.</p> <p>Line up promptly on signal.</p> <p>Use kind words.</p>	<p>Play safe.</p> <p>Dress for the weather.</p> <p>Return equipment to proper area.</p> <p>Report any graffiti or broken equipment to an adult.</p>	<p>Use equipment properly.</p> <p>Line up quietly.</p> <p>Keep hands and feet to self.</p>
Bus	<p>Listen to the bus driver.</p> <p>Talk quietly to others.</p> <p>Remain in your own seat.</p> <p>Keep hands and feet to self.</p>	<p>Throw unwanted items in garbage.</p> <p>Watch for your stop.</p> <p>Take all belongings when exiting.</p>	<p>Follow bus rules.</p> <p>Ignore negative behaviors.</p> <p>Help keep bus clean.</p>
Hallway and Stairwell	<p>Use inside voices</p> <p>Keep hands and feet to self.</p> <p>Maintain personal space.</p>	<p>Always walk.</p> <p>Keep locker clean and door closed.</p> <p>Walk single file on right side of hallway / stairwell.</p>	<p>Carry items appropriately.</p>
Restroom	<p>Keep your eyes to yourself.</p> <p>Use one stall.</p>	<p>Flush toilet after use.</p> <p>Use hand dryer.</p> <p>Wash hands using 2 pumps of soap.</p>	<p>Voices silent in restroom.</p> <p>Use restroom appropriately.</p> <p>Use restroom quickly and quietly.</p>
Classroom and Study Hall	<p>Use kind words.</p> <p>Be quiet when others are talking.</p> <p>Always raise your hand and wait to be called on.</p>	<p>Bring materials to class.</p> <p>Come to school with completed homework.</p> <p>Be on time.</p>	<p>Do your best work.</p> <p>Use time wisely.</p>
Homeroom	<p>Participate in the Pledge and Comet Expectations.</p>	<p>Listen to announcements.</p>	<p>Organize daily materials.</p> <p>Ask teacher for help.</p>



Committee Meeting February 27, 2020

Board of Education Approval: April 22, 2020