

## **WELCOME**

Welcome to East Grade and Franklin Elementary School for the 2018-2019 school year. The Franklin staff is committed to maintaining a safe, nurturing and challenging educational environment that supports and promotes the intellectual, social, emotional and physical growth development of every student. As you visit our school, you will notice the pride that all of our stakeholders have for our school and the efforts put forth daily to provide a great learning environment for your child. Our school provides a high standard base curriculum, with high expectations, and the opportunity for every student to achieve academic excellence. We are a professional learning community committed to implement research based instructional strategies in our classrooms to maximize the learning process of our students.

Along with academic excellence, it is equally important to develop and instill positive character traits in our students. Academic excellence and good character are essentials for success in life.

East Grade and Franklin Elementary School is a place where Students, Parents, Staff, Community, and the Administration and Board of Education work together as a team to ensure our students receive the best education possible. We all play a crucial role in the academic development of our students.

We look forward to working with you as we make your child's education and safety our highest priorities. If you have any questions, concerns, or suggestions, please do not hesitate to call or come by and visit our school.

Mrs. Christy Willman  
Elementary Principal

## **VISION**

The vision of Franklin Community Unit School District #1 is to provide students with a quality education that develops the skills necessary to become productive citizens able to meet future challenges while achieving their full potential as human beings.

ADMINISTRATORS

Curt Simonson - Superintendent  
Christy Willman – Principal

CLASSROOM TEACHERS

Amanda Streit 3<sup>rd</sup> Grade  
Mary Henry 4<sup>th</sup> Grade  
Jason Courier 5<sup>th</sup> Grade

SPECIAL UNIT PERSONNEL

Jenna Griffith - Social Worker  
Kara Smith - LD Resource  
Catie Bunyan - Art  
Melissa Gerard - Title I  
Katy Whalen - Speech  
Cathy Sheeley - Librarian  
Bev Rees - P.E.

SUPPORT PERSONNEL

Carol Seymour - Cook Supervisor  
Dawn Phillips, Paula White- Secretary  
Stacey Stephenson - Custodian  
Christine Clayton - Lunchroom Supervisor

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**\*ALL VISITORS\*\***

**Must check into the office upon arrival and wait to be directed.**

**ABSENCES**

Good attendance is important. Success in school is generally dependent on regular attendance. Students with excessive absences miss classroom instruction and quickly fall behind. Absences for reasons other than the following are strongly discouraged:

- Illness (excuse from physician required after four days)
- Death in immediate family
- Medical, dental, or eye doctor appointments
- Unavoidable accident or emergency

Parents/guardians must call the school office before 9:00 a.m. **each day** that a student is absent. State law requires school personnel to make one attempt to notify parents/guardians if the school has not been contacted.

**Excessive Absences/Truancy**

When a student has reached a total number of absences equal to 5% of the school year, a letter will be sent home to advise the parent or guardian that the student has reached the threshold for being chronically truant. Students with more than 10 days of absence per year will be reported to the Morgan County Truancy Office unless the student has a valid excuse for each absence.

**ACCIDENTS**

If a student is injured at school, he/she should immediately tell a teacher or supervisor. If necessary, parents/guardians will be contacted by school authorities to explain the circumstances and arrange for the student to be picked up. An accident report will be completed and a copy provided for the parents/guardians.

**ARRIVAL & DISMISSAL FROM SCHOOL**

**The doors at Jr.High/High School will open at 7:30 a.m.; students *will not be allowed to arrive before 7:30 a.m.* All students will be dropped off at the Jr.High/High School for the start of their day. No drop off at East Grade School.**

**The East Grade students' school day ends at 3:00 p.m. The Franklin Elementary students' day ends at 3:05 p.m.** Parents need to make arrangements to pick up their student after school if not riding the bus home. There will be no after school care.

### **Arrival & Departure During the School Day**

Students arriving at school after 8:10 a.m. or returning to school later in the day should always report to the office **first**. Parents bringing students to school or picking students up for an appointment should always come to the office rather disrupting their child's classroom. It is a state requirement that the district keep a sign in/sign out sheet to record the time of arrival and/or departure.

A note or phone call would be helpful when parents/guardians plan to pick up their child or when it is necessary for them to send a relative or family friend to pick up their child. If calling, please notify the school at least a half hour in advance in order to give the classroom teacher enough time to gather assignments and help the student get ready to leave. For his/her own safety, no student will be allowed to wait outside the school building.

### **Late Start School Day**

A late start school day may be initiated on days when the weather is threatening with snow, ice, or extreme wind chills, but conditions are expected to get better as the day progresses. The decision will be made the night before, if possible, or at least by 6:00 a.m. that morning. Parents will be notified as soon as possible using our automated phone system.

The late start time for Franklin JH/HS, Franklin Elementary and East Grade will be 10:05 a.m.

The bus fleet will start their routes on late start days between 8:00 and 8:30 a.m.

### **Permission to Go Home With Another Student**

If a student has permission to go home with another student after school, he/she must have a written note, in their parent's/guardian's handwriting, to give to the teacher and the bus driver. Students without such a note will be taken home after school on their regular bus route. When two or more students from one family change their usual after-school arrangements, we will need a note for **each** student. This is purely for safety reasons and there will be no exceptions.

### **ASBESTOS**

The East Grade building contains asbestos materials. Most of this asbestos is non-friable and is contained within the floor tile. There is also some asbestos in the materials wrapped around some heat pipes. Occupants of this building are not to damage the pipe wrapping which could release asbestos fibers into the air. For additional information, or to report damage to asbestos containing material, please contact the superintendent's office. Inspections have been ongoing for several years and a trained inspector will continue to inspect every 6 months to ensure safety within the building.

### **AUTOMATED NOTIFICATION SYSTEM**

The district provides an automated notification system to advise parents of emergency/early dismissals, late start days, cancellation of school activities, and other special notices via telephone.

**Parents/guardians should check each year at registration to make sure their emergency phone numbers are current.** If changes occur during the year, it is their responsibility to notify the school office as soon as possible.

## **BIRTH CERTIFICATES**

According to Public Act 84-1430, any person enrolling a student in school for the first time must provide either: 1) a certified copy of the student's birth certificate; or, 2) other governmental documentation of the child's identity and an affidavit explaining the inability to produce a copy of the birth certificate.

Birth certificates must be submitted to the school on or before the first day of school. Failure to do so may result in your child being denied admission until one is provided.

## **BIRTHDAY PARTY INVITATIONS/TREATS & CLASSROOM PARTIES**

We love to help students celebrate their birthdays! Due to the increasing number of students with food allergies, parents/guardians may want to consider purchasing a "Birthday Book" for the library in their child's honor or sending pencils, bookmarks, or other small items for your child to hand out to classmates.

If you choose to send snacks for a birthday treat or bring snacks for a classroom party, please be aware that our district has approved a School Wellness Guidance Plan that stipulates we will take efforts to promote nutritious food and beverage choices such as fruits, vegetables, low-fat dairy foods, and whole grain products. For more information on our Wellness Guidance Plan, you may review it at [www.franklinhigh.com](http://www.franklinhigh.com) under "Parents".

Please follow these guidelines:

- Nutritious, individually wrapped, store bought treats only;
- **No drinks, cakes, cookie cakes, ice cream, caramel apples, etc. allowed – these treats do not meet nutritional guidelines and take up too much class time for serving and clean-up;**
- Treats will usually be served during the classroom's regular milk/juice break;
- Treats dropped off by parents should be taken to the office.

Birthday party invitations should not be distributed at school except under the following conditions:

- All children in the classroom are invited.
- All boys in the classroom are invited to a boy's party.
- All girls in the classroom are invited to a girl's party.
- Invitations are not to be passed out anywhere except in the classroom with permission of the teacher.

Classroom parties to celebrate holidays are held at the discretion of the teacher. Grades K-2 will provide a sign-up sheet at our annual Open House for parents who wish to help with the parties. Parents who are unable to attend the Open House should contact their student's teacher as soon as possible to offer their help.

## **BLOODBORNE PATHOGENS - HEPATITIS**

In accordance with the OSHA Bloodborne Pathogens Standard, 29CFR 1910.1030, our school district has developed an Exposure Control Plan. This plan helps the employees know what to do if they or the students are exposed to blood or potentially infectious body fluids. This was done to protect the employees as well



student will be served a cheese sandwich and milk/juice at lunch time.

## **BUDGET**

The School District budget is adopted by the end of September each year and can be found on the District's web site at: [www.franklinhigh.com](http://www.franklinhigh.com)

## **BUS BEHAVIOR**

Students are expected to behave on the school bus just as if they were in a classroom. They must be quiet and sitting in their seat at all times when the bus is moving and must follow the directions and rules of the bus driver.

**Each of our school busses is equipped with a camera that makes a videotape of student behavior.** The purpose of this monitoring is to limit misbehavior on the bus and to provide safe bus transportation for all students. Should a student problem occur on the bus, the transportation director and/or principal may view the videotape to determine the cause(s) of the problem. Due to student privacy issues, only authorized school personnel and law enforcement personnel may view the videotape. The school code permits the school to take appropriate disciplinary action for bus misconduct.

If a student breaks the rules on the bus, he/she will usually be given a written warning first. This written notice must be signed and returned to the driver the next school day in order to ride the bus.

The second time a student breaks the rules on the bus, disciplinary action and possible suspension of bus riding privileges from one to five days may result. Parents must contact the bus driver, principal, or superintendent before the student is allowed to ride the bus.

The third time a rule is broken on the bus and a third notice given or when the infraction is particularly severe, the result may be anywhere from one day to complete suspension from riding the bus. Parents/guardians must meet with the bus driver and superintendent if the student is to be allowed to ride the bus after the suspension -- and then -- only if proper corrective measures have been worked out.

## **CELL PHONES/ELECTRONICS**

Cell phones, personal CD players, I-Pods, or other handheld electronic devices are to be turned off and in back packs/book bags while at school. Students bring these items at their own risk.

At the discretion of the bus driver, cell phones or other personal electronic devices may be used on the bus. Ear buds or headphones should be used. If the item creates a disturbance or becomes a behavior issue, the privilege may be revoked.

If a cell phone or other electronic device is confiscated for improper use, it will be returned to the student at the end of the day. Repeated offenses may require a parent/guardian to make arrangements to come to school to pick up the item.

## **CLOSED CAMPUS**

Students are not allowed to leave campus after arriving at school for any reasons other than illness, to keep medical appointments, or for family emergencies. No one is to go home for lunch unless it is for medical reasons and prior arrangements have been made with the administration.

## **COMPLAINTS & CONCERNS**

Students and parents/guardians have both the right and the responsibility to express school related complaints and/or concerns.

For the discussion and consideration of a complaint or concern, any student or group of students should request a meeting time and place with the building principal. One faculty member of the student's choice may be present at such meeting(s).

Parents/guardians should communicate any concerns in a timely manner and should use the following process to address those concerns:

- Contact the teacher/bus driver/coach etc. to discuss the issue.
- If the conflict is not resolved, the parent should contact the Principal.
- If the conflict is still not resolved, the parent should contact the district Superintendent.
- If the issue is not resolved after contacting the district Superintendent, the parents/guardians may bring the issue to the School Board. They must inform the Superintendent of their request to meet with the School Board at least 48 hours before the next scheduled meeting. Regular board meetings are held on the fourth Wednesday of the month unless otherwise posted.

## **COMPUTER USE**

Computer users are responsible for appropriate behavior on the school's computers just as they are in any classroom or school activity. The use of the network is a privilege, not a right, and it may be revoked in the event of misuse or abuse of the Internet access, computer hardware or software, including the entering, changing, or deleting of any file on the system other than a student's own. Users are advised never to access, view, keep, or send anything they would not want their parent, teacher, or principal to see.

## **CONFERENCES**

Parent-Teacher conferences are set for Wednesday and Thursday, October 24 –25, 2018. The conferences are held from 5:00 – 8:00 p.m. each day, and are expected to last approximately 15 minutes each. Notices will be sent home with students in early October for parents/guardians to sign up for their preference in scheduling their conference.

## **CRISIS PLAN**

Fire and tornado drills are held periodically in accordance with state law. Teachers will review the different types of emergency procedures and assist students in implementing them properly. Students should act quickly and quietly during the drill. Crisis plans are on file in the office and posted in classrooms.

## **DISCIPLINE**

The grade school has adopted an Assertive Discipline Plan in order to encourage more student responsibility. All school rules and procedures are meant to insure a safe and orderly environment where all students can learn.

A copy of the school-wide plan is listed below. Later, you will get a copy of the teacher's plan for his/her individual classroom.

### Rules to Follow Everywhere

- Keep hands, feet, mouth and objects to yourself.
- Follow instructions the teacher or supervisor gives you.

### Rules to Follow on the Playground or in the Gym

- Wear acceptable footwear – gym or soft-soled shoes.
- Line up against the wall when you first enter and wait until the supervisor gives directions.
- Use equipment properly and safely.
- No roughhousing.
- No toys from home are to be outside or in the gym.
- Stay within the playground boundaries as designated by the supervisor on duty.
- Anytime the supervisor blows the whistle, all activity is to stop immediately and the students are to look at the supervisor for instructions.
- When the whistle blows at the end of recess, recess is over and all activity is to stop and students are to line up immediately.

### Rules to Follow in the Cafeteria

- Walk.
- Talk quietly to people seated near you at your table.
- Stay in your seat, except to get seconds.
- No sharing of food.

### Consequences for Misbehavior in Classrooms, Halls, Restrooms, Gym, Cafeteria or on Playground

- Caution slips may be given for offenses in or outside the building.
  - When a teacher or supervisor gives a caution slip (three copies), the white and yellow copies go to the recess supervisor and the pink copy goes to the student's classroom teacher (or the teacher's mailbox).
  - The recess supervisor marks the caution slip "served" after the student serves his/her punishment (15 minutes) and gives the yellow copy to the student's classroom teacher (or puts it in the teacher's mailbox). The white copy is turned in to the school secretary.
- If the offense occurs during recess, the student will be immediately removed from play to stand by the wall and the student may be given a caution slip.
- If the student doesn't serve his/her punishment by the end of the following school day, he/she will lose all recesses the next day.
- If a student receives three or more caution slips in one day, he/she is sent to the principal

where he/she will remain for the rest of the day or be sent home with parents.

- Parents will be notified after the third caution slip is received.
- Any student receiving four caution slips within one month will serve a one-hour after school detention. (Additional one-hour detentions will be added for each additional caution slip.)
- Caution slips are intended to teach an immediate lesson and each student's record is wiped clean at the end of each month.

#### Consequences When Sent to the Principal

1st Offense:	Conference with principal.
2nd Offense:	Immediate contact may be made with the parents for a conference and the student may not be allowed back into the classroom until the parents respond.
3rd Offense:	Suspension may result. (See Suspension Procedures)
Severe Clause:	Any deliberate destruction of property or any willful harm or threat of harm to another person or insubordination to any adult supervisor will result in being sent to the principal and will supersede the caution slip procedure. (See Student Behavior)
Discretionary Clause:	The principal may impose immediate and appropriate discipline when a student is sent to the office and a caution slip was not issued.

#### **DRESS CODE**

Parents have the responsibility for dressing and grooming their children appropriately. However, students are not allowed to wear tank-tops with thin straps (aka "spaghetti straps") shirts that expose bare midriffs, halter tops, short shorts, see-through clothing, or visible undergarments. Clothing items with alcohol, tobacco, or other drug logos, profanity, or threatening statements of violence are forbidden. Shorts and skirts must be to the length of the student's fingertips unless the student is wearing leggings. Any violation of these guidelines will result in the student being given appropriate clothing to wear or parents/guardians may be called to provide a change of clothing. Hats, hoods, and sunglasses should be removed at the time the students enter the school building. Clogs, flip-flops, slides, boots and/or any shoes with platform soles are not be worn to school. We have learned from past experiences that these types of footwear cause accidents on stairs.

#### **EMERGENCY INFORMATION**

**It is important that the district has current emergency information on file for each student.** It is part of the Pupil Information Card filled out at registration and **must include emergency phone numbers.** Parents/guardians should verify their information as well as phone numbers each year at registration and notify the school immediately if there are changes during the year.

#### **FEES**

All fees are due and payable at the time of registration. Families unable to pay the full fee at registration

should arrange with the office to make monthly payments. Students who have unpaid fees from a previous year will not be permitted to enter school in the fall.

Our district offers E-PAY, a 24/7/365, self-service Electronic Payments Program for your convenience. You may access this service at [www.illinoisepay.com](http://www.illinoisepay.com) and follow the on-line instructions after entering Franklin Community Unit School District as the government unit.

Fee waiver forms are available at the bookkeeper’s office at the High School for families who may qualify.

**FIELD TRIPS/PRIVILEGES**

Field trips, even when used as part of the curriculum, are a privilege for students. Trips are a reward for good behavior and accomplishments, both academic and social. Students who fail to meet the academic and/or social standards of Franklin Elementary School may be denied participation in field trips based upon staff recommendation.

Parents/guardians will be notified in advance of all field trips where the students will be leaving the school grounds. All school rules apply to school-sponsored off-campus events.

Chaperones for field trips will be selected by classroom teachers based on supervision needs and available space. If the bus is filled to capacity with students and teachers, chaperones are welcome to drive their personal vehicle and meet up with the class at the designated place. They may be asked to pay any individual fees related to the field trip.

School privileges may also include but are not limited to: attending school book fairs, classroom parties, assemblies, field day activities, and any other school activity.

**GRADING SCALE**

All grades use the letter grades below:

A+	98-100	B+	88-89	C+	78-79	D+	68-69
A	93-97	B	83-87	C	73-77	D	63-67
A-	90-92	B-	80-82	C-	70-72	D-	60-62
						F	59 & below

An incomplete grade is to be used only when work has not been completed due to illness or other extreme circumstances. The teacher and student should complete and finalize this grade within a two-week time period.

**HOMEWORK**

When students are absent they may make up their work when they return or their parents/guardians may call for a list of work to be made up. All calls for homework need to be made before noon, and the homework should be picked up at the end of the school day.

If a student will be out of school for a family vacation, all homework will be assigned and completed following his/her return, not prior to their leaving.

Students will be granted time, upon their return to school, equal to the number of days missed to complete

makeup work. For example, a student who is absent for three days of school will have the next three school days to complete their makeup work. **It is the student and parent's/guardian's responsibility to make sure missed assignments are completed.**

**ILLNESS OR DISEASES**

Chicken Pox	Signs:	Mild fever, skin eruption that appears in different stages, at the same time a tired feeling
	Transmitted:	By droplets in spray of sneeze or cough, by contaminated articles
	Procedures:	Student should be isolated for six (6) days after appearance of last vesicle or until scabs are dried.

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Fifths Disease	Signs:	Mild fever, distinctive rash on the face (especially the cheeks), then pimple-like rash on arms, trunk, buttocks and thighs and later a lace-like rash
	Transmitted:	By contact with infected person
	Procedures:	Acetaminophen should be given when fever is present. Skin irritation or traumatization from sun, heat, cold, or friction should be avoided. Student should be allowed to attend school after any fever is gone and they appear well with the exception of the rash.

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Head Lice	Signs:	Sores on the scalp and nits on the hair
	Transmitted:	By contact with infected person or clothing and headgear of such person
	Procedures:	Student will be excluded from school until they have been given treatment. <u>Removal of all nits is required.</u>

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Impetigo	Signs:	Blisters, crusts and scabs on exposed parts of the body
	Transmitted:	By contact with infected person or contaminated object
	Procedures:	Student will be excluded from school until treated by a doctor.

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Mumps	Signs:	Chilly sensation, headache, loss of appetite, a tired feeling, low grade temperature, pain with chewing or swallowing, swelling of gland beneath ear
	Transmitted:	By droplet infection or direct contact with materials contaminated with infected saliva
	Procedures:	Student should be isolated until all swelling is gone.

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Pinkeye	Signs: Transmitted:  Procedures:	Eyes red, swollen lids, a creamy discharge By contact with infected person or contaminated objects Student will be excluded from school until treated by a doctor, and the eye is no longer draining or reddened.
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Rubella (Three Day Measles or German Measles)	Signs:  Transmitted:  Procedures:	Sore throat, headache, fever and tender lumps back of the ears, a transient rash By droplets in spray of sneeze or cough, by contaminated articles Student should be isolated for four (4) days after appearance of rash, or until rash is gone, and temperature is normal for 24 hours.
Rubeola (Measles)	Signs:  Transmitted: Procedures:	Fever as high as 105, cough, eyes reddened and swollen, nasal discharge, rash on forehead, face and neck spreading to the trunk By droplet spray from nose, throat and mouth Student should be isolated for five (5) days after appearance of rash, or until rash is gone, and temperature is normal for 24 hours.
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Scabies	Signs: Transmitted:  Procedures:	Itching, especially between fingers and toes By contact with infected person and contaminated clothing Student will be excluded from school until treated by a doctor.
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Scarlet Fever	Signs: Transmitted:  Procedures:	Sore throat, fever, nausea, vomiting and rash By droplets in spray of sneeze or cough, by contaminated articles Student will be excluded from school until rash is gone and temperature is normal for 24 hours.

The school reserves the right to require a doctor's clearance, whenever school officials feel it is necessary, to protect the health either of the pupil who has been ill or that of the other pupils in school. If you are not sure about a particular case, please call your doctor for advice before time for your child to return to school.

**A student who has been ill with a common cold, sore throat, or flu, (etc.) should not return to school until he/she has been free of fever and vomiting for 24 hours.**

### **2018-2019 Health Requirements**

Physical Exams are required by the *School Code of Illinois* on all children entering a public, private or parochial school for the following grade levels for the first time.

- **Pre-kindergarten**
- **Kindergarten**
- **6th grade**
- **9th grade**
- **Students entering a State of Illinois school for the first time**

Exams must be completed within **one year prior** to the first entrance to the required grade. The exam must be completed on the required **"Certificate of Child Health"** form. Parent signature and completion of Health History section required on this form. **Exams due no later than October 15th of the school year.**

\*\*\*Please note: IESA/IHSA sports physical forms ***MAY NOT*** be used as the required school health exam. *\*However,* a physical exam completed on the **"Certificate of Child Health" form *may be used as a sports physical.***

**Minimum Immunization requirements must be met including:**

- Proof of one dose of T-dap is required for students entering grades 6-12
- Proof of 2 doses of Varicella for grades K,1,2,3, 6-12
- Proof of Meningococcal vaccine:
  - o One dose for entry into 6-8, (on or after the 10<sup>th</sup> birthday)
  - o Two doses for students entering 12th grade; if the first dose was given on or after the 16<sup>th</sup> birthday, only one dose is required.

Eye exams (by an ophthalmologist or optometrist) are required for:

- **Kindergarten**
- **Students entering a State of Illinois school for the first time.**

Eye Exams or waiver must be submitted by **October 15** of the school year.

Physical Exams, Immunization requirements and eye exams are due at the start of the school year, and must be submitted no later than **October 15** of the school year.

Dental Examinations are required for students entering:

- **Kindergarten**
- **2nd grade**
- **6th grade**

Dental Exams or waiver must be submitted by **May 15** of the current school year and **must be completed no more than 18 months prior to the May 15 deadline.** Dental examinations must be recorded on the appropriate State of Illinois, Illinois Department of Public Health, ***Proof of School Dental Examination*** form.

Parents who object to immunizations, health, dental or eye exams on religious grounds are not required to comply if they provide to the school a signed statement that details the grounds for the objection. If the child has a physical condition that precludes one or more of the required immunizations, the examining physician, advanced practice nurse or physician assistant responsible for the performance of the health exam must endorse this fact upon the health exam form. A student may also be exempt from the eye

exam and/or dental exam due to an undue burden or lack of access to a provider.

## **MEDICATION**

### **CUSD #1 MEDICATION GUIDELINES**

1. Medications are administered at school in accordance with the Recommended Practices and Procedures Manual from the Illinois State Board of Education. Administering medications at school is discouraged. However, some pupils with long-term chronic illness or disability may require medication during the day. Only in exceptional cases in which failure to take medication could jeopardize the child's health and/or education, should medication be administered at school.
2. **\*\*\* NEW POLICY — starting 2017-18:** All medication given at school, including prescription and non-prescription/ over the counter medication (OTC), which includes Tylenol, Motrin (Ibuprofen), cough and cold medication (including cough drops), must be prescribed by a licensed prescriber on an individual basis as determined according to the student's health status. Medication that is brought to school must be sent to the nurse's office upon arrival. The medication will then be stored in a locked cabinet and the school nurse will monitor the storage and safety of administration at school.
3. Medications must be sent to school in the original container as dispensed by the pharmacy or sealed OTC bottles, accompanied by a signed **Franklin CUSD #1 Student Medication/ Treatment Authorization Form**. Any change in the dosage or administration must have written authorization from the prescriber.
4. The morning doses of medications should be given at home.
5. The school reserves the right to have the time of medication administration at school adjusted to meet the schedule and availability of the nurse and staff.
6. Questions concerning medications will be referred to your physician.
7. Self-managed medications will be evaluated individually by the school nurse (i.e. asthma inhalers, epipens, and medication to manage diabetes). It is recommended that spare medications be kept in the nurse's office for emergency use.
8. CUSD #1 medication forms are available on the website and in each office and must be completed by the physician and signed by the parent/guardian.
9. The school not only has the right, but also the responsibility to refuse to administer any medication at school if properly qualified individuals are not available.
10. The school will ascertain from the parent and/or the physician the necessity for administering medication during school hours and will retain the discretion to reject requests that do not meet the medication guidelines. **Medication sent to school without proper documentation will NOT be given.**

11. Noon medication will not be given at school on early dismissals @ 11:30a.m.

ANNUAL VISION SCREENING: Vision screenings will be done, as mandated, for children in pre-school ages three or older; children in Kindergarten, 2<sup>nd</sup>, and 8<sup>th</sup> grades; and all special education students, transfer students and teacher referrals. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the 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 and that evaluation is on file at the school. This notice is not permission to test. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened as required by law.

ANNUAL HEARING SCREENING: Hearing screenings will be done, as mandated, for children in pre-school ages three or older; children in Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> grades; and all special education students, transfer students and teacher referrals. Hearing screening is not a substitute for a complete hearing evaluation by a doctor. Your child is not required to undergo the hearing screening if an otolaryngologist or audiologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not permission to test. Hearing screening is not an option. If a hearing examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened as required by law.

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen) an asthma inhaler, or diabetic testing supplies and insulin, prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a Medication/Treatment Authorization Form.

This procedure shall be allowed after the following conditions have been met:

- A written release of liability from the parent/guardian;
- Written permission from the Superintendent or his designee;
- Written permission from the doctor.

### **INSURANCE**

Your child has secondary coverage against medical expenses for accidents that occur while attending regular school sessions. This coverage includes travel time for your child traveling from your residence to attend regular school sessions. If your child travels to school on a district bus, the coverage extends to travel time of the bus. This generous protection is provided to you by your local School Board.

### **LIBRARY**

The library will strive to provide materials to support and encourage the independent study and personal reading of the students.

All school rules of conduct apply in the library. Any disruptive behavior in the library will result in the individuals involved losing all library privileges for an extended period of time. Correct library behavior:

- Be quiet; whisper only.
- Be on task.
- Remain seated unless searching for materials.
- No gum or candy.
- Be cooperative with the library staff and other library users.
- Enter and exit only through the door by the librarian's desk.

The classroom teachers will make arrangements with the librarian for a regular class visit to the library for the purpose of checking out and returning books and/or reading books and magazines.

When checking out a book, the student must sign his/her name on the checkout card followed by the first letter of his/her teacher's name and the grade he/she is in. This must be legible. Only three books at a time may be checked out to a student.

When returning books, please leave them in the book drop. All books must be returned on the due date; however, books may be renewed for an additional two weeks. Any student who has an overdue book may not check out any books until this obligation is taken care of.

Students who lose library books are expected to pay for them before the end of the school year. They should check with the librarian to determine a fair price for replacement. Failure to meet this responsibility may result in loss of privileges such as field trips, assemblies, field day activities, etc.

### **LOST & FOUND**

Any article found by students, regardless of its value, should be placed in the lost and found container outside the office. The owner may claim it upon proper identification with the office personnel. Articles which have not been claimed after a reasonable length of time will be donated to Goodwill.

Students should avoid wearing expensive coats, clothing, or jewelry to school. **Franklin C.U.S.D.# 1 is not responsible for missing or damaged items.**

### **NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organizations that have entered into agreements with Franklin C.U.S.D. 1 are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Our District's Compliance Coordinator is: Andrew Stremlau, Superintendent, Phone: 478-3011.

## **PARCC TESTING (Partnership for the Assessment of Readiness for College and Career)**

PARCC is the state-required series of tests given to students in grades 3 – 5. Tests are given in the areas of English Language Arts (ELA) and mathematics at all of these grade levels as well as science for 5<sup>th</sup> grade. All testing is completed electronically via computer. The results will show how well our schools and the district are doing in meeting the adopted Illinois Learning Standards, also known as the Common Core State Standards, for learning. Individual student results of the PARCC assessments will be reported to parents, and school results will appear on the district report card.

## **PARENTS RIGHT-TO-KNOW**

Parents/guardians of students in a Title I school have the right and may request information regarding the professional qualifications of their child's classroom teacher. This information includes, at a minimum, the following:

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

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

## **PERSONAL BELONGINGS**

Students should leave items at home that present a safety problem and/or items that are not necessary for the educational process. For these reasons students are not to bring toys, fidget spinners, nerf balls, basketballs, or jump ropes, etc. to school.

Personal magazines, books, and computer-generated material require teacher approval.

Students should never bring an excessive amount of money to school; it is best to bring only the amount of money needed for expenses expected that day and to keep it on their person rather than in their desk.

**Franklin C.U.S.D. #1 will not be responsible for the loss, theft, or breakage of any object that a child brings to school.**

## **PEST MANAGEMENT**

In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 48 hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits. Franklin C.U.S.D. #1 has, therefore, established a registry of people who wish to be notified. To be included in this registry, please contact the superintendent.

## **P.E.**

Students at Franklin Elementary and East Grade School have 30 minutes of P.E. four days per week.

If a student has a special condition which prohibits him/her from participating in P.E. activities, a written note from the parents/guardians must be submitted to the P.E. teacher asking to be excused from specific P.E. activities. However, if a student is excused from P.E., he/she will not be allowed to play during noon recess. Any excused absence beyond five days will usually require a note from a doctor.

For the safety of your child, gym shoes are required for P.E. They must be regular athletic shoes; no heels, platform soles, or backless slings are allowed. Students may either wear them to school or bring a pair to change into before P.E. class.

## **PROPERTY LOSS OR DAMAGE**

In the event that school property is lost or damaged, either accidentally or voluntarily, the student or parent/guardian will be expected to pay for the full repair or replacement of said lost or damaged item. School property includes, but is not limited to: busses, the school facilities and furniture, as well as all items used in the instructional process (books, electronics, etc.). Arrangements must be made with the district business office for any payment required.

## **PROTECTION OF PUPIL RIGHTS (PPRA)**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Franklin C.U.S.D. #1 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

- Political affiliations or beliefs of the student or student's family;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

## **RESPONSE TO INTERVENTION**

The process of providing interventions to students who are at risk for academic and social-emotional problems is called RTI. The RTI process is a multi-step approach to providing services and interventions to students who struggle with learning and behavior in the school setting at increasing levels of intensity. All students are given a reading fluency and comprehension screening and a math screening in the fall, winter, and spring. In addition, students are screened for risk factors related to social-emotional behaviors. All students who do not meet the set expectations on the screenings, who are below standards on their PARCC test, or who are referred by their classroom teacher are given further testing to determine if they

are in need of interventions. If interventions are needed, students will receive these interventions during the regular school day and parents will be informed of the interventions being provided. The progress made by students at each stage of intervention is closely monitored. The information gained from an RTI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

## **REWARDS FOR GOOD BEHAVIOR**

Certified staff members have the opportunity to issue rewards for good behavior.

**Classroom Tokens** – Tokens are earned by a class for overall good behavior. Classroom teachers may not award tokens to their own class so they are typically handed out at the end of music, P.E., library, or recess. Tokens accumulate for one month and are counted on the day of the monthly Character Development Assembly. The traveling plaque is then awarded to the class with the most tokens earned during the month.

**"You Were Caught Being Good" Slips** - Individual slips may be issued by certified staff members to any student they observe being a good citizen. They are intended to recognize and promote the various aspects of good citizenship such as self-control, respect, kindness, responsibility, and honesty, etc. The slips are collected the day of the monthly Character Development Assembly and entered into the drawing for prizes. The slips continue to accumulate throughout the year and are used for the drawing at our final assembly for the bicycles awarded to one boy and one girl.

**Character Charm** - Students also earn a character charm for every three "You Were Caught Being Good" slips they receive during the year. These charms are designed to reinforce good citizenship.

**Citizenship Certificates** - Each monthly Character Development Assembly has a theme for good citizenship. Teachers award certificates to students in their classroom who best exemplify the theme for the month.

**Student of the Month** – Each month two students are picked by the certified staff as Student of the Month. They will be announced at the beginning of each month and taken out to lunch at a restaurant of their choice in Jacksonville on the following Friday.

**Franklin Elementary Pride Incentive Program** - In addition to all of the above, we have a Franklin Elementary Pride incentive program based on grades, behavior, attendance, and completion of homework. Students who meet the requirements of the Franklin Elementary Pride levels will be eligible to participate in semester/quarterly activities such as movies, roller skating, visits to parks, etc. A copy of this program has been attached for your convenience.

## **SEARCH & SEIZURE**

In order to maintain order, safety, and security, school authorities are authorized to conduct reasonable searches of school property and equipment as well as of students and their personal effects.

### **School Property & Equipment & Personal Effects of 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.

## **Students**

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

## **Seizure of Property**

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

## **SEX OFFENDER & VIOLENT OFFENDER INFORMATION**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may access information regarding registered sex offenders through the Statewide Sex Offender Database at [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). Information on violent offenders is available through the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry at [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/). State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren)):

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent or School Board. Anytime that a convicted child sex offender is present on school property – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

## **SPECIAL EDUCATION**

State and federal legislation require a free and appropriate education for all children with disabilities between the ages of 3 and 21. To meet these requirements our district, in cooperation with the Four Rivers Special Education District, provides special education programs and services to all eligible children. Programs and services are designed to meet the needs of students who have disabilities, which adversely affect their success in a preschool or regular classroom setting.

When a student has progressed through all three tiers of interventions with RTI, a referral may be made by parents, teachers, or other concerned individuals. After a comprehensive diagnostic evaluation, a committee of educational personnel determines the child's eligibility for programs and services.

Once a student is eligible for special education, an Individual Education Program (IEP) is written which sets goals and recommends services specific to the student's unique needs. Parent/guardian consent is required prior to the evaluation and for special education placement.

## **STUDENT BEHAVIOR**

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

### Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician'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.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. 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 tablet or powdered form.
  - g. "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.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.  
Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
  5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
  6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
  8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
  9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
  10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
  11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
  12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
  13. Entering school property or a school facility without proper authorization.

14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); 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.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. 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.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations 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; or (d) at any location on school property or at a school-sponsored event.

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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

### 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 voluntarily due to behavioral or academic difficulties. Potential

disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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 and 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 is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled

for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

#### Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

#### Required Notices

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

#### Delegation of Authority

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

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

student from riding the bus in excess of 10 school days for safety reasons.

## **Suspension Procedures**

### In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii) Substantially disrupt, impede, or interfere with the operation of the school.

- iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
  6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

### **Expulsion Procedures**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be

expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

### **STUDENT RECORDS - THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parents or eligible students of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate or misleading.

The parents or eligible student may ask the Franklin School District to amend records that they believe are inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, a supervisor, an instructor, or a support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or

company with whom the District has contracted to perform a special task (such as an attorney, an auditor, a medical consultant, or a therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the District discloses education records without consent to officials of another school district in which a student intends to enroll.

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

The address of the Office that administers FERPA is:

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

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he/she does not want any or all of the directory information disclosed. Directory information may include the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, e-mail address, and photograph.

Pictures of students will be included in the yearbook, in newspaper articles, on school web sites, and other school publications unless a parent has responded in writing that they do not want individual pictures of their children included in these activities.

## **SUPPLIES**

Students are responsible for bringing supplies such as paper, pencils, crayons, etc. that are on the supply list for his/her class.

## **TEACHER/SUPPORT STAFF CONFERENCES**

Parents/guardians who desire a conference for any reason with a teacher or support staff member should call and make an appointment for a time to meet with them when students are not present. It is inappropriate for any of our staff to be expected to talk to parents while they are responsible for students - either in a classroom, lunch room, or play area. Parents who show up unexpectedly will be asked to wait in the office until the staff member has time to meet with them. Please be aware that any staff member may ask another person (either a teacher or the principal) to be present during the conference.

## **TELEPHONE USE**

Teachers and students are not to be called from the class for a phone call unless an emergency exists. Messages will be given to teachers and/or students regarding information for them. No student is to use the phone unless an emergency exists and he/she has permission from his/her teacher.

### **TEXTBOOK RENTALS & REPLACEMENT**

Our school uses a textbook rental plan for convenience and to help save money for parent/guardians. In accepting the rental plan, students and your parents agree to take good care of all books and to pay the amount charged if any are lost, damaged, or show unusual wear. Each textbook will be numbered and a record made of the pupil using the book. If a textbook is lost or damaged, the cost will be determined by the age of the book. A replacement cost will also be charged for lost report cards or assignment books.

### **TITLE I**

Title I is a pullout program designed to provide supplemental instruction for those students in Grades K – 3 who are reading below grade level or for students in grades 1 – 5 who are performing substantially below grade level in math. Referrals are usually made by teachers, and/or administration.

### **TITLE IX GRIEVANCE PROCEDURE**

Franklin Community Unit School District #1 does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinator (Mrs. Streit) or to the Office for Civil Rights of the United States Department of Education (OCR).

### **VISITORS**

In an effort to maximize every child's education and keep them safe at Franklin Elementary and East Grade School, we would like to remind all parents/guardians that anytime you visit our school you are required to **check in at the office first - it is a state mandate**. This includes delivering a message or dropping off personal items such as books, homework, lunches, etc. to your child. Staff may request any visitor to provide identification and to state the purpose of their visit.

While this practice is part of our safety management plan, it also will assist with our desire to prevent avoidable classroom disruptions during critical classroom lessons. Visitors to the classroom are always exciting for students (and we also love having anticipated visits from parents as well), but when visits are unanticipated they often lead to an educational distraction.

### **WEATHER CONDITIONS**

You will be informed in the event school is not being held, is starting late, or is being dismissed early over radio stations WLDS and WJIL of Jacksonville, WMAY/WFMB of Springfield, WIBI of Carlinville, and over TV Channel 20 of Springfield. These announcements due to bad weather conditions will normally be called in by 6:30 a.m.

We will also use our automated phone system to contact parents/guardians of cancellations. Please note that snow/emergency days, interrupted days/heat days, as well as late start school days may be announced the evening before when possible.

**WIN TIME (WHAT I NEED)**

Students will participate in a 30-minute WIN Time of phonics-based, language, or writing skills three times a week. Some levels may have a short, daily homework assignment designed to reinforce the focus skill.