



ANNA DISTRICT #37

Lincoln, Davie and Junior High Schools

The information contained in this handbook is intended to be used as a guideline for parents, students, teachers, staff and administrators. We hope that it will answer many of your questions.

This handbook is merely a summary of Board Policy governing the District and specific regulations and rules are available to the public at the District #37 office. If you encounter a situation that is not included in the handbook, contact the principal. District #37 administration reserves the right to make changes or additions to this handbook at any time if it is deemed necessary.

***Bold markings have denoted changes made in this handbook for the 2017-2018 school year!**

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108 Warren St.
 Anna, IL 62906
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 Fax: 618-833-3262

Lincoln School
 108 Warren St.
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 Phone: 618-833-6851
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Davie School
 301 S. Green St.
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Anna Junior High
 301 S. Green St.
 Anna, IL 62906
 Phone: 618-833-6415
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Web Site: www.anna37.com

Anna Community Consolidated School District #37
 Chuck Goforth, Superintendent
 Mark Laster, Principal

Charlotte Massey, Assistant Principal/Spec Ed Coordinator/Homeless Liaison
 Rob Lannom, Assistant Principal/Athletic Director/PBIS Coordinator

Faculty

Lincoln
 Janet Boyd
 Angela Clay
 Marie Dallas
 Andrea Feloni
 Barbara James
 Malori Lambdin
 Becky Lannom
 Andi Laster
 Morgan Rathjen
 Lori Rich
 Tammy Smith
 Erin Suggs
 Gail Webb
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 Kevin Goins
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 Jennifer Osman
 Deena Reichert
 Heather Reynolds
 Aaron Roberts
 Julie Solomon
District Wide
 Karen Frick
 Jenny Hall
 Corey Hastings
 Alma Gomez
 Anna Rodriguez

Joshua Shearer
 Ann Unger
 Victoria Whittinghill

Davie
 Tonya Hammer

Jr. High
 Karen Collier
 Shelly Clark
 Michael Eddings

2017-2018 District Calendar

All Mondays in Attendance	August – June (Unless otherwise noted).....	Early Dismissal 2:15 PM
Aug. 15	Tuesday	Davie Back-to-School Night.....5:30 PM
Aug. 16	Wednesday	Teacher Institute.....No School
Aug. 17	Thursday	Teacher Institute.....No School
		Lincoln Back-to-School Carnival.....5:00 PM
Aug. 18	Friday	First Day of School.....Early Dismissal 2:15 PM
Aug. 21	MONDAY	ECLIPSE DAY.....NO SCHOOL
Aug. 22–25	All Week	Staff Professional DevelopmentDaily Early Dismissal 2:15 PM
Aug. 24	Thursday	Jr. High Open House.....7:00 PM
Sept. 4	Monday	Labor Day.....No School
Sept. 15	Friday	Mid-Term
Sept. 22	Friday	School Improvement Day.....Early Dismissal 11:30 AM
Oct. 6	Friday	Teacher Institute.....No School
Oct. 9	Monday	Columbus Day.....No School
Oct. 20	Friday	End of 1 st Quarter
Nov. 2	Thursday	Parent-Teacher Conferences...3:30 PM – 7:00 PM (Early dismissal 2:15 PM)
Nov. 6	Monday	School Improvement Day.....Early Dismissal 11:30 AM
Nov. 7	Tuesday	Parent-Teacher Conferences...3:30 PM – 7:00 PM (Early dismissal 2:15 PM)
Nov. 17	Friday	Mid-Term
Nov. 21	Tuesday	Early Dismissal.....2:15 PM
Nov. 22 – 24		Thanksgiving Holidays.....No School
Dec. 19	Tuesday	End of 2 nd QuarterEarly Dismissal 2:15 PM
Dec. 20 – Jan. 2		Christmas Break.....No School
Jan. 15	Monday	Martin Luther King’s Birthday.....No School
Jan. 26	Friday	Mid-Term
Feb. 5	Monday	School Improvement Day.....Early Dismissal 11:30 AM
Feb. 19	Monday	President’s Day.....No School
Mar. 2	Friday	End of 3 rd Quarter
Mar. 5 – 23		PARCC Testing
Mar. 15	Thursday	Parent-Teacher Conferences...3:30 PM – 7:00 PM (Early dismissal 2:15 PM)
Mar. 20	Tuesday	Parent-Teacher Conferences...3:30 PM – 7:00 PM (Early dismissal 2:15 PM)
Mar. 23	Friday	Early Dismissal.....2:15 PM
Mar. 26 – Apr. 2		Spring Break.....No School
Apr. 6	Friday	Mid-Term
May 28	Monday	Memorial Day.....No School
June 4	Monday	<i>*Last Day of Pupil Attendance.....Early Dismissal 2:15</i>
June 5	Tuesday	<i>*Teacher Institute.....No School</i>

Depending on the number of emergency days (7) used during the school year, this date could be earlier.

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Philosophy of Education

The board of education believes that the primary purpose of our school is to aid in the development of our youth to become good citizens. This will:

1. Involve activities for the acquisition of the basic skills and background for specialized skills.
2. Imply a familiarity with the best of the past and current cultures and such knowledge as contributes to the primary goals.
3. Require the cultivation of those attitudes and perceptions which enable the individual to correlate and to resolve his/her individual interests with the common goal.
4. Be best accomplished in an atmosphere and environment conducive to the successful acquisition of knowledge and scholarship.

Because we believe in our American democracy, we will aim for an understanding by our pupils of the evolving American way of life as contrasted with other systems. The goal should result in an enlightened, loyal citizen, ready to support our heritage and institutions in every way of life and be alert to the increasing challenge facing our nation in international affairs.

Our school, as a public institution, should strive to provide those experiences which meet the present and future needs of all our pupils and of all our citizens.

Mission Statement

The mission of Anna Community Consolidated School District #37 is to serve every student so that he or she will be provided an equal educational opportunity to achieve maximum potential. The students and staff will strive to increase achievement, while recognizing the unique nature of each student. These goals will be achieved within a caring and structured educational environment, which emphasizes individual responsibility and social values.

1.00 Academics

1.1 Grades

In Jr. High, percentage grades are given for the academic core subjects of math, science, social studies, reading, and language arts, and also for physical education/health, band and encore classes. In grades 1-8, letter grades are used. In Kindergarten, a skills checklist is used.

1.02 Grade Scale

District #37 uses the following grade scale:

A	90 to 100 %	Excellent
B	80 to 89 %	Good
C	70 to 79 %	Fair
D	60 to 69 %	Poor
F	0 to 59 %	Failing
I		Incomplete*

*A student receiving an 'I' will have a specific time to make up the work. The teacher will determine the amount of time. If the incomplete is not completed within the specified time, the "I" will become an "F" on the student's official transcript.

1.03 Report Cards

Report cards are distributed approximately every nine (9) weeks. In addition, progress reports are sent home at midterm of each quarter.

1.4 Promotion/Retention

Jr. High (5-8)

It is the policy of the board of education to strive to ensure that students will meet district goals and objectives and will perform at the expected levels for their grades before being promoted.

At minimum, teachers will review grades at the end of each grading period and refer to the Tier II Team any student at risk of failing.

The district will attempt to provide remediation and intervention strategies to assist students experiencing difficulty to the extent promotion to the next grade level may be in jeopardy.

In accordance with Illinois statutes, a student's age shall not determine eligibility for promotion. The promotion of a student with an individualized education program or receiving accommodations pursuant to #504 Rehabilitation Act, will be determined by the student's educational team.

Promotion decisions will take into consideration the following factors:

- The primary criteria for promotion is successful completion of the curriculum (passing three of five core subjects)

Additional considerations are:

- Scores on standardized tests and state and local assessments
- Attendance
- Potential benefit of retention
- Parental request for retention

Elementary (K-4)

In general, elementary students shall be placed at the grade level to which they are best adjusted academically. The educational program shall provide for the continuous progress of children from grade to grade, with a child normally spending one year in each grade. A small number of children, however, may benefit from staying another year in the same grade. Such retention should be considered when:

1. The child is in Grades K-2, or more rare occasions, when a child is in Grade 3 or 4.
2. The child is achieving significantly below ability and/or grade level. (Minimum Competency Assessment)
3. Retention would have a reasonable chance of benefiting the child.
4. Consideration has been given to age, attendance, physical development and parental opinion.

At minimum, teachers will review grades at the end of each grading period and refer to the Tier II Team any student at risk of failing. The promotion of a student with an individualized education program or receiving accommodations pursuant to #504 Rehabilitation Act, will be determined by the student's educational team.

Whenever retention is being considered, the teacher shall confer with the principal and other staff members, involved with the child, in a Student Support Team conference. Prior to the end of the school term, parents will be invited to participate in a conference to review the student's progress prior to any final decisions. At that conference, the parent, teacher (s) and the building principal will share their opinions and perspectives regarding the potential retention. The final decision shall rest with the building principal after giving every consideration to the input from both the parent(s) and teacher(s). A written notice of the final decision will be mailed to the parent to explain the result. Any parent or teacher shall have the right to express a dissenting opinion in the student's file regarding the

principal's decision.

1.05 Honor Rolls

Anna Junior High School has an honor roll and a high honor roll. To qualify for the honor roll for a quarter a student must maintain a 90% grade average; for high honors, 94%. These averages are used for each quarter, semester and end-of-year. All classes (except band and chorus) count towards honor roll. In addition, conduct grades are not figured into honor roll.

A student maintaining year-end honor roll all four years at Anna Junior High School will be rewarded for academic accomplishment by wearing a gold tassel at the graduation ceremony. Grades earned in courses where the curriculum content or academic standards have been significantly modified will be given less weight (.50 less credit) in the calculation of class rank/GPA.

1.06 Special Education

In accordance with the Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act, Anna Community Consolidated School District 37 offers a free and appropriate public education to all children in the least restrictive environment. It is the intent of District #37 to ensure that students with disabilities are identified, evaluated, and provided appropriate educational services. Any child residing in the school district, between the ages of 3 and the day before their 15th birthday, is eligible for special education service if he or she meets criteria. Referrals for preliminary evaluation may be made through the building principal, by school district personnel, the parent of a child, community services agency personnel having primary care and custody, other professional persons having knowledge of the child's problems, the child, or the State Board of Education when there is reason to believe that a child may require special education. The parent of a special education student, or their trained educational designee, will be afforded reasonable access to facilities and relevant personnel for evaluation purposes. Parents and other members of the community may review a copy of the Rules and Regulations to Govern Special Education at Tri-County Cooperative Special Education Office or by calling 618-684-2109. It is the intent of District #37 to be in full compliance with the Individuals with Disabilities Education Act, in the disciplining of special education students. A copy of "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the district office.

1.07 Curriculum

Anna Community Consolidated School District No. 37 offers a comprehensive curriculum to all students. The materials presented are designed to prepare every child for life in the 21st century. There is a strong emphasis upon basic skills of reading, writing, speaking, mathematics, social studies, natural science and all of the areas of fine arts.

1.08 Homework Policy

The following policies and procedures apply to all District 37 students, parents, and teachers, grades K – 8, unless otherwise noted.

Definition:

Homework is defined as out-of-class tasks assigned to students as follow-up or extension of classroom activities or work. Homework assignments may fall into one of three categories: Practice work helps to reinforce newly acquired or developing skills. Extension work allows students to apply what they have learned in new ways; these assignments may include long-term projects. Preparation/Review work involves studying for exams or up-coming classroom activities. Each of these assignments is designed to help students get the most out of their education.

Purpose/Philosophy of Homework:

Homework contributes toward building responsibility, self-discipline, organizational skills, and lifelong learning habits. The purpose of homework may be practice, preparation, and/or the extension of instructional objectives aligned to curriculum. Homework serves to reinforce skills taught in class and to help students acquire the understanding of how the development of these skills impacts current and future learning. It can have positive effects on achievement and character development and can serve as a vital link between the school and family. Homework communicates to parents the nature of the learning activity in which the student is involved and provides an opportunity for dialogue and interaction between parent and child.

Expectations:

Teachers

- (1) Assign homework on a regular basis.
- (2) Communicate with other teachers, when applicable, to coordinate student workloads, quizzes, exams, etc...
- (3) Assure that all assignments are explained clearly and students have the necessary materials and understanding to complete the given assignments successfully.
- (4) In order to provide timely feedback, all assignments will be checked/reviewed and returned to students as

soon as possible.

Students

- (1) Take home books and materials necessary for completing assignments on a daily basis.
- (2) Complete all assignments on a daily basis.
- (3) Turn all assignments in on time. Assignments are due at the beginning of each class period.
- (4) Ask questions, or for help, when assignment is not understood.
- (5) Take home homework folder and assignment sheet daily (grades K – 4).
- (6) Return signed (by parent) homework sheet daily (grades K – 2). Optional, blank daily assignment sheets are available for student use (grades 5-8)

Parents

- (1) Support the policies of the classroom teacher.
- (2) Provide a consistent, quiet place, with desk, chair, supplies, and good lighting.
- (3) Grades K – 4 actively supervise and provide assistance as needed.
- (4) Grades 5 – 8 monitor and check assignments for completion and accuracy.
- (5) Communicate concerns to classroom teacher.

Homework Assignments for Absentees:

Grades K – 2 – In the case of excused absences, students will be given 2 days per absence to complete missing assignments. In extenuating circumstances, extra time may be given at the discretion of the classroom teacher. Homework may be obtained by contacting the classroom teacher.

Grades 3 – 8 – In the case of excused absences, students will be given 1 day per absence to complete missing assignments. In extenuating circumstances, extra time may be given at the discretion of the classroom teacher. Daily assignments can be obtained by calling the school office (833-6415) and requesting your child's assignments. Hard copies and worksheets may be picked up in the main office after 3:00 PM, and not later than 4:00 PM.

*All work (tests, quizzes, homework, etc...) missed during an un-excused absence cannot be made up and will result in a zero. However, at the teacher's discretion, work may still be required to be completed, to insure instructional/knowledge gaps are avoided.

Late Work:

Grades K – 4 – All assignments are due at the beginning of each class. Late/incomplete work will be completed during school hours. Zeros on homework will be reserved for un-excused absences or when an appropriate amount of time (teacher's discretion) to make up work has been exhausted.

Grades 5 – 8 – All assignments are due at the beginning of each class. Late/incomplete work will result in partial or no credit for the assignment. Work may be required to be completed in or out of class/school hours.

Amount and Frequency:

Grade	Average Minutes/Day
K	10 or less
1	10-20
2	20
3	45 or less
4	45 or less
5	45 – 60
6	45 – 60
7	50 – 70
8	50 – 70

*In addition, K – 4 students are expected to read (assigned story or recreationally), or be read to, 10 – 20 minutes per day. 5-8 students have a daily study hall to complete homework assignments.

*Please note these guidelines are an average. Actual time required to complete assignments will vary with each student's study habits and academic skills. Some students will require more time, others will require less.

2.00 Extracurricular Activities

The coaches and sponsors at Anna Junior High School invite students to participate in the various athletic programs and school-sponsored activities and to support all of them enthusiastically through student loyalty and attendance.

2.01 Extracurricular Eligibility

All students who participate in extracurricular activities must maintain at least a "C" (70%) average in their core coursework and be doing work sufficient for promotion in order to be eligible. Upon failing to meet the criteria, the individual will be considered ineligible, for at least one week, until his/her grade average is at or above the appropriate level. Grades will be checked on Fridays only (or the last day of attendance for the week); therefore, a student deemed ineligible will remain so for at least one week starting on the following Monday after grades have been checked and will remain ineligible until grades are checked again. As per the Southern Illinois Junior High School Athletic Association (SIJHSAA), any student repeating a grade is ineligible to participate in a sponsored extra-curricular activity for that school year.

On the day of an activity, students must be in attendance for no less than 150 minutes to participate in, or attend, the event. Any student leaving early becomes ineligible for that day unless a valid excuse is provided. The administration reserves the right to determine validity of all excuses in such cases.

In addition to the general eligibility rules, each coach or sponsor may set his or her own standards of eligibility for participation in a particular activity. Students should understand that behavior expectations for extracurricular activities will play an important part in their participation. Students with failing conduct grades will be allowed a probationary period in which to improve conduct. If their conduct grade does not improve, they will be removed from the team at the coaches/sponsors discretion.

Students who plan to participate in any sport must have a current sports physical, permission slip, and insurance. The district provides an accidental insurance supplemental policy, but it is recommended *that each* athlete be covered by a separate policy. No student is allowed to try out or practice until his/her sports physical and permission slip are on file in the school office.

(See Disciplinary Actions 4.10 Removal from Extracurricular Activities.)

The Southern Illinois Junior High School Athletic Association (SIJHSAA) adopted the Illinois High School Association's (IHSA) policies for the management of concussion and head injuries in youth sports.

Concussion Management Guidelines:

Policies for the management of concussions and head injury in youth sports Illinois House Bill 200, which recognizes the dangers associated with head injury and concussions, became effective on July 1, 2011. Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the IHSA before being allowed to participate in any athletic activity, including practice or competition. Information on the school's concussion and head injury policy must be a part of any agreement contract, code, or other written instrument that a school requires a student athlete and his or her parents or guardian to sign before participating in practice or interscholastic competition. A student athlete who is suspected of sustaining a concussion or head injury in a practice, game, school hours, or outside of school shall be removed from participation or competition at that time. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play, return-to-learn protocols, and be cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete can not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

2.02 School Spirit

School spirit includes loyalty to all functions of the school. It may be divided into three categories:

1. COURTESY toward teachers, fellow students, and the officials of school athletic activities.
2. PRIDE in everything our school endeavors to accomplish and has accomplished.
3. SPORTSMANSHIP, the ability to win and lose gracefully.

A loyal student supports the school and does his/her best to keep scholastic and activity standards at the highest possible level.

2.3 Student Spectators at Ballgames

1. Students will remain seated while the game is in progress.
2. No passes out of the event will be given. If you leave, you must repay to get in.
3. No loitering outside the building during the game.

4. Students will display good conduct and sportsmanship during the game.

2.4 Band & Chorus

Students will be enrolled in band and/or chorus by the quarter. Any student wishing to enter/exit these programs is unable to do so until the beginning/end of a quarter. This is because band/chorus is part of our educational program and as such grades are assigned.

3.00 Conduct

Respect, Responsibility & Right Choices (the Three R's) are the cornerstones of conduct at District #37.

RESPECT: Students are expected to show respect for themselves, each other, teachers, staff members, and school facilities.

RESPONSIBILITY: Students are expected to take responsibility for their own actions and their own property.

RIGHT CHOICES: Students are expected to make right choices in accordance with the rules and policies of District #37.

SCHOOL MOTTO: As Anna Indians we show respect, responsibility and make the right choices. Make it a great day. The choice is yours.

PBIS (Positive Behavior Interventions and Supports) is a systems-based approach to modifying student behavior(s).

In terms of dealing with negative behavior(s), PBIS is a common-sense way of identifying and addressing behavior problems on individual, classroom and school-wide levels. The strategies and interventions that are implemented are based on information from collected data, and ideally will help decrease the number of negative behavior incidents through prevention.

As the name suggests, the philosophy of PBIS concentrates on the "positive". By using education (teaching students desired behaviors), pre-correction, affirmation, incentives, etc., hopefully the school climate will be one where everyone is dwelling on the "positive" (demonstrating & reinforcing the desired behavior (s)) and spending less time exhibiting, correcting and disciplining negative behaviors.

PBIS is not just for a few it is for everyone!

There are periodic incentives at all K-8 grades for those who have had "A"s in conduct for the designated period of time. For incentives held off-campus, permission slips are required to be turned in prior to the date of the incentive. The incentives are an earned reward and should be treated as such. If a student moves into the district during the school year, the PBIS Team will make a determination on the students eligibility for incentives based on information collected. These instances will be dealt with on a case-by-case basis. If a student is on a Behavior Support Plan (BSP), the Tier II Team will meet and determine how the student's BSP is implemented. In addition, the team will determine how the BSP is attached to the student's eligibility for incentives. Also, students absent more than 10% of the grading period may be deemed ineligible for an incentive. To attend a PBIS incentive a student must be doing work sufficient enough for promotion in the classroom. In matters of eligibility, all instances will be dealt with on a case-by-case basis with the final decision resting with the administration. At the 5-8 grade levels, students are eligible to earn the "3R's" Award (Much like the academic and athletic awards) for earning straight A's in conduct and complying with the District's attendance policy for all four quarters.

Conduct Grades:

Quarterly conduct grades are based on the number of behavioral infractions a student has during the quarter. The following scale details how conduct grades are determined:

Number of marks

	<u>K-4 *</u>	<u>5-6</u>	<u>7-8</u>
A	0-5	0-4	0-3
B	6-10	5-8	4-6
C	11-15	9-12	7-9
D	16-20	13-16	10-12
E	21+	17+	13+

The following values are given to each disciplinary consequence:

Preferential Seating, Student conferences and Parent contact – (0)

Warning, Time out, and Creative measure - (1)

Noon Detentions - (3)

After-School Detentions and Bus Suspensions- (4) per day served

In-School Detention and Saturday School count as (5)

Out-of School Suspensions - (6) per day served.

This will not have influence on the academic honor roll standings.

*Kindergarten students are allowed 8 discipline points for the first quarter of the school year.

*For students with Individual Behavior Management Plans, conduct grades will be determined based on the percentage of goals met as established in the Behavior Management Plan.

3.01 District #37 Behavioral Expectations

Classroom

Students are expected to follow the conduct rules set by classroom teachers. Teachers are responsible for maintaining discipline in their classroom and have the authority to assign reasonable consequences to preserve a quality-learning environment. The following are some examples of expected classroom conduct:

1. Be on time for class.
2. Bring materials to class.
3. Do not disturb class.
4. Be respectful of school property and property of others.
5. Be respectful and courteous.
6. No gum, food, or candy without permission.
7. Use appropriate language and gestures.
7. Use appropriate language and gestures.
8. No note passing or inappropriate nonverbal communication.

Cafeteria

1. Obey the lunchroom supervisors
2. Respect others
3. Stay in line
4. Use good table manners
5. Try the food choices
6. Speak softly
7. Help keep the cafeteria clean
8. Stay seated until dismissed by a supervisor

Playground

1. Obey your supervisors
2. Keep hands, feet, and objects to yourself
3. Treat others and the equipment with respect
4. Play safely and fairly
5. Follow the rules
6. Line up when the whistle blows

Assemblies

1. Be attentive
2. Use good manners
3. Stay quiet
4. Remain seated
5. Enter and exit quietly
6. Wait to be dismissed

Study Hall

1. Have a plan
2. Bring all needed materials
3. Stay quiet and in your seat
4. Use your time wisely
5. READ

Hallways

1. Show respect to others and their property
2. Walk on the right side
3. Move quietly
4. Help keep the halls clean
5. No running

Restroom

1. Flush when finished
2. Help keep restrooms clean
3. Wash your hands
4. Be quiet
5. Don't waste time

Gym

1. Ask permission to leave gym
2. Remain seated in your assigned section
3. Keep your belongings with you
4. Keep hands, feet, and other objects to yourself
5. Use the restroom and water fountain in the cafeteria
6. You may go to breakfast until **7:50**
7. Do not go to your locker until dismissed
8. After an absence, get an absence slip before going to class

3.02 Conduct Rules

Students are expected to conform to the standards established by the board of education, the administration, and the faculty. The rules contained in this handbook, along with common sense, good judgment, ethics, and morality all come together to determine what is appropriate behavior in a given situation. In the event that a student violates the following regulations, Anna District 37 discipline policy will be followed as needed.

All students will be expected to conduct themselves honorably at all times. Discipline for violations such as lying or cheating will be administered according to the age of the child and the severity of the offense.

The board of education has given the principal or the principal's designee the authority to take the proper and necessary action to discipline students engaged in inappropriate activity. Inappropriate activity is defined as any conduct, behavior, or activity, which causes or may cause the administration to forecast substantial injury or disruption or interference with school activities or the rights of other students or school personnel. Listed below are some examples of prohibited conduct:

1. Using or possessing a "firearm", as described in the School Code of Illinois (ILCS 5/10-22.6), or weapon of any type or prototype look-alike, ammunition, mace pepper gas, or any other instrument and/or substance which could cause injury to a person or property.
2. Failing or refusing to follow the directives of a staff member or other school official.
3. Selling, consuming, possessing, using, giving away or being under the influence of alcohol beverages, or the selling or giving away of prescription drugs, illegal drugs, look-alike substances that are represented to be controlled substances, or drug paraphernalia. Use of alcohol, tobacco or non-medical drugs is hazardous to the health of students. The illicit use, possession or distribution of alcohol, drugs, look-alike drugs, or tobacco is not permitted on school buses, in school buildings or on school sponsored and related activities as well as field trips, athletic and music trips, whether held before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of alcohol or illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had alcohol or drugs in their possession.
If a staff member finds a student to be illicitly using, possessing or distributing alcohol, drugs, look-alike drugs, or tobacco in violation of this policy, the student shall be suspended and/or expelled. In addition, parents and juvenile authorities shall be notified promptly. In all cases, parents' cooperation shall be sought. When a substance is determined to be alcohol or an illicit drug, the identity of the student shall be given to the proper authorities for prosecution.
If there is reason to believe that a student is using alcohol or drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his/her parents.
4. Physically attacking an administrator, teacher or other staff member.
5. Damaging school property or property of another.
6. Using obscene language or gestures, profanity, or cursing.
7. Tampering with fire fighting equipment, including fire extinguishers and fire hoses, or initiating a false alarm, including bomb threats.
8. Being a participant in acts of verbal and/or physical aggression. Verbal aggression includes any language, signal or sign which is intended to directly or indirectly convey a threat to inflict physical or psychological harm to another.
9. Possessing and/or using electronic devices such as cell phones, radios, laser pointers, cameras and games, without the permission of the teacher and/or administrator.
10. Prohibited items include but are not limited to the following: laser pointers, lighters, matches, knives, weapons of any sort, firearms, portable game consoles, etc.
11. Being involved in a gang or gang-related activities, including display of gang symbols or paraphernalia.
12. Leaving school without permission.
13. Smoking tobacco products or possessing tobacco products, electronic or vapor cigarettes, lighters or matches.
14. Mentally, verbally, or physically harassing other students or staff members. Threats of harm to individuals or groups (i.e. "I'm gonna kill you!", "If I had a bomb...!"), whether made in anger or jest will be treated seriously and will result with severe disciplinary actions.
15. Gambling, including playing cards, flipping or matching coins, rolling dice, or gambling in any other form.
16. Violating the computer use agreement.
17. Lying/Obstruction of Justice-withholding useful information and/or providing false information.
18. Stealing.
19. Public displays of affection.
20. Throwing snowballs.
21. Possessing, trading, etc. collecting/trading items like baseball cards, Pokemon cards, Yugio cards, etc.
22. Riding bikes, scooters, skates, skateboards, etc., on school property.
23. Being involved in any other activity deemed by the administration to be disruptive to the school environment.
24. Encouraging, aiding, or engaging in hazing. Hazing means any intentional or reckless act for the purpose of initiation.
25. Any type of harassment such as physical, mental and sexual harassment will not be tolerated.
26. Entering school property or a school facility without proper authorization.

3.03 Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile

learning environment are important school goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Mark Laster

Charlotte Massey

301 S. Green St., Anna, IL

108 Warren St., Anna, IL

618-833-6415

618-833-6851

mlaster@anna37.com

cmassey@anna37.com

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

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

3.04 Truancy

State law requires that parents be responsible for their child's school attendance. To experience school success, regular attendance is necessary. Students are considered truant if they:

1. Leave campus without permission.
2. Fail to sign out or sign in at the office when they leave or return during the school day.
3. Skip school.
4. Persistent a.m. tardies and skipping school will be treated as truancy issues.

District #37 supports and works with the Union County State's Attorney in following the guidelines set forth in the ACT (Abolish Chronic Truancy) NOW Program. This program is composed of three steps, which will provide students and families a series of interventions:

Step 1: When a student accumulates three unexcused absences in the school year, the school district will refer the student to the regional superintendent of school's office for intervention service. A plan will be developed to get the student back in school on a regular basis.

Step 2: If the initially formulated plan fails, and/or another unexcused absence occurs, the parent(s) and student(s) will be referred to the Union County States Attorney's office for a conference with the state's attorney or with one of his assistants. The possibility of prosecution will be discussed. This will be a family's last chance to avoid legal consequences.

Step 3: If further unexcused absences occur, parents, students, or both will be prosecuted. Illinois law requires parents and custodians of children ages 6 (by September 1st) to 17 to send children to school. Parents or custodians of children who fail to comply with the law can be convicted of a Class C misdemeanor and face a fine of up to \$1,500 and/or a possible jail sentence of 30 days. Students who fail to comply with the law may face jail time, monetary fines, and loss of his or her driver's license or public service work.

Steps two and three, of the truancy program, will be handled by the Regional Office of Education. In addition, students found to be skipping school will receive disciplinary action deemed appropriate by the administration.

Students will be positively recognized for achieving quarterly and annually attendance goals.

3.05 Absences, Excused

If a student is absent because of an emergency or illness, the parent/guardian must call the office before 10:00 a.m. on the day of the absence. If no call is received, the parent/guardian will be contacted to verify the nature of the absence.

In the event no contact has been made with the school district, a note from home, stating the nature of the absence, must be submitted on the day the student returns to school. At Davie and the Jr. High (3-8), an absentee form must be obtained in the office before school the day of returning to school; this form is the student's admittance back into class. At Lincoln, notes should be given to the classroom teacher(s). Students will be given two days to provide an excused note. If the note is brought back on the second day, it is the student's responsibility (at Davie and the Jr. High) to take it to each teacher, to receive credit for missed assignments, as well as the office, to be counted excused.

Types of excused absences include but are not limited to:

- Illness
- Doctor or dentist appointment
- Family emergency
- Death in the family
- Hospitalization
- Court appearance
- Counseling

Students arriving late or leaving early, due to a medical or dental appointment, must provide proof of the appointment from the healthcare provider, upon returning to school. Any student sent home under school nurse approval shall be excused and will not require a physician's note upon return for short-term absences.

Students with excused absences will be allowed to make up their missing work. See Homework Policy 1.09 for specific details for absentees and their grade level.

Students absent more than five (5) consecutive days must bring a doctor's note to be excused. Students missing more than 12 days of school, excused or unexcused, must be seen by a physician and provide a note for any further absences to be excused. When 12 days of absence occur a letter will be sent to the parent indicating that a doctor's excuse will be necessary for further absences to be excused. If the absences continue the problem will be treated as a truancy problem with referral to the Regional Office of Education truancy program (Section 3.03; Truancy). Unique circumstances will be reviewed by the administration and dealt with on a case-by-case basis.

3.06 Absences, Unexcused

Students with 3 days unexcused absence will be referred to the Regional Office of Education truancy program.

Unexcused absences include but are not limited to:

- Not having an excused absence note

- **Repeated Car trouble**
- Oversleeping or missing the bus
- Personal business
- Shopping
- Baby sitting
- Working
- Running errands for parents

Students with unexcused absences will not be allowed to make up any work missed.

3.07 Absences, Pre-Arranged

If students know in advance they are going to be absent 3 or more days, they must complete and submit a prearranged absence form. The following procedures should be followed:

1. The student must be passing all academic areas with a minimum score of 70%.
2. The student must not have been absent for more than 10% of current accumulated school days.
3. This form must be submitted to each of the student's teachers for approval, signature, and current grades. When possible, teachers will provide the student with assignments for the days absent prior to the absence.
4. This form must be approved and signed by parents/guardians, after grades and attendance are recorded, and then returned to the office a minimum of five (5) days prior to absence for approval by the principal.
5. Parents/Guardians are expected to ensure that all assignments are completed and submitted upon first day of return.
6. Students failing to follow the above procedures will receive zeroes for all work missed during their absence, except at the discretion of the administration.

3.08 Tardies

Students arriving after their designated start time will be counted tardy. Three late unexcused tardy arrivals in one quarter will result in an after-school detention for the student.

In Jr. High (5-8), a two-minute passing time is allotted for students between classes. Students are expected to be seated and quiet at the start of a period. Any student who needs extra time between classes due to an unforeseen circumstance should contact the classroom teacher and get a pass for additional time.

Any student who is not in the classroom and in his/her assigned seat with proper materials when it is time for class to begin is tardy with the exception of students traveling to class outside of the Jr. High wing.

Upon receiving the third tardy in a quarter, the student will receive an office referral. Continued tardies will result in appropriate disciplinary action.

3.09 Property Responsibilities

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Anyone damaging property or abusing equipment will be required to pay for the damage or to replace the item. School authorities may also impose other disciplinary actions at any time. Lockers are not to be abused, damaged, etc., and should be kept clean. They should not be written in or on, or have things left in or on them at the end of the year.

3.10 Leaving Campus

Any student who cannot remain at school during the school day because of illness or any other reason MUST telephone a parent or guardian to come for him/her. The office personnel must verify the telephone call before the student will be released. Any student who cannot contact a parent will not be allowed to leave school until the regular dismissal time. Failing to follow the proper procedure, the student could be considered truant.

Due to the desire to maintain safety and supervision of students, campus is closed during the school day. This means students may not leave school grounds unless on a school-sponsored activity or if they have been signed out by a parent/guardian designee. The parent/guardian designee request should be submitted in writing and agreed upon with the administration prior to the time of need if at all possible. This designation is for extenuating circumstances. It is not for lunch dates, etc. Upon returning to school that day prior to dismissal, the student should be signed back in by the parent/guardian or parent/guardian designee. Any appointment (i.e. orthodontist) necessitating a need to deviate from this policy must be cleared through the administration.

3.11 Personal Appearance

Any student not deemed properly attired for school will be asked to correct their appearance. Wearing apparel will be neat, clean, safe, and should not disrupt the instructional process. "Apparel" includes jewelry and anything that is worn or can be worn on the body. Wearing apparel that is sexually suggestive or that features crude or vulgar commercial lettering or printing or pictures that depict drugs, drug related material, alcoholic beverages, racial/ethnic slurs, or gang affiliation is not acceptable. Extreme, distracting hair coloring or hairstyles will be referred to the office and will be up to the administration to determine if any discipline consequences will be issued.

The wearing or displaying of gang related apparel such as altered hats, hairnets, headbands, wristbands, and bandannas of any color are not allowed. Clothing should cover the body appropriately. A student should be able to

raise both hands without exposing skin or underwear. Midriffs, tank and halter tops (including cut-off shirts, tops with spaghetti straps or open backs), pajamas and clothing that is too tight, are all examples of improper attire, and are not allowed. Shorts, skirts and pants that are too revealing will be deemed inappropriate. Jeans with revealing holes in them are not permitted. Wallet chains will be confiscated for safety reasons. Oversized apparel including baggy pants worn low on the waist, (all pants are to be worn at waist level in such a manner that undergarments are not visible), overalls with unfastened straps, and clothing with large holes are not allowed. Belts that designate gangs or violence are strictly prohibited.

Any student deemed not properly attired by any staff member will be sent to the school office. Administration, or their designee, will determine the appropriateness of the student's attire. A student not properly attired will be given an explanation as to why this clothing is objectionable. The student, will be given a chance to correct the clothing by one of the following methods:

1. Asked not to wear objectionable clothing again.
2. Cover the objectionable attire with another piece of clothing.
3. Go home and put on some other clothes.
4. Call parents and have other clothes brought to school to change into.

Hats, coats, gloves, sunglasses, etc., are not to be worn during the school day. Upon arrival or release from the gym, students should place these items of clothing in their lockers until the end of the day. Exceptions to the coat policy will be allowed at the discretion of the teacher if necessary because of room temperature.

Clothing and carrying or storing conveyances, such as purses, backpacks, etc., will not be allowed in classrooms during school hours; items must be kept in lockers.

Other than stud earrings, any facial, oral or visible body piercing (piercing not covered by required physical education clothing) must be removed during physical education classes. Any student with new piercing that requires jewelry to be left in during healing must present a physician's excuse to their physical education teacher to be excused from participation in physical education classes. Students who do not present a physician's excuse from participation for a body piercing will not be given credit for physical education classes missed. Any student excused from physically participating in physical education classes may be required to do other assignments that relate to health or physical education.

3.12 Gangs and Secret Societies

Public school secret societies and gangs are prohibited. Any organization composed wholly or in part of public school pupils which seeks, outside the regulations of the school, to perpetuate itself by taking in students as additional members rather than by allowing free access to all qualifying students in accordance with school regulations is considered to be a public school secret society or gang.

The board of education has determined that the presence of gangs and gang-related activities substantially disrupts and materially interferes with the district's educational process and programs.

The following behavior committed by a student on school grounds or at school-sponsored events, whether on or off school grounds, on school buses, or while traveling to and from school, constitutes gross disobedience or misconduct.

1. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badge, symbol, sign or other thing which is evidence of membership or affiliation in any gang.
2. Committing any act or omission or using any speech, either verbal or nonverbal (including gestures, handshakes and hand signals) showing membership or affiliation in a gang.
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: requesting any person to pay protection or otherwise intimidating or threatening any person; committing any other illegal act or other violation of school district policy; acting or inciting other students to act with physical violence upon any other persons or property.
4. Causing graffiti to be exhibited on school property, including graffiti intending to denote gang members' territory.

3.13 Searches

Student lockers and all equipment, facilities, and grounds maintained by the district are school property; as such students have no expectation of privacy. The administration may inspect school property and personal effects left there by a student. School authorities may search students and/or their personal effects (e.g., purses, wallets, backpacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. The search itself must be conducted in a manner that is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. There may be mass and/or law enforcement assisted searches at the discretion of school officials. If search produces evidence that a student has violated or is violating the law or school policy, the evidence may be seized/impounded, disciplinary action taken, and if appropriate, transferred to law enforcement officials.

3.14 Criminal Activity/Evidence

It is not the intent of this handbook to uncover criminal activity, but to enforce school policy. Any criminal activity

or evidence uncovered as a result of attempting to enforce school policy may be turned over to the police.

3.15 Confiscated Items

Any item(s) confiscated that is/are in violation of school policy may not be returned.

3.16 Academic Dishonesty

Academic dishonesty involves presenting another person's words or ideas as one's own, or enabling someone else to do so, such as:

1. Copying homework from another student or enabling another student to copy one's work.
2. Using someone else's words in a paper without using quotation marks.
3. Looking at another student's paper during a test or quiz.
4. Obtaining test or quiz answers dishonestly.
5. Giving another student answers during a test or quiz.
6. Telling a student who has not taken a test or quiz what questions are asked on the test.
7. Any other circumstance, not mentioned in the examples above, that is determined to be dishonest.

All incidents of academic dishonesty will result in failure of the assignment, quiz or test. Note that in cases of important assignments/tests, a zero may result in failure for the semester.

3.17 Student Relationships

Public displays of affection such as holding hands, embracing, kissing, etc. are considered inappropriate for our school environment and will not be permitted.

3.18 Dissemination of Written Materials

Distribution of non-school sponsored literature must first receive approval from the administration.

3.19 Substitute Teachers

A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Students should make every effort to make a good impression by being polite, helpful and as considerate as you would be to your regular teacher.

4.00 Disciplinary Actions

At District #37, it is hoped that the hallmark of the exercise of authority will always be fairness. Every effort should be made to secure understanding and acceptance of decisions.

Prior to any disciplinary actions being taken, anyone suspected of wrongdoing will be afforded "due process". The individual will be given an explanation of the committed offense(s) and he/she will be given an opportunity to explain his/her actions.

In cases of suspension or expulsion the following procedures will be followed.

Parents/guardians will be notified of the suspension/expulsion. The notification will include a full statement of reason for suspension/expulsion and their right to review. In addition, it will describe the dates and duration of the suspension/expulsion.

Throughout the school year students will be recognized for exemplary conduct. Students may be disciplined for misconduct, which occurs on school buses, in school buildings or on school grounds at any time, on the way to and from school, at bus stops, at school-sponsored activities whether or not held on the grounds of the school district, or while being transported to and from school-sponsored activities or events. Students may also be disciplined for misconduct directed against school employees, their families, or their property because of their status as employees.

At times there may be legitimate differences of opinion between a student and a staff member. The board will extend to students their full rights as provided by law. It is the board's desire that the exercise of authority in a school setting be fair and that the student's rights be fully protected.

When requested by the principal, it is expected that a parent will pick up his/her child immediately. It is crucial that school personnel not neglect other students due to disciplinary problems. Above all else, a favorable learning atmosphere must be maintained.

While serving a detention, alternate placement, or Saturday school, the student will be expected to be successfully completing homework or a student behavior management assignment.

Should a student not be able to behave appropriately while serving a disciplinary action, the student may be assigned the next appropriate consequence determined by the administration.

It is the intent of District#37 to be in full compliance with the Individuals with Disabilities Education Act, in the disciplining of special education students.

Snow days or holidays do not count as time served for disciplinary actions. The assigned punishment should be served on the next possible day that school is in session.

4.01 Detention, Administrative

Administrative detentions are assigned by the administration and must be served during the student's lunch period or after school.

4.02 Detention, Teacher

Teachers may assign individual detention to be served during a student's lunch period or after school (supervised by teacher). If a student fails to serve the detention, the teacher may refer the matter to the principal for further disciplinary action.

4.03 Detention Notice

Notification of an after-school detention will be made to the parent/guardian prior to the child serving it. However, notification may not be given prior to the student serving a lunch detention.

4.4 Saturday School

Saturday school may be assigned by the administration. Students who have failed to change inappropriate behaviors with less intrusive disciplinary means will be assigned to Saturday School. Saturday School will be a supervised study period from 9:00 a.m. to noon on an assigned Saturday. Failure to serve an assigned Saturday School may result in out-of-school suspension.

4.05 Removal from Classroom

A teacher may temporarily remove a student from a classroom for inappropriate behavior. Continued inappropriate behavior by the student will lead to a disciplinary referral to the principal for further action.

4.06 Alternative Placement

Alternative placement will be assigned for more severe or chronic behavioral problems where students need to be removed from a classroom for part or a whole day. Students assigned alternative placement will be required to complete assignments but will be isolated from their peers for the assigned period of time. The use of alternative placement is an attempt to remedy serious disciplinary problems without excluding students from school. Students will be required to complete assignments and behave as outlined by district expectations during alternative placement. Failure to do so may result in greater disciplinary consequences. (i.e. suspension)

4.07 Behavioral Contracts

At the discretion of the administration, a student may enter into a behavioral contract which states the expected behavior for the student and the consequences for inappropriate behavior. Failure of the student to comply with the terms of the behavioral contract may lead to further disciplinary action.

4.08 Suspension from School

School officials shall limit the number of duration of expulsions and out-of-school suspensions to the greatest extent practicable, and where practicable and reasonable, shall consider forms on non-exclusionary discipline before using out-of-school suspensions or expulsions. A student may be suspended for up to ten (10) consecutive school days for acts of gross disobedience or misconduct. During the period of suspension, the student may not attend school or school related functions or be on school property. A parent disagreeing with the administration's decision to suspend a student may request review of the administration's decision by the board of education or its designated hearing officer. A student will not be permitted to return to school if an appeal request is made until the suspension has been served. The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

4.09 Expulsion

Anna District #37 may prohibit a student from attending school and school related activities for a period of up to two (2) years.

In cases of suspension or expulsion the following procedures will be followed.

Parents/guardians will be notified of the suspension/expulsion. The notification will include a full statement of reason for suspension/expulsion and their right to review. In addition, it will describe the dates and duration of the suspension/expulsion.

4.10 Removal from Extracurricular Activities

Participation in Anna Junior High School extracurricular activities is a privilege and not a right. Failure to abide by school district rules and/or coach and sponsor rules will be grounds for removal from the activity.

4.11 Referral to Law Enforcement Officials

If school officials have a reasonable belief that a student violated the laws of the State of Illinois, school officials

may contact local law enforcement officials for further investigation and action.

4.12 Discipline Procedures for Pre-K and K-4

If a student chooses to break a rule, one or more of the following consequences may be taken:

1. Check mark as a first warning.
2. Second check mark as a final warning.
3. Loss of recess time or lunch detention.
4. An office referral to administration
5. After-school detention.
6. Alternative placement room.
7. Saturday school.
8. Out-of-school suspension.
9. Recommended Expulsion
10. Involvement of Law Enforcement

The sequence of consequences listed above will typically be followed on a daily basis, however; repeated or severe discipline problems can result in immediate referral to the principal for a more appropriate action.

4.13 Misconduct & Discipline Categories

The following is a copy of the district-wide Report of Student Misconduct. It shows examples of potential negative behaviors and some possible consequences for those actions.

<p>Name: _____</p> <p>Date of Infraction: ___/___/___</p> <p>Grade: K 1 2 3 4 5 6 7 8 (circle)</p> <p>Gender: Male Female (circle)</p> <p>Time: _____ AM/PM</p> <p>Reported by: _____</p>	<p>Behavior(s):</p> <ul style="list-style-type: none"> <input type="radio"/> Aggression – object <input type="radio"/> Aggression – physical <input type="radio"/> Aggression – verbal <input type="radio"/> Appearance <input type="radio"/> Bullying <input type="radio"/> Candy, food, gum, etc <input type="radio"/> Cheating <input type="radio"/> Disrespect – property <input type="radio"/> Disrespect – staff <input type="radio"/> Disrespect – student <input type="radio"/> Disruptive behavior <input type="radio"/> Fighting <input type="radio"/> Harassment <input type="radio"/> Language <input type="radio"/> Lying <input type="radio"/> No materials <input type="radio"/> Non-compliance <input type="radio"/> Note passing <input type="radio"/> Possession of an electronic device <input type="radio"/> Prohibited Item <input type="radio"/> Stealing <input type="radio"/> Tardies <input type="radio"/> Unassigned area <input type="radio"/> Violation of safety expectation <input type="radio"/> Vulgarity <input type="radio"/> Weapon <input type="radio"/> Other _____ <p><input type="radio"/> REPEATED OFFENSE</p>	<p>Location:</p> <ul style="list-style-type: none"> <input type="radio"/> Athletic Event <input type="radio"/> Bus <input type="radio"/> Cafeteria <input type="radio"/> Classroom <input type="radio"/> Computer Lab <input type="radio"/> Detention <input type="radio"/> Field Trip <input type="radio"/> Gym <input type="radio"/> Hallway <input type="radio"/> Library <input type="radio"/> Locker room <input type="radio"/> Office <input type="radio"/> Parking Lot <input type="radio"/> Playground <input type="radio"/> Restroom <input type="radio"/> Stairway <input type="radio"/> Study hall <input type="radio"/> Other _____
---	--	--

Description of the incident: _____

Attachment

Consequence A	X	Date	Consequence B	X	Date	Consequence C	X	Date
Student Conference		-----	Noon Detention			Bus Suspension		
Warning		-----	After School Detention			1-Day Suspension		
Preferential Seating		-----	Creative Measure		-----	2-Day Suspension		
Parent contact			In-School Detention			3-Day Suspension		
Time Out		-----	Saturday School			5-Day Suspension		
Lincoln/Davie 3 rd Check		-----	Remediation Plan		-----	10-Day Suspension		

Teacher/Supervisor Signature: _____ OFFICE REFERRAL (____)

Comments: _____

Administrator Signature: _____

When students accumulate several incidents in one category, their records will be reviewed and more severe consequences may be assigned from another category.

4.14 Jr. High Study Hall and Noon Hour Behavior

Two times of the day when behavioral problems have a greater chance of occurring are study hall and noon hour. The two most common problems in study hall are students not bringing anything to work on and being disruptive. During noon hour, the most common problems are non-compliance (not following directions) and disruption. Due to the frequency of problems/disruptions, in these two areas the following discipline procedure **may** be followed separately for each of the four categories mentioned above on a quarterly basis:

<u>Offense#</u>	<u>Consequence</u>
1 st	-warning
2 nd	-noon detention
3 rd	-office referral (after-school detention)
4 th	-1-day alternate placement
5 th	-1-day suspension

*Please help your child and us by encouraging them to do the right thing!

4.15 Administrative Disciplinary Actions

Each disciplinary action will be handled at the discretion of the administrator in charge, with fairness and consistency being major considerations.

4.16 Video Surveillance

All district buildings, and their occupants, are under 24 hour video surveillance. Surveillance footage may be used, at the discretion of administration, in disciplinary investigations.

Video Surveillance Statute (720 ILCS 5/14-1): Recordings made pursuant to this subsection shall be confidential recordings and may only be used by school officials (or their designees) and law enforcement personnel for investigations, school disciplinary actions and hearings, proceedings under the Juvenile Court Act of 1987, and criminal prosecutions, related to incidents occurring in or around school.

5.00 Student Information

5.01 Insurance

Student accident coverage is provided to the students, at no charge to the parents, for school time coverage. It protects the child for accidental injuries that occur when they participate in a school activity. The school time coverage includes travel time directly to and from the residence to attend regular academic school sessions, up to one hour before and one hour after regular classes. It is an excess plan, which means if there is other insurance; the primary insurance company must adjudicate their benefits first before our coverage will respond.

5.02 Physical Examinations

According to the statutes of the State of Illinois, immunizations and physical examinations as prescribed by the Department of Public Health will be required of all pupils in public, private, and parochial, elementary and secondary schools.

Physical examinations must occur within one year prior to entrance into pre-k, kindergarten or first grade, the sixth and ninth grades and, irrespective of the grade, immediately prior to or upon entrance into any school each child shall present proof of having been examined in accordance with the statutes. See section 8.02, Illinois Statutes (105 ILCS 5/27-8.1).

5.3 Time Schedule & Entrance/Exit of Building

Following are the schedules for school beginning and dismissal times:

Pre-K

Morning Schedule	8:00-11:00
Afternoon Schedule	12:00-3:00

	Kindergarten	1 st - 2 nd	3 rd - 6 th	7 th - 8 th
"A" Schedule	8:10- 2:35	8:10- 3:05	8:05-3:10	8:10-3:15
"B" Schedule	8:10-1:35	8:10-2:05	8:10-2:13	8:05-2:17
"E" Schedule	8:10-11:00	8:10-11:20	8:10-11:25	8:10-11:30

For your child's safety, he/she should not arrive before school opens at 7:35 a.m. There is no supervision before that time. School will be dismissed early on Mondays due to monthly meetings or proceeding certain holiday periods. A calendar listing of these dates is provided in this handbook.

Davie and Jr High students should enter through door numbers 3 & 4 in the morning and exit through door

numbers 3, 4, & 5 in the afternoon (unless they ride the shuttle bus). Upon dismissal, shuttle bus and regular bus riders will assemble in the old gym. Once their buses arrive, the students will then be dismissed from the old gym. Students receiving a ride should be picked up along High St. and walkers should leave school grounds promptly.

5.04 Textbooks

Students will be issued textbooks. However, these are only loaned to the student for the school year. Students and their parents are held accountable for lost or damaged textbooks. Parents are urged to discuss with their children the care and proper handling of books since replacement costs are extremely high and will be billed to the parents.

Replacement Fee.....\$30.00

5.05 Fees and Expenses

Student fees are due at the time of registration. Parents who qualify for Waiver of Student Fees may pick up an application from the school office. By federal and state statute, any student living in a household that meets mandated requirements, may have fees and charges waived. The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
 - Unusual expenses such as fire, flood, storm damage, etc.;
 - Seasonal employment;
 - Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Consumable supplies	... \$35.00
Insurance (available if desired) 24-hour/school term (accidental)	
Athletic Admission:	
K-8 th	\$ 2.00
9 th - Adult	\$ 3.00

5.6 Meal Programs

Breakfast Program

A breakfast program will be offered during the school year. Students wanting to take part should report to the gym when they arrive at school. Breakfast will be served from 7:30-7:55 a.m.

Full Price	\$1.50
Reduced Price	\$.30

Students who qualify for free lunches are also eligible for free breakfast. Students who qualify for reduced price lunches are also eligible for reduced price breakfasts. Students will be required to pay for their breakfast and lunch until the free and reduced lunch applications are approved.

Breakfast and lunch menus are published in The Gazette-Democrat and are posted at school.

Lunch Program

The costs of our school lunches are as follows:

Full Price	\$2.60
Reduced Price	\$.40
Extra Milk	\$.30 (students may charge this to their account. Parents who do not want students charging milk should instruct them accordingly)

All meal charges will be paid in advance to office personnel. Please make all checks payable to Lincoln, Davie, or Anna Jr. High School, whichever applies. Each student's account will be credited with payments, and as meals are consumed that credit will be debited per meal. Regular notices will be sent to parents whose child is running a negative meal balance. In addition, parents and/or students can receive their current balance by asking the school secretary.

The school cafeteria staff works hard to provide a healthy alternative for lunch. As a result no outside food or drink (McDonalds, Hardees, etc.) will be allowed at school except for those items brought from home. **Families are encouraged to pack lunches and snacks that are healthy- low in fat, sugar, and calorie content. Parents wishing to obtain menu/nutritional information including carb counts, calories, and sodium content, may contact the Jr. High Office.**

5.07 Debt Collections Policy

In order for Anna District 37 to implement financially sound budgeting practices the district must ensure that individual outstanding balances do not adversely affect the district's ability to offer quality educational programming and related services. This information is to serve as notice that Anna District 37 will hold the parent/guardian of any student, or former student, responsible for any debts owed to the district. These debts include but are not limited to

meals, book repair or replacement, and general restitution. Upon receiving a billing statement from the district, the parent/guardian will have 30 days from the date of statement to pay the bill. If the debt is not paid, the bill will be turned over to an attorney for collection. If this matter goes to collections, then the parent/guardian will be responsible for all costs associated with collections, including the attorney's fees.

5.08 Physical Education

Physical education classes are required by the State of Illinois. In order for a student to be excused from PE class for more than three consecutive days, a written excuse from a medical doctor is required.

At the 7th & 8th grade levels, students are expected to wear proper attire as well as participate. Following a student's sixth (6th) failure to dress in a quarter, behavioral as well as academic consequences will be assigned. Upon the first referral (6th no dress) a noon detention will be assigned. Consequences for subsequent referrals will be determined by the progressive discipline policy. Students not dressing out (excused or unexcused) may be given an alternate assignment, report, etc. (Also see section 3.10 Personal Appearance)

5.09 Safe School Zones

District #37 cooperates with the Anna Police Department and the Union County State's Attorney in recognizing safe school zones around the campus. Penalties are more severe for drug or gang offenses committed within these zones or on school busses.

5.10 Counseling & Guidance

Anna District #37 employs a counselor who is available to assist students in various ways. Students can receive counseling concerning how to solve personal problems, how to get along with others, and how to be more effective students. A parent/guardian, teacher or administrator can make requests/referrals to the counselor.

5.11 Emergency Dismissals & Closings

In the event that school needs to be dismissed early, or closed on a particular day, notification will be given through local media. Listen to radio station WIBH (1440 AM) or watch Channel 3 (WSIL) or 12 (KFVS) television stations in the morning for school closings. Please do not call the radio or TV station or school administrators.

District 37 will also use Blackboard Connect for emergency situations. Blackboard Connect is a web-based notification system used to contact parents/guardians of students, by phone, in cases of dismissals or closings. In addition, it can be used for notification in cases of emergency. Blackboard Connect is our primary means of communication in cases of dismissal or emergency. In order for the system to work properly, the most up to date information and contact numbers need to be provided to the district. IT IS UP TO THE PARENT/GUARDIAN TO KEEP THE CONTACT NUMBERS UPDATED. The school will not be responsible for missed notification due to incorrect data.

5.12 Safety Drills & Crisis Management Plan

The school is required to have a sufficient number of drills each year to acquaint all students and teachers with the proper procedure to follow during an emergency. Definite directions are outlined to eliminate possible accidents. The teacher in each classroom will give the students instructions.

District #37 maintains a crisis management plan that addresses a variety of circumstances that may pose threats to our students and personnel, and the steps to be taken to try and insure the safety of everyone.

The District #37 Board of Education has authorized the installations of surveillance cameras in common areas of the school building to improve safety.

5.13 Medications/School Nurse

The school nurse has a district-wide assignment and is present in each building ONLY PART TIME. Her duties are mainly to aid in maintaining good health. She takes care of injuries received at school when possible and appropriate, by giving first aid. **Students may carry self-administer asthma inhalers with a Medication Authorization Form, Asthma action plan completed and signed by the doctor, and the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form to be on file with the school nurse.** Epinephrine auto-injectors (EpiPen®) must be kept in the office, students are not allowed to carry the EpiPen® with them. A prescription for the EpiPen® is required. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel.

Parents are reminded that medication should be given to students at home whenever possible. Only medication prescribed by a physician or dentist, which is essential for the student to remain in school, shall be given under the conditions outlined below and with the approval of the school nurse. We recommend the parents consult with their physician to see if midday medication can be adjusted and given at another time at home. When a question arises regarding exceptions to these guidelines, the school nurse shall be involved in the decision.

1. Prior to making medication available at school, the School Medication Authorization Form shall be completed by the parents. Authorization forms shall be updated every year and filed in the student's health

record when medication is given on a long-term basis.

2. Medication shall be brought to school in the original container with the student's name, doctor, the name of the medication, and pertinent instruction. Parents may pick up unused medication.
3. The parent or physician must report immediately any change in prescription dosage. Written documentation is required. The school nurse will review the change and verify if necessary.
4. The consumption of the medication is to be supervised by the school nurse or the person designated by the principal.
5. Parents are asked to bring the medication to school. Medications are kept in a locked area. Students should not have medications in their possession with the exception of asthmatic children with metered dose inhalers, **who have provided proper documentation.**
6. Students are responsible to report to the school office at the proper time to receive their medication. Each dose of medication shall be documented in the student's health record and shall include date and time, dosage route and signature of person administering medication.

If you have any further questions, please contact District #37 nurse, **Candice Sauerbrunn.**

Medication

All medication given at school, prescription or nonprescription (i.e. Tylenol, ibuprofen, cough drops, cough syrup, etc.) requires a completed parent and physician consent form to be on file at the school before medication can be brought to school or administered. These forms are available in the school office.

Please complete the parent consent side of the form and then have your medical provider complete the other side and return it to the school. Medication will not be administered or allowed at school unless both consents are on file.

Parents are welcome to come to school to administer medication to their child if they do not have the completed form.

If medication is received at an emergency room visit then please have the doctor write separate prescription information to be presented at school. The information should include the name of the medication, the dosage, frequency and length of time it is to be given and the doctor's signature.

5.14 Head Lice/Contagious Ailments

Students will be screened intermittently for head lice and nits. A student found with lice will be sent home. That student may return to school after proper treatment has been completed. Students will be excused one full day to allow time for proper treatment, per occurrence. The child will be screened upon returning to school, and readmittance will be at the discretion of the school nurse.

Students suffering from contagious ailments may be prohibited from attending school during their illness. In cases where the student has a fever, the student should be fever free for 24 hours before returning to school. The decision to allow attendance will be made by the school nurse. Students suffering from the following conditions:

- Impetigo
- Pin Worm
- Pink Eye
- Ring Worm
- Scabies

Will not be allowed to return to school until 24 hours after they have begun treatment.

5.15 Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building Nurse at (618) 833-6415.

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

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

5.16 Lost & Found

All clothing, personal belongings, and equipment should be plainly marked with nametapes or ink. Each year a considerable quantity of unclaimed articles accumulates. Check the designated building location for "lost and found" items. Periodically, unclaimed items are donated to benevolent organizations if not claimed.

5.17 Field Trips

An attempt will be made to inform parents/guardians of all field trips. Any student not having parental/guardian permission may not be allowed to go on the field trip. A student's conduct during the school year may determine eligibility for field trips.

5.18 Bicycles

Bicycles must be parked in the racks in front of the school building immediately upon arrival, and should be locked for protection. The school is not responsible for damage or theft while bicycles are parked in the racks. Bicycles must be walked on and off the school campus.

(See 3.02 Student Conduct #22)

5.19 Transfer & Withdrawal

For a smooth transition to a new school district please contact the school's guidance counselor prior to withdrawal from the school.

5.20 Student Records

Parents and eligible students have the following legal rights with respect to student records:

1. The right to inspect, challenge, or copy the student's records within 15 school days after submittal of a written request for access. There may be a charge for copies not to exceed \$.35 per copy.
2. The right to request the amended portion of a student's record that the parent/guardian or student believes is inaccurate, improper, irrelevant, or misleading.
3. The right to permit disclosure of personally identifiable information contained in the student's records, except in certain circumstances. Disclosure is permitted without consent in cases of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted to any person named in a court order; appropriate persons if the information is necessary to protect the health or safety of the student or other persons; juvenile authorities in the discharge of their duties; and in other cases provided by law.

Parents/guardians or students may complain to the U.S. Department of Education if the school fails to comply with the above by writing to:

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

5.21 Accidents

Due to the potential liability of Anna School District #37 and because of the requirements of the insurance carrier for the district, all accidents and incidents must be reported to the office. An accident report needs to be completed and filed with the school nurse.

5.22 Telephone & Cell Phone use & other Communication Devices

The telephones in the school office are for school business. However, your child will be allowed to use the phone with the permission of school personnel. Any abuse of telephone use may result in loss of phone privileges.

Regarding incoming calls, attempts will be made to relay important messages to your child. In order to keep interruptions of the educational process at a minimum, we ask that only in the case of an emergency that you ask to speak to your child.

Any transportation changes should be reported to the office-building secretary by no later than 30 minutes prior to dismissal. Transportation or urgent messages should not be left on a teacher's voicemail. In emergency circumstances requiring a change in transportation within 30 minutes of dismissal please speak directly to the office-building secretary to ensure the information gets communicated properly.

Cell phones

Cell phones are to be turned off when the students arrive on campus and are to be stored in the student's lockers during the school day. Cell phones that are found will be confiscated and will be held in the office to be picked up by a parent. Should the need arise for cell phone use, permission may be granted by the administration, or their designee. At the end of the school day, students may turn on their cell phones as soon as they exit the building. Cell phone use is allowed on the school bus before and after school provided it is set on "silent" or "vibrate" so it will not disturb the bus driver or others with noise. Students are expected to comply with any request or directive made by a school representative (bus driver, teacher, etc.) for communication use to stop. "Sexting" is considered an inappropriate behavior and is strictly prohibited on school grounds at all times. While at school, student phones must remain in their lockers and turned off. Anna District 37 will not be responsible for lost or stolen phones. Locks for lockers can/should be purchased through the school office to protect belongings. The possession

and use of all other types of devices capable of sending and receiving electronic data messages is strictly prohibited as well. Cell phone offenses will result in the following actions:

- The first offense of inappropriate use will result in the confiscation of the phone, an after-school detention and requirement of a parent to pick up the cell phone.
- The second offense will result in one day of in-school detention and possible forfeiture of phone privileges for remainder of school year.
- Further offenses will result in greater administrative disciplinary action, loss of phone privileges, and confiscation of the phone for remainder of the year.

5.23 Signs, Posters & Advertisements

All signs, posters and advertisements displayed in school must be approved and initialed by the principal, or their designee. They are to be displayed only in those areas designated for that purpose.

5.24 Lockers

Each student is assigned a locker for the storage of books and belongings. It is the student's responsibility to see that the locker is kept locked at all times. Report damaged or faulty locks and/or lockers to the office immediately. AJHS offers combination locks to students for hall or PE lockers at a fee of \$5.00 each. Only locks issued by the school are allowed on lockers unless special permission is obtained from the administration.

Since each student is assigned a locker, it is not necessary for students to share lockers. The sharing of lockers is strictly prohibited. Be advised that your locker is school property and is subject to search by school authorities at anytime. Regarding locker searches, the student has no expectation of privacy. There may be mass and/or random searches at the discretion of school officials. Anything found in your locker is presumed to be yours.

Students are allowed to go to their lockers only at designated times, at lunch, after school, and with a teacher's permission.

5.25 Restroom Use

Restrooms are provided for the convenience of the students and staff. Restrooms are to be used before and after school, at break times, and at the discretion of the classroom teacher.

Permission to use the restroom during class time must be obtained from the classroom teacher. The student must follow identified classroom procedures for obtaining permission to leave the classroom.

5.26 Dissection of Animals

The principal will inform students and parents/guardians at the beginning of the school year of students' rights to refrain from attending classes when instruction involves the dissecting of animals. The classroom teacher, with the principal's approval, will arrange alternative instructional programs and classroom attendance for the students.

Experiments on living animals are prohibited. The dissection of dead animals or parts of dead animals will be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals must comply with the school code.

5.27 Recesses and Weather Conditions Permitting

Weather conditions must be determined before students take their recesses outdoors. In making this decision the following variables are to be considered and followed. Normally, students will not go out when the temperatures are below **32** degrees (including wind chill). Other factors such as surface condition will be considered when making a determination on whether or not to go out. The decision whether or not to play outside will be made by the administration, or their designee.

5.28 E-Readers (Nook, Kindle, IPAD)

Students may bring and use e-readers with teacher/supervisor permission. Readers may be used for reading only. Use for games, Internet, or other applications are not permissible. When not in use, they must be kept in a locked locker. District 37 will not be held responsible for lost or stolen items. Inappropriate use will result in an after-school detention, confiscation of the device, and requirement of a parent/guardian to pick it up. Subsequent offenses can result in the student receiving an in-school detention and/or loss of privileges for the remainder of the year.

5.29 Internet Access and Use

Students may only access the internet with permission of their teacher/supervisor. At no time, during school hours, may students access email or social networking websites, unless given administrative permission. Websites containing inappropriate material or images are strictly forbidden as well. Inappropriate use of the internet will result in the following actions:

- The first offense of inappropriate use will result in an after-school detention and parent notification.
- The second offense will result in one day of in-school detention and possible forfeiture of internet privileges for remainder of school year.
- Further offenses will result in greater administrative disciplinary action, and loss of internet privileges for

remainder of the year.

6.00 Parent Information

We welcome visitors to our school. For the protection of students and security in the building, all visitors must enter through door #1 and sign in at the school office. Then, the person must obtain permission from the office in order to go anywhere else in the building. Permission is granted at the discretion of the office, in accordance with school operations. Students are not allowed to bring student visitors to school during school hours.

6.02 Conferences, By Appointment

Parents or students who have a concern or complaint directed toward a teacher or coach should make an appointment with the teacher/coach during the teacher's planning and conference period or after school. The following conference steps should be followed:

1. Student and teacher
2. Student, parent, teacher
3. Student, parent, teacher, principal
4. Student, parent, teacher, principal, superintendent
5. Student, parent, teacher, principal, superintendent, board of education

6.03 Conferences, Scheduled

Conferences for parents and teachers are scheduled in the Fall and Spring. The purpose of these conferences is to discuss the academic/social progress of the child in order that the parent may understand the expectations of the teachers. Parents are urged to attend these conferences to learn where their child stands in relation to others in the class. (See Section 8.11 Parents' School visitation Rights Act)

6.04 Emergency Information Forms

An up-to-date emergency form must be maintained on every child in school. It is very important that the school be kept informed on the current address of each pupil and the correct telephone number. Parents are requested to see that this information is provided and kept up to date.

6.06 Transportation by Parents

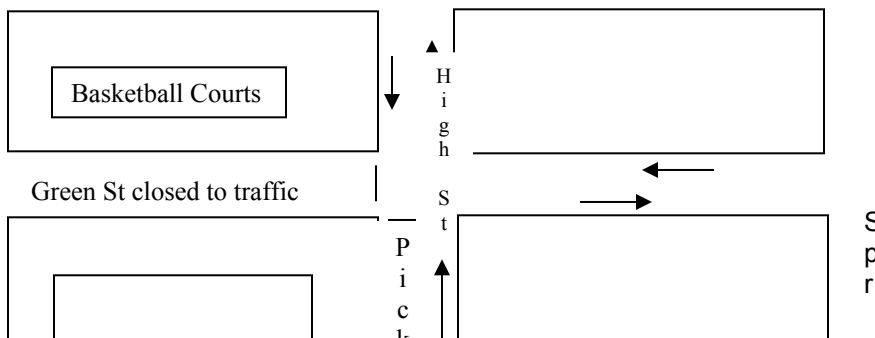
Any transportation changes should be reported to the office-building secretary by no later than 30 minutes prior to dismissal. Transportation or urgent messages should not be left on a teacher's voicemail. In emergency circumstances requiring a change in transportation within 30 minutes of dismissal please speak directly to the office-building secretary to ensure the information gets communicated properly. **DO NOT LEAVE TRANSPORTATION OR URGENT MESSAGES ON A TEACHER'S VOICE MAIL. TEACHERS CHECK VOICEMAIL AT THEIR OWN CONVENIENCE AND THEREFORE MAY NOT RECEIVE YOUR MESSAGE IN A TIMELY FASHION!**

Children should not arrive at school before 7:30 a.m. since there is no supervision before that time.

Pre-K: Due to Lincoln construction drop off and pick up procedures will be communicated prior to the start of school.

Lincoln Morning Drop Off: Due to Lincoln construction drop off and pick up procedures will be communicated prior to the start of school.

Davie thru Jr High: Students may be dropped off in the mornings on Green St., in front of the school. In the afternoon, students will exit through doors 3, 4, and 5 in the front of the building. Students will then turn right and walk to the sidewalk parallel to High St., which will be open to one-way traffic only. Parents should be parked along the left lane of High St. next to the sidewalk. Students should then enter the vehicle on the drivers side, whenever possible. At no time should students pass between vehicles to board a vehicle on the right side of the street. Students should only cross High St. at the crosswalk along Green St.



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6.07 Dissemination of Written Materials

Distribution of non-school sponsored literature must first receive approval from the administration, or designee.

6.08 Testing and Assessment

The State Board of Education requires each school district to assess student progress in meeting the state goals for learning, which are statements of what children should know and be able to do. The PARCC test is held in the springtime of each school year.

6.09 Student Support Teams

Student Support Teams are utilized to assist students when they have unique academic, social, and/or health needs. A Student Support Team meeting will be initiated when attempted interventions to meet the student's needs have not been successful. This team, comprised of the student's teachers, parents/guardians, the Student Support Team coordinator, and other service providers, will determine further interventions or support strategies that may assist in meeting the student's needs. The student Support Team, also referred to as SST, is a collaborative effort to meet the needs of each individual student within the regular education program.

6.10 Assignment of Classes

One of the tasks to be completed before beginning a new school term is the assigning of students to classes for next year. Many considerations go into making these decisions. The instructional needs of each student is first and foremost among these considerations as we attempt to match each child's individual needs and learning styles with instructional styles and methods of our teachers. We always try to balance classes by gender and ability while taking care to separate students who tend to be disruptive or disagreeable when required to work closely together.

Administration, teachers, student support teams, and IEP teams will determine classroom placement collaboratively.

6.11 Directory Information

In general, except for achievement acknowledgement, directory information will not be shared unless it is for the educational benefit of the student. Directory information includes the student's name, address, gender, parents' names and addresses, telephone listing, e-mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and the most recent school attended by the student.

Should a parent/guardian not want some or all of the directory information shared without prior written consent, the parent/guardian must submit a written request within one calendar week of registration.

6.12 Student Residency and Tuition

A student is considered a resident of the district if/when their legal custodian resides in a permanent nighttime abode within District 37 boundaries. Any student attending District 37 and not meeting the residency requirements will be required to pay tuition based on a formula provided in The School Code of Illinois. (105 ILCS 5/10-20.12a) The exception to this rule is that of "Homeless" which is outlined in the Education for Homeless Children Act (Article I). When any child loses permanent housing and becomes homeless, as defined by law, or when a homeless child changes his/her temporary living arrangement, the parent or guardian may continue the child's education in the school of origin or enroll the child in the district of current residency. Any person enrolling a student in District 37 and providing false information for purposes of residency are subject to penalty as defined in The School Code of Illinois.

7. Transportation

Regular bus runs will transport students who live a mile and one-half or more away from school. Students are expected to follow the directions of the bus driver in charge. Students who fail to do so will be subject to suspension of the privilege of riding the bus. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. The school bus is an extended part of the school day and school rules and policies do apply. If a student does not follow these rules then disciplinary actions may be taken accordingly.

Any transportation changes should be reported to the office-building secretary by no later than 30 minutes prior to dismissal. Transportation or urgent messages should not be left on a teacher's voicemail. In emergency circumstances requiring a change in transportation within 30 minutes of dismissal please speak directly to the office-building secretary to ensure the information gets communicated properly. **DO NOT LEAVE TRANSPORTATION OR URGENT MESSAGES ON A TEACHER'S VOICE MAIL. TEACHERS CHECK VOICEMAIL AT THEIR OWN CONVENIENCE AND THEREFORE MAY NOT RECEIVE YOUR MESSAGE IN A TIMELY FASHION!**

7.01 Bus Regulations

1. Be on time at the designated school bus stop; help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. **DO NOT** move toward the bus until it has been brought to a complete stop.
4. Remain seated while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until the driver gives instructions.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out the bus windows.
8. Refrain from loud talking and laughter or unnecessary confusion. This could divert the driver's attention and could cause serious accidents. Additionally, the use of vulgar or abusive language will not be tolerated.
9. Be absolutely quiet when approaching a train crossing.
10. Please assist in keeping the bus safe and clean at all times.
11. No animals are allowed on buses.
12. Keep boxes, packages, coats, and all other objects out of the aisles. Should you have a larger piece of luggage, a bag, a music case, etc., see the bus driver for assistance.
13. Do not leave books, food, or other articles on the bus.
14. Be courteous to fellow pupils and the bus driver. Treat them, as you would wish to be treated.
15. Help look after the safety and comfort of smaller children. Older students should set an example for others to follow.
16. Do not ask the driver to stop at places other than regular bus stops.
17. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions; then wait for a signal from the bus driver permitting you to cross.
18. Observe the same rules and regulations on other trips under school sponsorship as you follow between home and school. Respect the wishes of the chaperones or supervisors appointed by the district.
19. A student who rides to another student's home must obtain permission from both families in writing. These written permissions are then to be submitted to the school principal for approval. This advance permission prevents a misunderstanding, which may create problems in the future. The procedure followed is: "No note. No permission!"
20. Students who ride a bus to school are expected to ride the bus home unless the **school** is made aware of other arrangements by the parent in writing. No exceptions. This prevents children from being inadvertently left at school at the end of the day. Students will be put on their regular bus if we have not heard from the parents in writing. In cases of emergency, a phone call may be accepted for this purpose.
21. In the event a driver misses a drop-off point due to extenuating circumstances, your child should remain on the bus until the end of the route. At the conclusion of the route, the child will be returned to his/her "drop-off" point or brought back to the school and a parent contacted.

7.02 Bus Discipline

In the event that a student violates any of the above regulations, Anna District 37 discipline **policy** will be followed as needed. Disciplinary actions will be comparable to the consequence process at school, repeated or severe discipline problems can result in an immediate referral to the principal.

It is the aim of Anna School District 37 to provide safe, courteous, and efficient service to all eligible students within the district. However, it should be remembered that riding a school bus is a privilege, and the privilege could be denied if the rider fails to abide by the rules established by the school district. Bus rider rules are necessary to ensure that the driver can concentrate on his or her duties.

Any student who continually violates the rules of conduct on the bus may lose his/her riding privilege. It is hoped that no student will ever lose riding privileges, and good cooperation among parents, drivers, and school administrators is the key ingredient to a successful school bus operation.

The above information is intended for general guideline purposes and should not be considered all of the information regarding transportation. More specific information will be furnished upon request to your child's principal. Please feel free to contact him for assistance.

7.03 Shuttle Bus

For students living in the Lincoln School area, a shuttle bus will leave that building for Davie/Anna Junior High School at 7:40 a.m. each day to transport children to Davie/Anna Junior High School. Those children will be returned on the bus to Lincoln School at the end of the school day. If you live near Davie/Anna Junior High School and have a child in grades Kindergarten through two, a shuttle bus will leave Davie/Anna Junior High School at 7:50 a.m. for Lincoln School and return at the end of school day.

The shuttle bus service is a privilege provided by the district, in which students of all ages are transported. As such inappropriate behavior will not be tolerated. Incidences of inappropriate behavior will be dealt with by the administration. Additional consequences may be assigned for more severe behaviors. See 7.01 and 7.02 for bus discipline.

8.00 Special Notices

8.01 Rights & Responsibilities

1. Students have a right to a quality education. The actions of a few will not interfere with the opportunity of the majority for academic and social growth.
2. Teachers have a right to teach in an environment of respect and orderly behavior. They will request support and assistance from parents and the administration in maintaining control and discipline in the classroom.
3. Parents have a right to receive periodic official reports of their child's academic and social progress. They will be given the opportunity to confer with their child's teachers and/or principal regarding academic placement, progress and social adjustment.

8.02 Illinois Statutes

The following guidelines will be adhered to in the administration of the State statutes:

1. Students enrolled in the district for all or part of the preceding school year will have requirements completed by the first day of school or be excluded from school until such time as requirements are completed.
2. New students who enroll in the district at the beginning of the school year will have forty-five (45) days to complete requirements.
3. New students to the district who enroll after the beginning of the school year will have two (2) weeks (10 school days) to make appointments with proper professionals necessary to comply with the law. School authorities must be advised of this appointment date. Should the child fail to keep this appointment, he or she will be considered to be in a noncompliance and be immediately excluded from school until compliance requirements are met.
4. **Any student entering Kindergarten or First Grade for the first time on or after July 1, 2002 must provide proof of having two doses of varicella (chickenpox) vaccine. The first dose must have been received on or after the first birthday and the second dose no less than 4 weeks (28 days) later. Proof of having the varicella disease may be provided by a statement from a physician or health care provider verifying disease history OR laboratory evidence of varicella immunity.**
5. **Three doses of Hepatitis B Vaccine is required for all students entering Pre-K with the third dose having been administered on or after 6 months of age. All students 6-8 grade must have had three doses of Hepatitis B vaccine administered at recommended intervals. If the student has not received the series or proof is not available, the series will have to be started.**
6. **Physical examination are required for all students entering the 6th grade by a party Authorized to submit proof of the required examination.**
7. Any student entering kindergarten, second and sixth grade is required to have a dental exam completed. Dental exam forms must be presented to the school.

Parents or legal guardians who object to immunizations or physical examinations for their children on religious grounds must present to the board of education through their principal a written, signed statement of such objection. Forms stating religious objection may be obtained from the principal.

Students, who, for medical reasons, cannot receive the required immunizations, must present to the board of education through their principal a signed statement by a licensed physician indicating their inability to receive the immunizations.

8.03 Non-Discrimination Notice

Notice is hereby given that Anna Community Consolidated School District 37, Union County, Illinois, does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission or access to its programs and activities. Students who believe they are victims of bullying, discrimination, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the building administrator. Students may choose to report to a person of the student's same sex.

Any person having inquiries concerning District 37's compliance with regulations implementing the Americans with Disabilities Act, Title IX, or Section 504 of the Rehabilitation Act is directed to contact the superintendent of Anna Community Consolidated School District 37, 301 South Green, Anna, IL 62906, who has been designated by Anna Community Consolidated School District 37 to coordinate the district's efforts to comply with the regulations implementing the Americans with Disabilities Act, Title IX, and Section 504.

8.04 Asbestos Management Notice

Anna Community Consolidated School District #37 has an asbestos inspection and management plan for each building in the district. Additional information can be obtained by contacting the Superintendent at 301 South Green St., Anna, IL 62906 or by calling 618-833-6812.

8.05 Welfare Checks Withholding Notice

The School Attendance Initiative (PA 89-6) passed by the General Assembly affects students whose parents receive public assistance. If the student has excessive absences, a referral will be made to a social agency. If the absenteeism continues after this move, welfare checks can be sent to the agency and eventually denied.

8.06 Service Reimbursement Notice

Schools may be reimbursed for some services performed on students receiving Medicaid. This in no way will reduce the amount of Medicaid reimbursement the parent will receive, but will generate extra monies that can be used for District 37 students. Parents will need to supply schools with their child's nine-digit Medicaid number.

8.07 Transportation Reimbursement Notice

Parents or legal guardians who must provide transportation to and from school because free transportation is not available for their child may be eligible to receive money from the state to help offset some of the cost, such as bus fares, or mileage reimbursement for private automobiles at **the current government rate**.

Claim forms should be available from February through 21 days after the close of the school year or July 1, depending upon the number of emergency days used during the school year. If you have questions please call or come by your child's school as soon as possible. You may also contact the Illinois State Board of Education directly by calling 217/782-5630.

8.08 Sexual Harassment and Teen Dating Violence Prohibited

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 1. Substantially interfering with a student's educational environment
 2. Creating an intimidating, hostile, or offensive educational environment;
 3. Depriving a student of educational aid, benefits, services, or treatment; or
 4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:
Charles Goforth, Superintendent
301 S. Green St., Anna, IL
618-833-6415
cgoforth@anna37.com

Complaint Managers:

Mark Laster
301 S. Green St., Anna, IL
618-833-6415
mlaster@anna37.com

Charlotte Massey
108 Warren St., Anna, IL
618-833-6851
cmassey@anna37.com

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

8.9 Notification of Sexual Abuse Recognition & Avoidance Classes

District #37 provides a five (5) day notice to parents/guardians prior to offering classes in recognizing and avoiding sexual abuse to pupils in grades K-8. **All students will participate unless we receive written notification from the parent that their child is not to participate.**

8.10 7th & 8th Grade Health Education Classes

Today teens are faced with incredible pressures to be sexually active. Being aware of these challenges and pressures as well as the resulting physical, emotional, mental, and social consequences of such activity, our school, Anna Jr. High, has chosen to implement an abstinence base program as part of our health education curriculum. All students in 7th and 8th grade will participate unless we receive written notification from the parent that their child is not to participate. If you have any questions, please contact Mrs. Whittinghill.

8.11 Parents' School Visitation Rights

The "School Visitation Rights Act" permits employed parents who are unable to meet with educators because of work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their child attends.

Under the Act, upon written request, employers must grant employees leave of up to eight hours per school year, not to exceed four hours in any given day, to attend their children's classroom activities or school conferences which cannot be scheduled during non-work hours. For regularly scheduled, non-emergency visitations, the school district will make time available for visitation during both regular school hours and evening hours. The school district will provide documentation to the parent of the time and date of each school visitation upon a parent's assertion of their rights under the Act.

8.12 Parents' Right to Review Teacher Qualifications

As a parent of a student at District #37, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers.

- Whether the Illinois State Board of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Illinois State Board of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

8.13 Internet Safety Policy for Anna District 37

Introduction

It is the policy of Anna District #37 to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's

Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (Internet filters) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of Anna District #37 online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of Anna District #37 staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the District Technology Coordinator or designated representatives.

Adoption

The Board of Anna District #37 adopted this Internet Safety Policy at a public meeting, following normal public notice, on March 20, 2007.

8.14 Notification of Pesticide Use

In accordance with state mandate, any parent with a student attending District 37, and wishing to be notified prior to pesticide use has the right to have their name added to a list for notification. All parents on such a list will then be notified, in writing, at least 4 days before pesticide application occurs on District 37 property. Prior notification will not be required if there is a threat to health or property. To be added to the notification list contact Mark Laster at 833-6415.

8.15 English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English 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 Learners programs

For questions related to this program or to express input in the school's English Language Learners program, contact Mark Laster at 833-6415.

8.16 Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.

6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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

8.17 Accommodating Individuals with Disabilities

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

8.18 Sex Offender & Violent Offender Community Notification

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

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

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

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

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

8.19 Parent CPR/AED Training Available

Per state law, District 37 is required to inform all parents/guardians of District 37 students, that via our district you may access online CPR/AED training at your request. Should you wish to view this training, please contact your school office, can also be viewed at www.isha.org/Resources/SportsMedicine/CPRTTraining.aspx

8.20 Homeless Child's Right to Education

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

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

For assistance or support, and a list of local supporting agencies, please contact the building secretary at your child's school.

8.21 Educational Stability of Foster Care Students under the Every Student Succeeds Act (ESSA)

Children in foster care have a higher mobility rate than their peers. School instability can negatively impact students in a variety of ways including, but not limited to, academic achievement. The District will work to:

1. "Ensure that a child in foster care remains in his or her school of origin, unless it is determined not to be in the child's best interest; and
2. Develop in partnership, consistent with the SEA and local child welfare agencies, procedures that ensure that transportation is provided, arranged, and funded for students in foster care.

If it is not in the child's best interest to remain in the school of origin, then District officials will try facilitate enrollment in the new school without delay.

The District's foster care point of contact is the guidance counselor, Victoria Whittinghill. Upon notification of a student being placed in foster care or being brought to the District to enroll, District officials will work collaboratively with other agencies for what is in the best interest of the child.

8.22 Parent & Family Engagement Compact

Anna CCSD #37 Parent and Family Engagement Compact

Parent/Guardian Agreement

I want my child to do well in school, so I will offer encouragement by doing the following:

- See that my child attends schools regularly
- Establish a time for homework and review it regularly
- Encourage my child to read by visiting the library with them and providing them with a library card if possible
- Read with my child and let my child see me read
- Support the school in its efforts to maintain proper discipline by reinforcing the 3 B's at home – Be nice to yourself, Be nice to others, and Be nice to your school

Parent Signature _____

Student Agreement

It is important that I do my best in school, so I will try to do the following:

- Attend school regularly
- Come to school with pencils and paper (as best possible).
- Prepare for school by doing my homework and reading every night.
- Obey the school rules by following the 3 B's – Be nice to yourself, Be nice to others, Be nice to your school

Student Signature _____

Teacher Agreement

It is important that all students achieve, so we will do the following:

- Support classroom goals and activities
- Encourage students and parents by providing information about student progress
- Use special activities in our classroom to make learning enjoyable

Teacher Signatures _____

Principal Agreement

I support this form of parent involvement; therefore I will strive to do the following:

- Provide an environment that allows for positive communication between the teacher, parent, and student
- Encourage teachers to regularly provide homework assignments, in alignment with the district homework policy (student handbook 1.08), that will reinforce classroom instruction

Principal Signature _____