TAFT SCHOOL DISTRICT 90
1605 South Washington Street
Lockport, Illinois 60441

Dear Taft School District 90 Parents/Guardians:

The Parent-Student Handbook and Discipline Code Section of the Student Handbook contain important information. Please review the information and talk about it with your child. We ask that the bottom of this form be signed and retuned to your child's homeroom teacher by September 11, 2015.

Sincerely,

Taft Administration and Staff

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Parent Student Handbook Acknowledgement

I have received a copy of the Parent-Student Handbook and Discipline Code for Taft School. I have reviewed the information with my child in an effort to promote a better understanding of the rules and expectations of Taft School. I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

_____ _____

Parent/Guardian Signature Date

_____ _____ _____

Student Signature Date Grade

TAFT SCHOOL DISTRICT 90

2015-2016 PARENT-STUDENT HANDBOOK AND DISCIPLINE CODE

TAFT SCHOOL DISTRICT 90
1605 S. WASHINGTON STREET
LOCKPORT, IL 60441
(815) 838-0408

MISSION STATEMENT

The Mission of Taft School District 90 is to build a solid foundation within each student, in the areas of reading, writing, speaking, computing, and creative thinking, while striving to develop their intellectual, emotional, social, physical, and creative potential.

VIKING VERSE

Be the Change You Wish to See

WELCOME

Welcome to Taft School. We ask that you review this handbook, discuss it with your child, and then use it as a reference. This handbook is a summary of the school's rules and expectations; it is not a comprehensive statement of school procedures. Please contact us if you need additional information or wish further explanation concerning any part of the school program. We hope that this handbook will promote understanding and communication between your home and the school. We wish your child a happy and successful school year.

General School Information

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

Mr. Tony Peloso, President
Mrs. Christine Jelinek, Vice President
Mrs. Sheri Skowron, Secretary
Mrs. Julie Chesser, Member
Mr. Tim Jensen, Member
Mrs. Kim Panozzo, Member
Mr. Joe Ryan, Member

The School Board has hired the following administrators to operate the school:

Dr. DJ Skogsberg, Superintendent
Mrs. Emily Hanlon, Principal

The school is located and may be contacted at:

Taft School
1605 S. Washington Street
Lockport, IL 60441
Phone: (815) 838-0408
Fax: (815) 838-5046
www.taft90.org

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TAFT SCHOOL DISTRICT 90
GENERAL PROVISIONS

1. 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.

2. ADMISSION TO TAFT SCHOOL

Resident Student

Any child residing within the boundaries of Taft School District 90 shall be eligible to attend Taft School, providing he or she:

1. Is living with his/her natural parents; or
2. Is living with a legal guardian (i.e., adopted, court order, foster home, bona fide social agency placement);
3. Provides proof of residency. Three (3) proofs of residency are required and must include the following: A Real Estate Tax Bill or signed and dated Lease or Mortgage statement; a utility bill; and one (1) of the following: A current bank statement, telephone bill, car payment, or employment check. These forms must be current and indicate your name and address.

An original birth certificate (for new students only), a completed physical form, and a complete immunization record must be presented upon entering Taft School.

Children must be five (5) by September 1st to enter kindergarten.

Transfer students must present evidence of grade placement. The school will request that complete records be sent from the former school.

If applicable, a copy of the child custody court papers will be needed.

School fees are to be paid on registration day or on the day of enrollment for transfer students. Students may not participate in any activity until registration fees and/or activity fees have been paid. An Installment Agreement will be completed if fees are not paid in full.

Non-Resident Student

Non-resident students may be permitted to attend Taft School District 90 with School Board approval and upon payment of tuition as set by the School Board.

Tuition will be paid in an amount not exceeding 110 percent of the per capita cost for the preceding school year. The first payment shall be paid at the beginning of the first semester and the remaining shall be paid at the beginning of the second semester. The first payment will, in addition, include total yearly consumable material fees and activity fees, if applicable for that grade. Non-remittance of any payment may cause immediate transfer back to the child's home district.

Students whose legal address is outside Taft School District 90's boundaries may petition the School Board through the Superintendent's office for admission as a tuition student at a rate of up to 110% of the per capita tuition charge.

The School Board, upon recommendation of the Superintendent, may accept or reject said petition without stating reasons therefore.

No child may escape payment of tuition fees by taking up residence with another person in the District solely for the purpose of attending Taft School.

3. ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability.

4. ARRIVING AND LEAVING SCHOOL

School hours are from 8:30 a.m. to 3:15 p.m. each day. Students are not to arrive at school earlier than 8:10 a.m. or remain on the school grounds later than 3:20 p.m. School doors will open at 8:20 a.m. Supervision will not be provided for students who arrive before 8:10 a.m. or remain later than 3:20 p.m. When students are dismissed from school at the end of the school day, they are to leave the building immediately through the assigned doors. Students who participate in after school activities are to report to their supervising teacher.

Students are to use assigned doors when entering and leaving the building at the beginning of the school day, after lunch, and upon dismissal. Students are not to enter or leave the building through the main doors, unless they are tardy or leaving early with a parent.

The 16th Street pick-up area will be the total length of the street from Hamilton Street to Washington Street. Parents are asked to form a SINGLE LINE PARALLEL TO THE SIDEWALK FACING 16TH Street allowing kindergarten through 8th grade students to enter the cars from the sidewalk. **There will be no parking or standing on the North side of 16th Street. The 17th Street pick-up area will be the length of the school building. There will be no parking or standing on the South side of 17th Street. 16th Street will be one-way heading East and 17th St. will be one way heading West during school drop off and pick up times. We believe that the pick-up pattern adds to the safety of our children.**

In partnership with the Lockport Police Dept., we remind all Taft Families and Guests of these expectations for safety:

- Follow the directions of Taft Staff at all times. Our job is to ensure the safety of all children—including yours. If you ignore our directions you put everyone at risk.
- There should be **NO** students crossing in the middle of the street to get into their car or leave their car for drop off or pick up.
- The primary location for drop off and pick up is located on the north end of the school's campus near the playground entrance. There is enough room for 5 vehicles to fit in this area. **PULL UP** as directed by staff on duty.
- Secondary drop off and pick up is located on the south and west sides of campus. **ONLY** drop off and pick up in the assigned areas.
- There is **NO DROP OFF / PICK UP** on Washington.
- Be considerate. **DO NOT** stop your vehicle in front of the driveway blocking the private property of our neighbors.
- **DO NOT** block any corner, crosswalk, or intersection.
- **DO NOT** double park, triple park, or use your cellular phone (on device or hands free) in any drop off or pick up area. IT IS ILLEGAL, and the Lockport Police WILL take enforcement action.
- Be courteous. There is nothing you "have to do" that is so important to justify you jeopardizing the safety of anyone at Taft, including your own child.

5. ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances

that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. **All other absences are considered unexcused.**

The school may require documentation explaining the reason for the student's absence. Here are examples: (1) If a period of absence exceeds 3 days, a doctor's note may be required for the absence to be excused. (2) If a child has more than 5 absences during a quarter, a doctor's note may be required for the absences to be excused. The administrator reserves the right to handle absences on a case-by-case basis.

In the event of any absence, the student's parent or guardian is required to call the school before 9:00 a.m. for full day and morning absences and before noon for afternoon absences, to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a staff member will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Prearranged Absence: Absences (such as for the reasons stated above) may be prearranged by calling the school office and by contacting the homeroom teacher as soon as possible. Vacations (during the time in which school is in session) are discouraged.

Dental/Doctor Appointments: Appointments should be made so as not to conflict with the daily school program of the child. If this cannot be done, the child is asked to report to school. He or she will be released to a parent/guardian in time for the appointment.

Tardiness: Tardiness shall be defined as follows: (1) Arriving after the start of the morning or afternoon sessions; or (2) Arriving late for class during the school day. Tardiness is a violation of school rules. The following are consequences for students in grades 1-4: 3rd, 6th, 9th tardy – lunch detention; 12th tardy—after school detention; 15th tardy—2 after school detentions; 18th tardy—3 after school detentions. Additional tardies may result in a referral to the truancy officer. The following are consequences for students in grades 5-8: 3rd, 6th, 9th tardy—detention; 12th tardy-Saturday School; 15th tardy—1/2 day in-school suspension; 18th tardy—full day in-school suspension. Additional tardies may result in a referral to the truancy officer.

An excused tardy may be issued in the case of extenuating circumstances. Parental note or phone contact is necessary for excused tardies.

6. ATTIRE

The following section is not all inclusive. It is expected that attire be appropriate to wear while in school. Appropriate attire includes clothing, accessories, and hairstyles which are not disruptive to the educational program. Attire must be safe and therefore not be a hazard to the health or welfare of the student(s). Clothing must cover from shoulder to mid-thigh. Clothing that is considered too revealing is not allowed. No undergarments may be exposed. Shirts must cover shoulder to shoulder as well as the torso. Clothing or accessories displaying vulgar language, obscene gestures, advertising alcohol, containing drug references, or promoting violent behavior may not be worn in school. Clothing or accessories displaying gang colors, symbols, or signs is prohibited. Clothing (including jeans and shorts) may not have holes. Clothing made of spandex or similar material (biking shorts for example) may not be worn unless other clothing is worn over it from shoulder to mid-thigh. Hats or head coverings (except those worn for religious or medical reasons) may not be worn in the school. Accessories, such as wallet chains, that could cause potential harm/injury to others will be prohibited. For safety reasons, students are strongly encouraged to wear closed-toed shoes in an effort to protect students' feet from harm.

Students who do not comply with the above guidelines will be given alternate clothing by the school (if available), asked to change into other clothing, or asked to call home to request that acceptable clothing be brought to school. Repeated violations of the guidelines shall result in disciplinary action. ***Administration is the final authority for judging the appropriateness of a student's appearance.***

7. BIRTHDAY PARTY INVITATIONS

We prefer that invitations to birthday parties be distributed off of school grounds. We will allow students to hand out invitations to their classmates provided there is an invitation for every boy in the class, or every girl in the class, or all students in the class.

8. BOARD OF EDUCATION

The Taft Board of Education meets once a month to consider items of business relating to the proper functioning of the school. All regular meetings begin at 7:00 p.m. in the Library, unless otherwise stated by the Board.

Individuals, groups, or organizations desiring to be placed on the agenda of a regular school board meeting will make such a request to the District Superintendent ten (10) days prior to such scheduled meeting, stating who they are, whom they represent and the purpose of the request.

The Board President may impose a time limit or terminate the presentation at his/her discretion. Groups or organizations will be heard through one spokesperson. This does not restrict the Board President at his/her discretion from entertaining requests to be heard from the public in attendance.

The Board of Education allows the public to be heard at the beginning of its regular Board meetings with the following rules: (1) The public can only address the Board at the appropriate time as listed on the agenda and when recognized by the Board President. (2) The speaker must identify him or herself and be brief. This comment can be no longer than 5 minutes. (3) The Board President may shorten a person's opportunity to speak if the person has previously addressed the Board on the same subject within the past two months. (4) At no time can personnel matters be discussed during the "Comments from the Audience" portion of the meeting. It is suggested that these matters be discussed with the Superintendent. If needed, after discussion with the Superintendent, one can address the Board by submitting a request ten days prior to the Board Meeting.

The amount of the operating budget of Taft School District 90 is shown in the budget on file in the District Office.

9. CARE OF STUDENTS WITH MEDICAL CONDITIONS

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

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

For further information, please contact the school nurse.

If your child has some ***other medical condition*** and requires assistance with managing this condition while at school and school functions, an Action / Care Plan must be submitted to the school nurse. Parents/guardians are responsible for and must:

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

For further information, please contact the school nurse.

10. CELL PHONES

The school district and its employees are not responsible for lost or damaged cell phones. Students possessing cell phones during the regular school day shall keep the cell phones off. Students shall keep their cell phones turned off and in their backpacks. Students have access to phones throughout the building, and with staff permission may use the phone to call a parent/guardian. Students shall not use cell phones in any manner that disrupts the educational environment, including using the cell phones to signal others, to take pictures, to cheat, or otherwise violate student conduct rules. Electronic devices with camera capabilities are prohibited from restrooms and locker rooms.

11. CO-CURRICULAR ACTIVITIES

STUDENT COUNCIL – The general principle underlying the Student Council is to provide a democratic experience for 5th-8th grade students through participation in the management of their school affairs. Other purposes are:

a. to provide training in citizenship;
b. to allow students to participate in the management of extracurricular affairs;
c. to promote proper student-faculty relationships;
d. to promote the general welfare and to institute service organizations;
e. to provide for student expression;
f. to furnish a working model of government.

Two representatives and one alternate are selected from each room. Officers will be elected from eighth grade.

The following qualifications are kept in mind:

- **SPORTSMANSHIP** – One who recognizes abilities in others, does not boast when he/she wins, nor does he/she blame others when he/she loses
- **DEPENDABILITY AND RELIABILITY** – One who does not leave his/her friends in a lurch, who does not develop the habit of making excuses and who keeps his/her word at all times
- **OPEN-MINDEDNESS AND TOLERANCE** – One whose opinions are based on information; one who listens to others and respects their points of view and remembers that it takes all types of people to make a world
- **RESPONSIBILITY** – One who accepts responsibility as it comes to him/her and no matter how small the task will give it the best he/she has
- **GOOD CITIZENSHIP AND SERVICE** – One who supports the school activities, is enthusiastic about improving his school, and is a (law-abiding) citizen in and out of school

These qualifications are important because each representative must be passing in all subjects, must not have a mark against his/her conduct, must regularly attend meetings and be on time.

Student Council representatives bring to the council matters of concern from their homeroom groups and return to their group with the solution or plan for solving problems. The faculty, the superintendent, and various organizations bring to the council matters to be taken back to the homerooms.

BAND – It is the philosophy of Taft School District 90 to offer an Instrumental Program to its students. Students in grades 4 through 8 will be eligible to participate. ***This is a graded subject.***

It is the Board of Education's intent that programs such as instrumental music be offered as a co-curricular activity consistent with our philosophy of offering a well-rounded, balanced program designed to develop educated, disciplined, and responsible citizens.

12. COMMUNICABLE DISEASES

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

3. The school may provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

13. CORPORAL PUNISHMENT

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

14. DRUG USE POLICY

Students shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of narcotics, drugs (illicit, over-the-counter), or alcohol. Students shall not possess "look-a-likes," paraphernalia, or electronic signaling devices (beepers).

The possession/inappropriate use of inhalants/aerosols/butane lighters, or other lighter fluids, is prohibited. The above materials will be confiscated and turned over to the police, if necessary. Students found to possess any quantities of alcohol/drugs will be referred to the police.

This policy is in effect on school buses, in school buildings, and on school grounds at any time. This policy extends to all school sponsored and related activities, as well as field trips, athletic and music trips, whether held before or after school, evenings, or weekends.

In the case of student overdose from drugs/alcohol, emergency medical procedures will be followed. Parents will be notified and local paramedics will also be called. Following the handling of the medical emergency, the policy statement for chemical abuse will be implemented.

15. EARLY AND EMERGENCY SCHOOL CLOSING PROCEDURE

- Parents will be contacted by school personnel that school is closing early.
- The children whose parents cannot be contacted will stay at school or at a designated area until regular dismissal time under the supervision of appointed teachers and/or administrators.
- Parents wishing to pick up their children earlier than the time specified are to report to the office for their release and sign them out.

Announcements of early school closing will be made via School Reach message, posted on the School's website, and indicated on the Emergency Closings Centers website at www.EmergencyClosingCenter.com.
Except for rare emergencies (i.e., extreme weather conditions), Taft School will not close during the regular school term, other than those legal holidays and teacher institutes as set forth in the official school calendar. **All emergency closings will be announced via School Reach message, posted on the School's website, and indicated on the Emergency Closings Centers website.** Parents may also find out about emergency closing information on the Emergency Closings Center website (www.emergencyclosings.com).

16. EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.
No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Dr. DJ Skogsberg or Mrs. Emily Hanlon.

17. EXTRACURRICULAR ACTIVITIES

Student Eligibility for Extracurricular Activities:

For all activities, athletic as well as non-athletic, passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity. For consistency, ALL teachers will be asked to update their grade books weekly on Wednesdays. Students must be passing each subject each week to be eligible. Eligibility will be checked on Thursdays. Notice to students and parents will be made on Fridays unless there is no school on Friday, and then the next day school is in session.

For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. For any fall sport requiring a summer tryout time which may be before the official start of the academic year, eligibility shall be based on the preceding school year's grades.

Eligibility is defined as having any combination of passing grades (A, B, C, and/or D). Students earning a failing grade of "F" in any subject are ineligible. Any student who is ineligible is prohibited from participating in any team activity including practices or games.

Parents are encouraged to regularly check their child's academic performance using the parent portal for our student information system, TeacherEase, at www.teacherease.com. For convenience, parents may find a link on the Taft School website.

Any student serving a suspension (in-school or out-of-school) is ineligible to participate in any school activity for the duration of the suspension. Parents should also reference any team specific guidelines prescribed by the respective coach as well as the Student Activities Handbook.

This implementation of guidelines is done in compliance with IESA regulations (2.040-2.045), and was approved and adopted by the Taft Board of Education November 14, 2012.

18. FEES, FINES, and CHARGES; WAIVER OF STUDENT FEES

Consumable material and activity fees are collected in the office before the school year begins. Arrangements for installment payments for consumable material fees may be made with the Superintendent. All books and consumable materials are the property of Taft School District 90. Textbooks must be returned at the end of the school year in satisfactory condition. Satisfactory condition means that the book is returned in the same condition as when it was issued. Students who lose books, do not return books, or return books in an unsatisfactory condition, will be assessed the replacement cost of the books.

Locks for physical education will be purchased by students beginning in 5th grade (as well as any new students grade 5-8) through Taft school. Hall lockers for students in grades 6 through 8 have built- in locks. Lockers or combinations are not to be shared. Lost locks for physical education locker rooms will be replaced at the student's expense. ***Students may not bring their own locks to school – the locks will be cut off by maintenance as Non-school- issued locks are prohibited.***

In order to offset the cost of the extracurricular program, an activity fee will be charged. Students may not participate until activity fees and registration fees have been paid. Fees will be set by the Taft School Board. Fees not paid are sent to collection through the Office of the Illinois Comptroller.

In order to offset the cost of diplomas, a graduation fee will be charged. The fee will be set by the Taft School Board. The school establishes fees and charges to fund certain activities. A current fee schedule is available in the office. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. ***A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.***

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals guidelines.

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

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

The superintendent's office will notify the parent/guardian within 30 days if the fee waiver requested has been denied, along with the appropriate appeal process. Questions regarding the fee waiver application process should be addressed to the superintendent's office. Fees not paid shall result in a referral to a collection agency. Fees may also be paid via credit card using the E-Pay system. A link is available on the district's website.

19. FIELD TRIPS

The Taft School Board recognizes that field trips provide an effective and worthwhile learning experience for students, are integrated within the school's curriculum, and contribute to the District's educational goals. Parent's permission to attend field trips must be obtained prior to students attending the field trip. A fee may be charged to students for field trips.

20. FOOD IN THE CLASSROOM

Pursuant to Board Policy on Wellness (6:50), foods brought into school from home must comply with the following:

1. Food brought from outside school must be submitted by noon the day prior to afford the school nurse the opportunity to properly inspect the food items for possible allergens and life safety risks. Failure to comply will result in the refusal of distribution of the item to the class that day. Only non-food items may be distributed in unlabeled treat bags. All food items must be in original packaging and inspected by the school nurse or other school administrative staff. Any food manufactured outside of the US or Canada will not be accepted (due to less stringent guidelines for cross-contamination in other countries).
2. Food items brought into schools are encouraged to adhere to district nutritional standards and encouraged not be foods of minimal nutritional value. The District will adhere to the National School Lunch Program definition of foods of minimal nutritional value.
3. Birthdays will be limited to celebrations in the student's own classroom. Suggestions for nutritious foods or non-food items will be made available for teachers and parents.
4. www.snacksafely.com is included as a reference for parents. This reference is not all inclusive, and items listed are subject to revision and rejection by the school nurse or administrative staff at their sole discretion. Parents can also reference the policy on the district's website under "Parents."

21. GANG AND GANG ACTIVITIES

See the Discipline Code section of Student Handbook.

22. GRADING PROCEDURES

The following is the grading scale:

GRADING SCALE

100-98.5	A+	93.49-92.00	B+
95.49-93.5	A-	91.99-88.0	B
98.49-95.5	A	87.99-85.5	B-

85.49-83.50	C+	75.49-74.50	D+
83.49-78.50	C	71.49-69.5	D-
78.49-75.5	C-	74.49-71.50	D
		69.49 OR <	F

Satisfactory	S	Work is Acceptable
Unsatisfactory	U	Work is Unacceptable
Passing	P	Passing

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

23. HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined by 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 secured, 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.

Information about assistance and support for homeless families (e.g., educational organizations and schools, food bank and meal programs, local service organizations, family shelters, and medical support) may be obtained from the social worker.

24. HOMEWORK

The Board believes that homework can have positive effects on achievement and character development, and can also serve as a vital link between the school and family. Educators and parents share one common goal – to help all students in our school be successful. Each group plays an important role in student achievement. Students learn best when they, their parents, and their school work together.

I. DEFINITION (K-8) -- Homework is a task which is initiated or prompted in the classroom and is worked on and/or completed during out-of-class time.

II. BELIEFS (K-8) – Homework assignments should be related to the course objectives, appropriate to the ability and grade level of students, well explained, and the directions clearly understood by students. Additional homework as a consequence is prohibited.

Homework CAN:

1. Extend the academic program and increase the amount of time that students are actively engaged in learning;
2. Be an effective means for increasing student responsibility, self-discipline and accountability;
3. Provide parents with insights into the school's curriculum and expectations for students;
4. Contribute to higher levels of student achievement.

III. TYPES/PURPOSES (K-8)

Preparation: Assignments are given prior to the classroom lesson. The purpose is to get students to think and formulate ideas before the lesson. Examples include reading, considering a question, gathering information, questioning others, observing the environment, studying for a test.

Practice: Assignments are given following a classroom lesson. The purpose is to practice, reinforce, and master material and/or skills. Examples include answering questions, solving math problems, playing a musical instrument, typing, and writing spelling words.

Extension: Assignments are given to cause the student to transfer a skill and/or concept to a new situation. Students are called upon to use higher level thinking skills. Examples include making a diorama, solving mathematical word problems, writing an essay.

Creative: Assignments are given which may be long-term in nature and require students to integrate many skills and concepts in the process of completing a project. Examples include research paper, science fair project, and multi-media presentation.

IV. RESPONSIBILITIES (K-8)

A. Administrator

1. Communicate the district's homework policies to parent, students, and teachers.
2. Provide support and clarification for concerns of teachers, parents and students within the homework policy guidelines.
3. Assure proper coordination of homework when students receive assignments from more than one teacher.
4. Keep professional expectations for teachers consistent with the demands of the homework policy.

B. Teacher

1. Assign homework consistent with the "Belief" Statement (II) and with the "Types/Purposes" (III).
2. State clearly and explain the homework assignments, due dates, and penalties for late or incomplete work.
3. Prepare students to complete the homework assignment.
4. Verify the completion of an assignment, review/assess/evaluate it, and provide feedback to the student within one to three days.
5. Provide assistance to students as needed.
6. Encourage proper study habits.

C. Student

1. Know exactly the homework assignments, due dates, and penalties for late or incomplete work.
2. Have the necessary materials to complete the homework assignment.
3. Complete and hand in the assignment on time. Return all teacher and school-owned materials.
4. Seek assistance from the teacher as needed.
5. Use proper study habits. This includes finding a good place and adequate time for completing homework assignments.

D. Parent

1. Establish a home environment that encourages learning and academic achievement.
2. Encourage proper study habits. This includes providing a regular place and time for completing homework assignments.
3. Offer assistance and support to students while developing their independence.
4. Monitor student progress and communicate with the teachers.

V. FREQUENCY/AMOUNT (K-8) – The following guidelines represent the average ranges of the amount of time an individual student spends on homework for all subjects. The actual amount may vary among individual students and classes. Nothing stated below precludes parents and/or students from expending more time on their own initiative. Best practice suggests students should spend an average of 10 minutes per grade level per night (i.e., first graders should spend 10 minutes per evening, and eighth graders should spend 80 minutes per evening on homework and studying).

VI. LATE/INCOMPLETE HOMEWORK

Homework assignments are expected to be completed and handed in on time. Students failing to complete or submit homework on time will be held to the standards prescribed in the Discipline Code.

VII. MAKE-UP ASSIGNMENT (K-8)

Students shall be given the opportunity to make up schoolwork missed due to absences. They shall have the same number of days as their absence plus one day to complete their work for credit. Parents may call the school and request homework assignments due to a student's illness before 9:00 a.m.

In all cases, if homework has not been requested and received, teachers will provide students with the assignments upon their return to school.

25. HONOR ROLL AND ACADEMIC EXCELLENCE

The following is the policy for placing a student (Grades 3 through 8) on the honor roll:
"A" HONOR ROLL: All A's in all subjects, including P.E. and Music.
"A/B" HONOR ROLL: A's and B's in all subjects, including P.E. and Music.

26. HUMAN GROWTH & DEVELOPMENT CURRICULUM

Nothing in this section prohibits instruction in sanitation, hygiene, or traditional coursework in science.

The transition from childhood to youth is complex. Children need to learn about such issues as the growth and development of the human body, inter-personal relationships, and sexual behavior. To achieve this goal, the School Board directs that included in the District's health curriculum shall be instruction on human growth and family life.

The human growth and family life instruction program shall be developed in a sequential pattern and related in depth and scope to the students' physical, emotional and intellectual maturity level. Topic areas for the instruction programs shall include, but are not limited to: anatomy, biology, physiology, personal health habits, mental health and illness, sexual behavior, social responsibility aspects of family life and the dangers of illicit sexual relations.

A written notice shall be given to the students' parents/guardians at least two weeks prior to the beginning of the student's participation in a sex education unit. Parents/guardians shall be provided the opportunity to preview materials used as a part of the human growth and family life curriculum. Student shall be excused from taking or participating in any sex education unit if their parents/guardians submit written objections to the school administrator. Class sessions which deal exclusively with human sexuality may be conducted separately for males and females.

Classes or Courses on Sex Education, Family Life Instruction, Instruction on Diseases, Recognizing and Avoiding Sexual Abuse, or Donor Programs for Organ/Tissue Donor and Transplantation

State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Request to Examine Instructional Material

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete the following statement and return it to your child's classroom teacher within 5 days. I request to examine the instructional materials and course outline for this class.

Class Attendance Waiver
According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, the following class attendance waiver statement must be provided by a parent/guardian with original signature, and return to the child's classroom teacher within 5 school days prior to the beginning of the unit/lesson.

I request that the District waive the class attendance of my child in a class or courses on:

Comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS.

Family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS

Instruction on diseases

Recognizing and avoiding sexual abuse

Instruction on donor programs for organ/tissue, blood donor, and transplantation

Student; Parent/Guardian; Signature; Date

27. IMMUNIZATION, HEALTH, EYE, and DENTAL EXAMINATIONS

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;

2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

28. INSURANCE

Every parent is given the opportunity to purchase student accident insurance at the beginning of the school year. This insurance is optional. Parents of students who do not purchase the insurance must assume the responsibility of all medical expenses that occur as a result of accidental school injury. All students participating in sports must have some type of accident insurance – either through the school or home.

29. INTERNET ACCEPTABLE USE

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

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software;
3. Downloading copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph, and use of a school device to take a photograph that is not for instructional purposes approved by a staff member;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

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

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

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's

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

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

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

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

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.
For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail – The E-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool. The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted. Use of the electronic mail system constitutes consent to these regulations.

30. LEAVING BUILDING

Students are not allowed to leave the building or playground. If a student needs to leave the building before the end of the school day, a parent or guardian must sign him/her out in the office.

31. LOCKERS

Lockers are school property and school personnel have the authority to enter lockers at any time and without notice. The school is not responsible for items missing from student lockers. ***Students are responsible for the content of the locker issued to him/her.***

32. LOST AND FOUND

Articles of clothing, purses, glasses, jewelry and equipment that are found should be brought to the office. If a loss occurs, it should be reported by the student to the office immediately. Unclaimed articles, after a reasonable amount of time, will be donated to charity. We suggest that all students (K-8) have identification on all of their possessions.

Students are encouraged NOT to bring large sums of money or prized possessions to school.

33. MEDICATION AT SCHOOL

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form." This form is available on-line or can obtained from the school nurse. Medication must be in the original prescription container with the correct dosage device. The school retains the discretion to reject a request for administering medication

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. This restriction includes commonly used over the counter medicines such as acetaminophen. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure. This form is available on-line or can obtained from the school nurse.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. 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. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

34. PARENT GROUPS

Information regarding organizations in which parents may become involved is available on the District's website. Organizations include the Parent-Teacher Association, Taft Sports Association, and WatchD.O.G.S.

35. PESTICIDE NOTIFICATION

If any parent would like to request notification prior to an application of pesticides on school grounds, please contact the school at 818-838-0408.

36. PHYSICAL EDUCATION

Participation in P.E. will be required everyday unless a written excuse from parents or doctor is submitted. Prolonged lack of class participation because of health reasons will require a doctor's note to return. Students who provide a doctor's note excluding them from P.E. will also be excluded from recess for the duration of their excluded P.E. dates.

Letter grades will be given in P.E. class for students in grades 5-8. Students will be evaluated on skills, cooperation, attitude, participation, and sportsmanship. Students not participating in P.E. will be assigned an alternate written, graded assignment to ensure learning continues.

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services,
2. The student's Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program; or
3. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

37. PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION AND HARASSMENT

See the Discipline Code section of the Student Handbook.

38. PROHIBITED ARTICLES

See the Discipline Code section of the Student Handbook.

39. PUBLICATIONS/WEBSITES

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

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

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

40. REPORT CARDS

Report cards will be sent home at the end of each nine-week grading period. The report card envelope must be signed by a parent or guardian each term and returned by the student the following school day.

A mid-term progress report will be sent home to the parent of a student who is at risk of failing.
Incomplete grades must be made up during the next marking period. Failure to do so will result in a grade of "F" being assigned.

41. SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum

of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

42. SCHOOL DANCES

School dances are for enrolled Taft students only in grades 6-8. Student organizations should make arrangements for dances at least two weeks before the event. This includes receiving approval from the principal and arranging for at least two faculty members to act as chaperones. Parents are invited to volunteer as a chaperone and should coordinate this with the dance sponsor(s).

43. SCHOOL LUNCH PROGRAM

Taft School offers a lunch program which meets standards set by the National Free Lunch Program. Our school lunch program provides students with a nutritious, well-balanced meal. Menus and order forms will be provided to students to take home and preorder. Parents/students will review the menu, complete the order form, and return the order form with the money on or before the scheduled date. If a student does not order from the menu, it is the parent and/or student's responsibility to bring a lunch and drink on the days that no lunch was preordered and paid. A lunch may be available to purchase if a student forgets his/her lunch. Milk is also available for purchase for those students who bring their own lunch.

Applications for the free and reduced lunch program are available in the District Office. (A new application must be completed each year or if income changes.)

44. SEARCH AND SEIZURE

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student and without a search warrant. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

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

Seizure of Property

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

45. SEX OFFENDER AND VIOLENT OFFENDER REGISTRY

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://isp.state.il.us/cmvo/.

46. SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

46. SEXUAL HARASSMENT AND 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.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
    a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
    b. 7:180, *Preventing Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
    a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
    b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

47. SPECTATORS FOR GAMES

Students found conducting themselves in an unacceptable manner will be subject to disciplinary action. Spectators are not allowed to ride team buses.

48. STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless 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 may 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.

49. STUDENT RECORDS

STUDENT PERMANENT RECORD – This record is kept in the District Office and is maintained for at least sixty (60) years after the student has transferred, graduated, or withdrawn from Taft School. This record includes:

1. Basic identifying information – student and parent names, addresses, student birth date and place, student's gender, and grade level achieved;
2. Grades and graduation date;
3. Attendance record;
4. Accident reports and health records;
5. Information pertaining to the release of permanent record information.

The permanent record may also include:

1. Honors and awards received;
2. Information about involvement in school-sponsored organizations or activities.

STUDENT TEMPORARY RECORD – While the student is in attendance, this record is kept in the school office. Once the student has left the school, the temporary record will be retained for a period of (5) five years. The temporary record may include:

1. Family background;
2. Intelligence and aptitude scores;
3. Achievement test results and scores received on State tests;
4. Reports of psychological evaluations;
5. Honors and awards received;
6. Information about involvement in school-sponsored organizations or activities;
7. Disciplinary information;
8. Teacher anecdotal records;
9. Special education files;
10. Any verified reports or information from non-educational persons, organizations, or agencies;
11. Information pertaining to release of temporary record information;
12. Other information of clear relevance to the education of the student.

The temporary record must include information regarding serious disciplinary infractions (e.g., infractions involving drugs, weapons, or bodily harm) that resulted in a suspension, expulsion, or the imposition of punishment or sanction.

RELEASE OF RECORDS – A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the times and place where the records may be inspected. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. The rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to permit disclosure of personal identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Students Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or a support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has been contracted to perform a special task (such as an attorney, auditor, medical consultant , or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parent/guardian or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
   Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

3. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

4. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:
   Name
   Address
   Gender
   Grade level
   Birth date and place
   Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
   Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs.
   Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics
Major field of study
Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

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

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

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

50. STUDENT SUSPENSION AND/OR EXPULSION

See the Discipline Code section governing student suspension and/or expulsion.

51. STUDENTS WITH FOOD ALLERGIES

State law requires our school district to inform parents annually 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 child has a life-threatening allergy or life-threatening chronic illness, please notify the building nurse at (815) 838-0408.

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 meet a student's needs through other means.

52. SUBJECT AREA AWARDS

In addition to the two top academic awards of Valedictorian and Salutatorian, Taft School also recognizes graduating eighth graders who have excelled academically. Awards are presented in the following subject areas: Math, Science, Language Arts, and Social Studies.

53. SUPPORT SERVICES

1. Education of Children With Disabilities - It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.
The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. The special education coordinator is also the coordinator of the Section 504 Plans.

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal or special education coordinator.

2. English Language Learners – Instructional support is provided for students who are determined to be eligible to receive assistance as English Language Learners. 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 program. For questions related to this program or to express input into the school's English Language Learners Program, contact the speech pathologist.

3. Home and Hospital Instruction – A student who is absent or whose physician anticipates his or her absence from school for an extended period of time (greater than 10 consecutive school days), or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. A written statement from the physician is required prior to home and hospital instruction.

4. Psychologist – The school psychologist works primarily with children as a diagnostician and psychological examiner. Additional services may include group and individual counseling with teachers, counseling with parents, and working with children who have learning or behavior problems.

5. Response to Intervention (RTI) – RTI is a problem solving process that is used to provide instruction and interventions that are matched to students' needs. The RTI process is used to improve student learning in reading and mathematics. The RTI process is also used to improve student social-emotional well-being, specifically, behavior.

The RTI process is described with a three-tier model that utilizes increasingly more intensive interventions. On-going assessments are an important part of the tiers so that students' progress can be monitored. The data that are collected during the RTI process are used as part of the evaluation process for determining eligibility for special education services. Special education eligibility decisions usually occur within Tier III if students do not respond to the most intensive interventions, but may occur at any tier.

Parents are expected to have an active role throughout the RTI process. Parents provide insight into their children's learning. Parents are involved in discussions about their children's progress and support their children's learning at home.

6. Social Worker – The school social worker provides services to students in matters pertaining to social and emotional concerns impacting the student at school using both individual and group counseling. The school social worker collaborates closely with teachers to help them understand and meet the needs of these children.

7. Speech Pathologist – A speech pathologist works with student speech problems. Referrals may be made by the staff or parents by contacting the special education coordinator.

8. Title I Program – Taft School offers a Schoolwide Title I Program.

9. Will County Health Department – The Will County Health Department is available to assist the administration, staff, students, and parents with matters pertaining to state health requirements, student health needs and education.

54. 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. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

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

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

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

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

Instructional Material
A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

55. TAFT LOYALTY SONG

TAFT LOYALTY SONG

DEAR TAFT GRADE SCHOOL
HATS OFF TO THEE
TO OUR COLORS
TRUE, WE WILL EVER BE
STRONG AND FIRM, UNITED ARE WE
V – I – C –T –O –R -Y !
V – I – C –T –O –R -Y !
VICTORY FOR TAFT GRADE SCHOOL!

56. TELEPHONES

The Taft School telephone number is (815) 838-0408. Staff may be reached at this number. Requests for teacher return calls may be placed in the teacher's voicemail. The office phones are for school business only, except in case of emergencies as determined by the office.

57. TRAFFIC SAFETY

Traffic conditions at the hours of arrival and dismissal necessitate observation of rules for the pedestrians and bicycle riders. Children who walk to and from school must stay on the sidewalk where possible, and use crosswalks. The school

hopes to maintain a happy relationship with our neighbors. Parents who transport children to school are expected to observe the barricades and posted signs.

58. TRANSFER OR WITHDRAWAL

When a student is transferring or withdrawing from Taft School District 90, the parent or guardian must come in person to the school office to sign a Release of Records form.

59. SUPERVISION OF STUDENTS

No student shall be in the building at any time unless supervised by school personnel. Loitering is prohibited.

60. VALEDICTORIAN AND SALUTATORIAN

The quarterly grades earned during all of sixth, all of seventh, and the first three quarters of the eighth grade years in the following subjects: Language Arts, Math, Social Studies, and Science shall be the primary determination for the selection of Valedictorian and Salutatorian. In the case of a tie, there will be co-Valedictorians and no Salutatorian.

Beginning for the class of 2018 in their sixth grade year, the quarterly grades earned during all of sixth, all of seventh, and the first three quarters of the eighth grade years in the following subjects: Language Arts, Math, Social Studies, and Science, and exploratory classes shall be the primary determination for the selection of Valedictorian and Salutatorian. In the case of a tie, there will be co-Valedictorians and no Salutatorian.

Letter grades earned carry the following number value: A=4, B=3, C=2, D=1 and F=0. Any grade receiving a “plus” (+) add 1/10 of a point. Any grade receiving a “minus” (-) subtract 1/10 of a point.

61. VISION AND HEARING SCREENINGS

Vision and hearing screenings will be provided for Taft students at the State-mandated grade levels, as determined by the Illinois Department of Public Health. Students in those mandated grade levels, special education students, and students to be tested related to teacher requests will be screened.

Vision screening is not a substitute for a complete vision exam by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

62. VISITORS

Parents are encouraged to have conferences with teachers and are expected to arrange conferences by calling the teacher and scheduling a mutually beneficial time.

All visitors are required to enter through the front door of the building and communicate with the main office staff. ALL VISITORS during the school day, when students are in attendance, are required to sign in by presenting a State issued photo ID. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. This includes wearing hats in the building. Students are not allowed to wear hats in the building at any time. Visitors are expected to set this example. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No student visitors from other schools are allowed in the building during school hours.

63. VOLUNTEERS

All volunteers must sign in at the office for permission to enter the building. A criminal background check may be required for people who would like to volunteer on an extended basis.

DISCIPLINE CODE

In matters of discipline, students will be afforded due process.

Conduct and offenses which are unacceptable at any time during school, including any school event or activity in which Taft School is a sponsor or participant, will be subject to the following rules. Students using transportation systems provided by the school are also subject to the following discipline guidelines. The following rules apply to all students and may cause need for disciplinary action in the event that they are violated. This applies to misconduct on school grounds, on a school bus, or at a school function. This may also apply to misconduct that occurs outside the school provided there is a direct relationship between the conduct and the school's educational function.

1. PHILOSOPHY OF STUDENT DISCIPLINE

The potential for student learning is enhanced in an environment that is orderly and controlled. The Board of Education, in cooperation with students, staff, administration and parents has developed a set of rules aimed at providing an atmosphere in which learning can take place. The goals of these rules are to modify inappropriate student behavior and to help students internalize school expectations. To achieve these goals, supporting principles are necessary. Some of the supporting principles of this philosophy are enumerated below.

Students must be given the opportunity to become acquainted with the rules. They must, except in unusual circumstances, be given the opportunity to explain their side of an incident. Disciplinary action should be reasonably swift, fair, and consistent. Students who continually violate the rules should expect the penalties associated with such violations to become progressively more severe. Students who are actively attempting to learn should be free from unnecessary disruptions and distractions that impede learning. Teachers have the right and responsibility to do what is necessary to maintain order and to prevent injury or damage to property in the classroom including the right to use reasonable force to remove a disruptive student from the classroom.

Students are expected to exhibit the six pillars of character (trustworthiness, respect, responsibility, fairness, caring, and citizenship).

2. ATTENDANCE

Regular attendance is required. Unexcused absenteeism or tardiness may result in disciplinary action.

3. AUDITORIUM RULES

Walk in quietly.

1. Sit in assigned area and stay seated until dismissed.
2. Sit in seats correctly and keep your feet on the floor.
3. Listen and watch.
4. Use applause appropriately.

4. BUILDING RULES

Entering and leaving the building:

1. Students should not arrive on the playground before 8:10 a.m.
2. Students will be allowed to enter the building at 8:10 a.m. on bad weather days. Students shall enter assigned hallways until the school day begins.
3. After school, all students should leave the building immediately unless under supervision.

Chewing gum and unauthorized eating of food is not permitted.

Rough and/or inappropriate behavior (including fighting, intimidation, threats, vulgarity, profanity, disrespect and defiance) is not permitted. Students shall not run, talk loudly, or yell in the hallways. They shall not push, shove, or hit others. Students shall not write on walls, desks, deface or destroy school property.

Lockers

1. Student lockers must be kept clean.
2. Lockers must be locked when not in use.
3. No pictures, posters, or balloons may be posted outside of lockers.
4. Students may not exchange locks, lockers or combinations.
5. Lockers are the property of Taft School and may be accessed by school personnel at any time.
6. Defacing of school property or private property is forbidden.

5. CLASSROOM RULES

1. Be on time for class/enter and leave classroom quietly.
2. Raise hand to be recognized.
3. Bring appropriate books and materials to class.
4. Have assignments completed.
5. Keep desk neat.
6. Listen carefully and follow directions.

TAFT SCHOOL -- STUDENT EXPECTATIONS

Respect and Responsibility – Learn It, Earn It, Show It

VIKING VERSE … BE THE CHANGE YOU WANT TO SEE!

	SETTING						
		Classroom	**Hallway**	**Playground**	**Bathroom**	**Lunchroom**	**Gym**
EXPECTATIONS	Respect & Responsibility Towards Ourselves	Be on Task/Give your best effort/Be prepared	Walk Quietly	Dress appropriately/ Inform playground staff of any problems	Respect your privacy/ Wash hands	Show manners/ Raise hand if you need help	Be ready/ Follow all directions/ play safely
	Respect & Responsibility Towards Others	Respect others/ Use appropriate language/ Be kind/ Help others/ Participate/ Respond to teacher when called upon	Use appropriate behavior/ Use appropriate volume/ Maintain physical space	Play safely/ Listen to adults/ Include others/ Share equipment	Respect others privacy/ Observe time limit	Practice good table and line manners/ Talk quietly/ Stay seated until dismissed	Demonstrate good sportsmanship/ Play safely/ Respect others and their property
	Respect & Responsibility Towards Property	Clean-up and keep area organized/ Treat materials and equipment properly	keep hallways clean/ Keep hands & feet off walls/ Report graffiti	Use equipment properly/ keep playground clean	Use facility properly/ Keep bathroom clean/ Inform an adult of any problems	Clean up eating area/ Follow lunchroom supervisors' directions/ Throw away garbage	Use equipment properly/ Clean up

TAFT SCHOOL -- STUDENT EXPECTATIONS, cont'd.

EXPECTATIONS	SETTING					
		Assemblies	**Emergency Situations**	**Field Trips/Bus**	**Before/ After School Activities**	**Library**
	Respect & Responsibility Towards Ourselves	Enter & leave in an orderly manner/ Walk in quietly/ Sit quietly in assigned area/ Listen and watch	Listen/ Follow directions quickly/ Be safe	Follow bus driver's instructions/ Watch your step/ Follow all adult directions/ Be a good participant	Be ready/ Follow all directions	Enter & leave in an orderly manner
	Respect & Responsibility Towards Others	Show respect towards presenter/ Wait to be asked to answer when called upon/ Use appropriate applause	Be careful/ Be alert/ Respect personal space	Stay with your group/ Allow others their space/ Use quiet voice/ Stay in seat	Follow all adult directions	Follow library rules/ Speak softly
	Respect & Responsibility Towards Property	Treat seats appropriately	Be quiet/ Maintain physical space	Sit appropriately/ Keep bus clean	Keep area clean/ Use garbage cans for trash/ Respect the environment	Care for books & equipment/ Keep area clean & organized Use Internet appropriately

6. DISCIPLINE

The teacher has the right/responsibility to retain order (even if it comes to physical restraint) and that in the event of any disciplinary-related incidents, due process will be followed.
The administration and teachers specifically reserve the right, on a case by case basis, to deviate from the disciplinary actions set forth below, when in their sole discretion, it is necessary for the proper efficient operation of the school. Infractions may include (but are not limited to) those behaviors listed on the following pages. Infractions may result in receiving one or more of the consequences listed later in the handbook.

FOR GRADES K-4: Infractions may include, but are not limited to, the infractions listed. Infractions may result in receiving one or more of the consequences listed. The consequences are intended for use during school hours, intramurals, extracurricular activities (participant or observer), and/or any school-sponsored event.

DISCIPLINE MATRIX – Grades K-4

LEVEL 1 MISBEHAVIOR	CONSEQUENCES	OTHER POSSIBLE ACTIONS AND INTERVENTIONS
• Chewing gum • Not prepared for class • Not following dress guidelines • Running in school • Throwing objects • Talking out of turn • Making excessive noise in school • Having cell phone on person during school hours	• Verbal Warning • Consequences according to classroom management plan • Loss of privilege such as attendance at after school or evening events and/or participation in incentive activities **Note:** Persistent or severe misconduct may result in consequences found in levels 2, 3, and/or 4.	• Conference with student • Parent notification
Continued on Next Page	Continued on Next Page	Continued on Next Page

LEVEL 2 MISBEHAVIOR	CONSEQUENCES	OTHER POSSIBLE ACTIONS AND INTERVENTIONS
• Defiance and disrespect • Pushing and shoving • Lying, cheating, or forgery • Inappropriate language • Causing a disruption • Repeated dress code violations • Stealing or being in possession of a stolen item • Improper use of technology • Improper use of cell phones or other electronic devices • Drawing graffiti • Engaging in intimidation, harassment, teasing, taunting • Being tardy	• Consequences according to classroom management plan • Loss of privilege • Detention • 3rd, 6th, 9th tardy—lunch detention;12th tardy—after school detention; 15th tardy—2 after school detentions; 18th tardy—3 after school detentions **Note:** Persistent or severe misconduct may result in consequences found in levels 3 and/or 4.	• Conference with student • Parent notification • Behavior contract or point sheet • Referral to social worker • Conflict resolution session
LEVEL 3 MISBEHAVIOR	**CONSEQUENCES**	**OTHER POSSIBLE ACTIONS AND INTERVENTIONS**
• Gross disobedience and misconduct • Fighting • Chronic misbehavior • Bullying, intimidation, and harassment	• In-school suspension • Out-of-school suspension • Recommendation for expulsion **Note:** Persistent or severe misconduct may result in disciplinary actions found in level 4.	• Parent notification • Referral to social worker • Referral to police • Search of property owned or controlled by school, search of personal effects left by students in those areas
LEVEL 4 MISBEHAVIOR	**CONSEQUENCES**	**OTHER POSSIBLE ACTIONS AND INTERVENTIONS**
• The possession, sales, and/or use of look-a-like drugs, drug paraphernalia, or alcohol • Intentional destruction of school property or property of school personnel or students • 2nd offense of gang or gang activities • Possession of an explosive or look-a-like explosive device • Possession of a weapon • Setting a fire • Initiating a false alarm or a false report warning of a fire, bombing, or other catastrophe	• Out-of-school suspension • Recommendation for expulsion	• Parent notification • Referral to social worker • Referral to police • Search of property owned or controlled by school, search of personal effects left by students in those areas

DISCIPLINE MATRIX – Grades 5-8

Infractions may include, but are not limited to, the infractions listed. Infractions may result in receiving one or more of the consequences listed. The following consequences are intended for use during school hours, intramurals, extracurricular activities (participant or observer), and/or any school-sponsored event.

GRADES 5-8 LEVEL 1 MISBEHAVIOR	GRADES 5-8 CONSEQUENCES	GRADES 5-8 OTHER POSSIBLE ACTIONS AND INTERVENTIONS
• Being out of seat without permission • Chewing gum • In hall without a pass • Not prepared for class • Being tardy • Not following dress guidelines • Littering • Running in school • Throwing objects • Talking out of turn • Making excessive noise in school • Having cell phone on person during school hours	• Consequences according to classroom management plan • Verbal warning • Demerit • Detention • Referral • Loss of privilege such as attendance at after school or evening events and/or participation in incentive activities Note: Persistent or severe misconduct may result in consequences found in levels 2, 3, and/or 4.	• Conference with student • Parent notification

GRADES 5-8 LEVEL 2 MISBEHAVIOR	GRADES 5-8 CONSEQUENCES	GRADES 5-8 OTHER POSSIBLE ACTIONS AND INTERVENTIONS
• Defiance and disrespect • Pushing and shoving • Inappropriate display of affection • Lying, cheating, or forgery • Not serving consequences • Abusive and inappropriate language • Causing a disruption • Receiving 3 demerits in a quarter • Repeated dress code violations • Stealing or being in possession of a stolen item • Improper use of technology • Improper use of cell phone or other electronic devices • Drawing graffiti • Engaging in intimidation, harassment, teasing, taunting • Being tardy for school or any class period	• Consequences according to classroom management plan • Referral • Detention • In-school suspension • Saturday detention • Loss of privilege • 3rd, 6th, 9th tardy—detention; 12th tardy—Saturday School; 15th tardy—1/2 day in-school suspension; 18th tardy—full day in-school suspension Note: Persistent or severe misconduct may result in consequences found in levels 3 and/or 4.	• Conference with student • Parent notification • Behavior contract or point sheet • Referral to social worker • Conflict resolution session • Referral to police
GRADES 5-8 LEVEL 3 MISBEHAVIOR	**GRADES 5-8 CONSEQUENCES**	**GRADES 5-8 OTHER POSSIBLE ACTIONS AND INTERVENTIONS**
• Gross disobedience, misconduct, and/or insubordination • Fighting • Chronic misbehavior • Bullying, intimidation, Teen Dating Violence & harassment Continued on Next Page	• In-school suspension • Saturday detention • Out-of-school suspension • Recommendation for expulsion Note: Persistent or severe misconduct may result in disciplinary actions found in level 4. Continued on Next Page	• Parent notification • Referral to social worker • Referral to police • Locker search, search of other property owned or controlled by school, search of personal effects left by students in those areas Continued on Next Page
GRADES 5-8 LEVEL 4 MISBEHAVIOR	**GRADES 5-8 CONSEQUENCES**	**GRADES 5-8 OTHER POSSIBLE ACTIONS AND INTERVENTIONS**
• The possession, sales, and/or use of look-a-like drugs, drug paraphernalia, tobacco materials, or alcohol • Intentional destruction of school property or property of school personnel or students • 2nd offense of gang or gang activities • Possession of an explosive or look-a-like explosive device • Possession of a weapon • Setting a fire • Initiating a false alarm or a false report warning of a fire, or an impending bombing, or other catastrophe.	• Out-of-school suspension • Recommendation for expulsion	• Parent notification • Referral to social worker • Referral to police • Locker search, search of other property owned or controlled by school, search of personal effects left by students in those areas

Suspensions (Internal or External) and Expulsion

Suspension is defined as a temporary removal from school for a maximum of 10 days per suspension.
Expulsion is defined as removal of a student from school for gross disobedience or misconduct for a period of time ranging in excess of 10 days to a definite period of time not to exceed 2 school years.
Disciplinary action--suspension and/or expulsion--may be taken against any student guilty of gross disobedience or misconduct including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials; including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
   a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana, and hashish).

b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
e. "Look-a-like" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling or transferring a firearm or "look-a-like," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting". Prohibited conduct specifically includes, without limitation, creating, sending, sharing,

viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, tablet, smartphone, or cellular phone.

18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
19. Initiating a false alarm or a false report warning of a fire, or an impending bombing or other catastrophe;
20. Possessing, using, or transferring pyrotechnic devices such as firecrackers, rockets, sparklers, and poppers which are exploded, burned, or produce a loud noise or lighting effect.
21. Possessing an explosive or look-a-like explosive device.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

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

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.\
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
    After-school study or Saturday study provided the student's parent/guardian has been notified.

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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

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

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Preventing Bullying, Intimidation, Teen Dating Violence & Harassment

Bullying, intimidation, teen dating violence and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-relatd 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.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, teen dating violence and/or harassment may take various forms, including without limitation: Threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, and school violence.

A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manager, Nondiscrimination Coordinator or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager, Nondiscrimination Coordinator or any staff member. The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation, teen dating violence or harassment, and will take disciplinary action against any student who participates in such conduct.

Nondiscrimination Coordinator:

Dr. DJ Skogsberg, Superintendent
Name
1605 S. Washington St.
Address
Lockport, IL 60441
(815) 838-0408, ext. 2000
Telephone

Complaint Managers:

Dr. DJ Skogsberg, Superintendent	**Mrs. Emily Hanlon, Principal**
Name	**Name**
1605 S. Washington St.	**1605 S. Washington St.**
Address	**Address**
Lockport, IL 60441	**Lockport, IL 60441**
(815) 838-0408, ext. 2000	**(815) 838-0408, ext. 1000**
Telephone	**Telephone**

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's special education rules when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

7. DRUGS, TOBACCO, ALCOHOL

It shall be the policy of the school to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sales and/or use of behavior affecting and/or look-a-like substances. These substances shall include, but not be limited to, marijuana, LSD, glue, alcohol, and barbiturates. The possession, sales and/or use of drugs, look-a-like drugs, drug paraphernalia or alcohol are strictly forbidden. The right of inspection of students' lockers is inherent in the authority granted school boards and administrators.

***First-Time Offenders:**

1. The Superintendent or designated school personnel will attempt to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference, to be held as soon as possible at a mutually agreeable date. If telephone contact cannot be made, written communication will be sent.
2. Student is suspended for 10 days.
3. The parent(s)/guardian(s) and student will be presented with an alternative-to suspension option. That option includes a chemical dependency assessment, through a school-approved facility, and follow-through with assessment recommendations. The school will provide the parent with a list of school–approved facilities, which have chemical dependency treatment licensing, from which they may choose. The assessment and other education/treatment costs will be the responsibility of the parent/guardian.
4. The suspension of the student who agrees to be evaluated and treated, if necessary, will be commuted to five days.

5. The chemical dependency facility must notify the school that the student has been evaluated, and the student/parent(s) intend to comply with the recommendations. If the school received such notification by phone within the first 5 days, the student may re-enter the school on the sixth day. It is assumed that written communication from the facility will be received within 10 days.

If the parent(s)/student does not agree to pursue the recommendations of the professional assessment, or fail to do so after making such a commitment, the recommendation for full 10 day suspension will be continued. Parents will be expected to sign a refusal statement, to be kept in the student's record.

***Second-Time Offenders:**

1. The Superintendent or designated school personnel will attempt to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference, to be held as soon as possible at a mutually agreeable date. If telephone contact cannot be made, written communication will be sent.
2. The student will be suspended for a full 10 days.
3. The parent(s) of second-time offenders will be given a choice of expulsion or enrollment of their child in a district approved out-patient program for chemical dependency counseling. The assessment and other education/treatment costs will be the responsibility of the parent/guardian. If the parent agrees to pursue outpatient counseling, evidence of enrollment, successful participation, and final completion of such a program must be presented to the superintendent. Failure to do so will result in expulsion.

***Third-Time Offenders:**

1. Expulsion procedures will be initiated for a third violation of this policy.
2. Students in possession of drugs with intent to deliver may be expelled for the first offense.
   The school will cooperate with the police department by making every effort to identify and report the source of supply, and be developing an in-service instruction program for staff members.

*NOTE: Special arrangements and services may be provided for students identified as "special education." Discipline will be administered consistent with the student's IEP and according to State and Federal Law.
It shall be the policy of the schools to take positive action through education, counseling, parent involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sales and/or use of tobacco.

The possession, sales and/or use of tobacco are strictly forbidden.
The right of inspection of students' lockers is inherent in the authority granted school boards and administrators.

8. ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES:

For all activities, athletic as well as non-athletic, passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity. For consistency, ALL teachers will be asked to update their grade books weekly on Wednesdays. Students must be passing each subject each week to be eligible. Eligibility will be checked on Thursdays. Notice to students and parents will be made on Fridays unless there is no school on Friday, and then the next day school is in session.

Parents are encouraged to regularly check their child's academic performance using the parent portal for our student information system, TeacherEase, at **www.teacherease.com**. For convenience, parents may find a link on the Taft School website.

Eligibility is defined as having any combination of passing grades (A, B, C, and/or D). Students earning a failing grade of "F" in any subject are ineligible. Any student who is ineligible is prohibited from participating in any team activity including practices or games. Any student serving a suspension (in-school or out-of-school) is ineligible to participate in any school activity for the duration of the suspension. Parents should also reference any team specific guidelines prescribed by the respective coach as well as the Student Activities Handbook. This implementation of guidelines is done in compliance with IESA regulations (2.040-2.045), and was approved and adopted by the Taft Board of Education November 14, 2012.

For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. *For any fall sport requiring a summer tryout time which may be before the official start of the academic year, eligibility shall be based on the preceding school year's grades.*

9. GANG AND GANG ACTIVITIES

The Board believes and hereby finds that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board acts to prohibit the existence of gangs and gang activities as follows:

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

Confirmation of a student being in a public school fraternity, sorority, gang, cult, or secret society, displaying or possessing symbols or engaging in other activities will result in the following:

1st Offense – Minimum of five (5) days external suspension and Final Warning.
2nd Offense – External suspension pending recommendation for expulsion based upon investigation and notification of police.

Confirmation of a student soliciting for membership will result in immediate suspension for ten days, and the student will be recommended to the Board for expulsion.

10. PHYSICAL EDUCATION PRACTICES

Uniforms:

1. Students must dress in the regulation gym uniform for physical education in grades 5-8. Sharing of P.E. clothing is prohibited. Uniforms are blue shorts, gold T-shirt, and gym shoes.
2. The above items will remain in the lockers Monday through Friday. On the LAST DAY OF THE WEEK, EVERYTHING except gym shoes is to be TAKEN HOME TO BE LAUNDERED.
3. Students should have their name in or on their gym clothes and shoes.

Participation:

Class participation will be required unless a written excuse from a doctor, nurse practitioner, or physician assistant is submitted. Students who are excluded from physical education with a medical note are also excluded from participating in recess during the exclusion from physical education.

Locker Rooms/Locks:

1. Running, loud talk, or yelling is prohibited.
2. Fighting, rough play is prohibited.
3. Locker rooms shall be kept clean. All articles should be kept in the locker and the lockers locked.
4. Student must use the locks issued by the school. All 5th grade students and any Jr. High student without a lock will purchase a school lock. If a lock is lost, a replacement cost will be charged.

11. PLAYGROUND RULES

General Rules:

1. Children must stay in sight of the teacher on duty.
2. Children are not allowed on the grass areas, by the street, on steps, on fire escapes, by the bike racks, on the boiler ramp or in areas outside the fence.
3. School property should be respected at all times.
4. Eating and littering are forbidden on playground.
5. Rough games (such as wrestling or pushing; throwing sticks, rocks, snowballs) are forbidden. No body contact sports are allowed.
6. Fighting or rough play is not allowed.
7. Children are to play with children of their own age group.
8. Children should not arrive on the playground before 8:15 a.m.
9. Once a student has entered the playground, he/she may not leave without permission.
10. Students shall enter building through assigned doors.
11. No baseball bats or hard balls are allowed.
12. The school district and its employees are not responsible for lost or damaged play items brought from home.
13. No electronic game/toys of any kind are permitted.

Use of Playground Equipment:

1. Backward sliding and foot sliding are not allowed. Students must use the slide in a seated position. Rocks and snow are not to be thrown down the slide.
2. Swings are not to be wound up. Children using swings shall not swing sideways and only one child to a swing.
3. Monkey bars are limited to children who have the physical ability to use them.

12. PROHIBITED ARTICLES

Prohibited Articles:

1. Carrying or using weapons or articles and/or devices that are being carried of the suspected reason of causing injury to another; water guns, play guns, look-a-like weapons and/or real guns are not permitted.
2. Use or possession of explosive or inflammatory items (e.g., firecrackers, caps, matches, or lighters)
3. Students should not bring to school: electronics such as iPods, MP3 players, CD players, radios, tape recorders, cameras, video games; cards, dice, large sums of money, expensive jewelry, or shoes with wheels or skateboards. These items will be confiscated and returned as appropriate.

13. SCHOOL LUNCH PROGRAM

Lunchroom Rules: Lunchroom privileges may be forfeited for continual violation of these rules.

1. Raise your hand if you need help.
2. Stay seated until dismissed.
3. Talk quietly.
4. Follow adults' directions.
5. When the whistle blows, stop talking.
6. Clean up your space.

Students are not allowed to share lunches. Students shall finish eating before leaving the lunchroom. NO food or drink should be taken out of the lunchroom.

Students are to remain in the lunchroom until they are dismissed by the lunchroom supervisor. During inclement weather, students are to remain in the auditorium or lunchroom where supervision is provided for the remainder of the lunch period. A student who stays for lunch shall not leave the school premises during the lunch period.

Students who are excluded from physical education with a medical note are also excluded from participating in recess.

14. TRAFFIC SAFETY

Bicycle Safety Rules:

1. A bicycle rider must obey all traffic regulations required of motorists.

2. Ride with traffic, not against it.
3. Stop at all stop signs.
4. Always use hand signals before you turn or stop.
5. Ride straight along. Never use a zigzag course.
6. Ride in a single file close to curb.
7. Remember that a bicycle is built for one person at a time.
8. Never interfere with anyone riding another bicycle.
9. Leave parked bicycles alone.
10. Park bicycles in the bike racks provided and always lock them up.

15. TRUANCY

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

APPENDIX A

ILLINOIS FREEDOM OF INFORMATION ACT

Taft School District 90 School District Rules and Regulations

All requests for records will be delivered the School District Administrative Office and submitted in writing to the Superintendent. Requests will be received between 8:00 a.m. and 3:30 p.m. on weekdays when the office is normally open.

The address for the Administrative Office is: 1605 South Washington Street, Lockport, Illinois 60441.

All requests will be processed within seven working days. The following list of responses to requests to examine records is available to the school district:

A. Immediately grant the request whenever possible. For example, a request to examine the current district budget probably can be accommodated on the spot.
B. Grant the request within seven working days.
C. Delay granting the request for seven additional working days. A written response is required with this option.
D. Deny the request. Again, a written response is required for this option.

Any requests for copies of records will be based upon actual cost for the school district. Currently, the cost is twenty-five (25) cents per copy, fifty (50) cents both sides. Section 11 of the Illinois Freedom of Information Act allows for judicial review of matters relative to this act.

All letters of denial will be maintained and indexed on a chronological basis.

FREEDOM OF INFORMATION ACT

The Freedom of Information Act includes all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials regardless of physical form or characteristics. It includes, but is not limited to:

1. administrative manuals, procedural rules and instructions to staff, except those covered by a statutory exemption;
2. final opinions and orders made in the adjudication of cases, except adjudication of student or employee grievance or disciplinary cases;
3. substantive rules;
4. statements and interpretations of policy that have been adopted;
5. final planning policies, recommendations, and decisions;
6. factual reports, inspection reports, and studies;
7. all information in any account, voucher, or contract dealing with the receipt or expenditure of public or other funds;
8. the names, salaries, titles, and dates of employment of all employees and officers;
9. materials containing opinions concerning the rights of the state, the public, a subdivision of state or a local government, or of any private persons;
10. the name of every official and final records of voting in all proceedings of the school board;
11. applications for any contract, permit, grant, or agreement, except where covered by statutory exemption;
12. each report, document, study, or publication prepared by independent consultants or other independent contractors for the school board;
13. all other information required by law to be made available for public inspection or copying;
14. information relating to any grant or contract made by or between the school board and another public body or private organization.

5 ILCS 140/2(c)

APPENDIX B

TITLE IX

Taft School District 90

Title IX of the Education Amendments of 1962 states that:

"No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The Title IX Coordinator for District 90 is the Superintendent of Taft School District 90, 1605 South Washington Street, Lockport, Illinois, Telephone: (815)838-0408.

The following is the procedure for filing grievances under Title IX:

1. The grievance shall be in writing specifying the area(s) of concern and shall be filed with the grievance office.
2. The Superintendent will give a reply to the grievance within ten (10) days.
3. If the complaint is not satisfied with the Superintendent's reply, he/she may bring the matter before the Board of Education at its regularly scheduled board meeting by following the established board policy for being placed on the agenda.
4. The Board of Education will hear the grievance and will deliberate and study the grievance. The decision of the Board will be rendered at the next regularly scheduled Board meeting.

TITLE I

Taft School District 90

Complaints alleging violations of rights accorded parents and eligible students shall be referred to the Superintendent of District 90 to review, investigate, and resolve. Within twenty (20) days following receipt of the complaint, the Superintendent will notify the complainant for his/her opportunity to be represented to present evidence, and to question the parties involved in the complaint.

A final resolution to the complaint will be rendered within thirty (30) days of its receipt. Written notification of the final resolution will include notice of findings and the basis for such findings and the specific actions to be taken by the School district to correct any valid findings of noncompliance. The notification will also include notify of the right to appeal the district's final resolution to the Compliance Review Unit for the Illinois School Board of Education (ISBE) within thirty (30) days of receipt of the written notice of findings.