

August, 2016

Parents/Guardians/Students –

Welcome to Massac Unit #1 School District and the 2016-2017 school year! Enclosed are some general rules and regulations concerning the education and safe treatment of your children.

If you have any questions or require further information, please contact your child's building principal. The building locations and information are provided for your assistance.

Sincerely,

Dennis Smith

Massac Unit #1 School District
Dennis Smith, Superintendent
401 Metropolis Street
Metropolis, IL 62960
618-524-9376

District Website: www.massac.org

Brookport Elementary Brooke Durham, Principal 319 Ferry St. Brookport, IL 62910 Tel. 564-2482 Fax. 564-3509	(K-6)	Metropolis Elementary Sarah Wessel, Principal 1015 Filmore Street Metropolis, IL 62960 Tel: 524-4821 Fax: 524-2352	(K-6)
Franklin Elementary JR Conkle, Principal 1006 Mt. Mission Road Metropolis, IL 62960 Tel. 524-2243 Fax: 524-2725	(K-6)	Unity Elementary Brooke Durham, Principal 6846 Unity School Road Brookport, IL 62910 Tel. 564-2582 Fax: 564-2014	(K-6)
Jefferson Elementary JR Conkle, Principal 4915 Jefferson School Rd. Metropolis, IL 62960 Tel. 524-4390 Fax: 524-3019	(K-8)		

MASSAC UNIT #1

ELEMENTARY HANDBOOK

DISCLAIMER

This handbook does not create a contractual relationship with the student; rather, it is intended to describe the current practices, procedures, rules and code of conduct in order to inform parents and students. Parents and students may also refer to the school board policy and Illinois School Code for official school policy. School Board policies are available online and upon request to the District office. Rules include, but are not limited to, what is contained in this handbook.

THE SCHOOL DAY

School begins at 8:20am and ends at 3:00pm except on those days when an early dismissal is announced.

ATTENDANCE

School attendance is a major factor in a student's education. In order for a student to receive the full benefits of an education, he must be in attendance on a regular basis.

Parents are expected to call the school by 9:00 a.m. and report when their child is absent from school. Parents who do not call when their child is absent must send a written statement with their child upon his/her next attendance date that states: the child's name, the reason for the absence(s), the date(s) of the absence(s) and the parent / guardian signature.

Following an absence, any student whose parent has not already contacted the school must report to the office to present a written excuse. Failure to present a written statement within 48 hours or failure of the parent to notify the school of a student's absence will result in an unexcused absence.

Any student absent for health reasons for 5 or more consecutive days will be required to present a doctor's excuse upon returning.

Doctor and Dental Appointments:

The scheduling of routine doctor and dental appointments during the school day should be avoided, if possible. Upon return from such an appointment, please have the child present an excuse from the healthcare provider.

TARDINESS

In order to be effective, classes must start on time and each class must experience a minimum number of interruptions to allow teachers and students to complete the necessary requirements. Students entering a classroom late not only miss a part of the class experience, but also disrupt the learning environment.

The school day begins at 8:20am. Students who arrive after 8:20am are considered tardy and must stop by the entrance desk to obtain an admittance slip.

Please ensure that your child's school has current information/phone numbers for you should we need to reach you for any reason.

EXCUSED AND UNEXCUSED ABSENCES

Absences are categorized as:

- 1) Excused
- 2) Unexcused

1) Excused absences: These include an absence with parent permission for the reasons of illness, death in the family, school activities, established religious holidays, or other unavoidable absences. For any excused absences, the student will have to make up all missed work.

* A doctor's excuse is a note signed by the doctor that explains the absence.

2) Unexcused absences: These include an absence for such things as, but not limited to, over-sleeping or recreational reasons. For any unexcused absence, the student will have to make up all missed work.

If a student becomes ill at school, he should notify his teacher. The teacher will then refer the student to the school nurse or office if necessary. Parents / guardians must come into the school office and sign the student out for the day. Under no circumstances should a student ever leave the school during the school day without securing permission from the school administration.

If a parent knows that a student will be absent for one or more days, they must notify the school administration of the upcoming absences.

Scouts, sports teams or other groups planning activities that will require students to be absent from school must make a request in writing at least one full week in advance.

MAKE-UP WORK

Students are expected to make up all class work that is missed because of tardiness or absences. The student's teacher will provide the missed work upon return. When it is known that the absence is for more than one day, the teacher should be notified so that arrangements can be provided on a daily basis.

Students absent from school may not participate in or attend athletic events or school programs the afternoon or evening of their absence.

Students have one day for each absence to turn in make-up work. For example, a student misses Tuesday and returns on Wednesday. The student receives Tuesday's work and returns it on Thursday for a full grade.

If a parent would like to pick up work for their child to complete during the absence, he should make the request by phone or in writing by 9:00am on the day of pick up. If the request is made on time, the teacher will have the work in the office for pick-up by 3:00pm.

REGISTRATION AND RESIDENCY

A parent or guardian must show proof of residency at time of registration. Enrollment of homeless students will be in accordance with Board policy and state and federal law. The District's homelessness ombudsperson is Laura Walker. Willfully misrepresenting information regarding residency for purposes of student enrollment is a crime.

WITHDRAWAL

If a student moves during the school year, the parent must notify the school as soon as possible. On the last day of attendance the student should return all books to the office, at that time a withdrawal slip will be issued.

If a student is absent for 10 consecutive days without parent contact, the student will be dropped from the school roll. He will then be referred to the Truancy Division of the Regional Office of Education.

STUDENT DISCIPLINE

Discipline philosophy:

The purpose of attending school is to learn. Discipline problems take time away from learning, so the following will be strictly enforced.

When determining the severity of disciplinary action, school officials will consider a student's prior acts of conduct in violating school rules and regulations.

Each student must be able to enjoy his school experience without infringing upon the rights of others attending school or school activities.

Searches:

To maintain order 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. The definition of "school authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left 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 by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these locations.

The Superintendent 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 belief or expectation that the search will produce evidence a student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search will be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same gender as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

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

Misconduct/Insubordination/Disobedience Defined:

The following behaviors are examples of misconduct, insubordination, or disobedience, for which a student may be disciplined, up to and including expulsion from school. This list is not exhaustive, and other misconduct may result in discipline. Additionally, teachers have the authority to make their own classroom rules consistent with Board policy.

- A. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.
- B. Physical assault on students or staff. Fighting is included in this and will not be tolerated. This includes before and after school and events at other schools. It is a discipline violation for any student to ignore an order by any staff member to stop fighting.
- C. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- D. Gross disrespect, gross insubordination, intimidation, threats, or gross verbal abuse of school personnel and/or fellow students or disobeying directives from any staff member or school official and/or rules and regulations governing student conduct.
- E. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- F. Using, possessing, distributing, purchasing, or selling tobacco products, snuff, or look-alike tobacco products. This includes electronic smoking devices.
- G. Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, "look-alike" drugs, or drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had a controlled substance in their possession.
- H. Carrying, transferring, or possessing a weapon such as (but not limited to) a gun, knife, or any look-alike weapons on school grounds, during school activities, or while en route to and from school or school activities.

- I. Gambling in any and all forms.
- J. Refusal to identify oneself or other students to school authorities.
- K. Throwing snowballs or other objects such as cans or foods, rocks and dirt clods.
- L. Improper bus conduct.
- M. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Violation of this rule will result in the electronic device being sent to the office along with the student receiving a detention. A parent/guardian may pick up the phone in the office. Multiple offenses may result in further disciplinary action up to but not limited to student suspension.
- N. Organizing/ participating in an unauthorized activity for missing school.
- O. Wearing inappropriate shirts or clothing. This includes clothing with profane, vulgar, or obscene speech. Also included is clothing which could lead to disturbances. This includes, but is not limited to: hate speech, advertisements for drugs, alcohol, or tobacco, logos and symbols for offensive material, and clothing which is racially offensive, such as confederate flags or gang clothing.
- P. Illegal use of a computer to alter grades, report cards, or transcripts.
- Q. Sexual harassment of fellow students or staff members.
- R. Electronic devices such as "shockers" or "zappers."
- S. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction. Laser pointers will be confiscated and an additional penalty will be assessed on an individual case. Any item confiscated will not be returned.
- T. Violation of the District's Acceptable Use Policy pertaining to the use of District equipment and networks.

Student Suspensions and Expulsions:

Out-of-school suspensions are considered unexcused absences. Students who are suspended will be able to make up all assignments for equivalent academic credit.

When students are suspended, they may neither attend school functions nor be on Massac Unit 1 property during the period of the suspension.

Suspension Procedures:

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Expulsion Procedures:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
 - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.

- b. The time, date, and place for the hearing.
 - c. A short description of what will happen during the hearing.
 - d. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
 - e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
 3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

WEAPONS

Guns, knives, explosive devices, or other objects that could harm others will not be tolerated at school. Possessing such items or making threats to others will result in suspension by the school, and/or expulsion by the board of education.

PERSONAL PROPERTY

In order to maintain an academic focus and in order to protect personal property, students should leave at home any personal items that are not approved learning materials. Students should avoid:

- A. Playing with or possessing playing cards of any kind without prior approval from the administration (this includes, but is not limited to, Yu-gi-oh cards, Pokemon Cards, Magic Cards, and Sports Cards).
- B. Bringing personal playground equipment such as balls, bats, Frisbees, or jump ropes.

- C. Bringing other toys, unless approved by their teacher or the administration.
- D. Shoes with wheels – must have wheels in at all times.

FIELD TRIPS

Participation in field trips is a privilege. In order to maintain safety, school staff must take only students who follow school rules and teacher directions. If a student refuses to follow school rules or teacher directions, they may lose the privilege of participating in field trips. Students who are not allowed to participate in field trips will be given alternative assignments to complete at school.

VANDALISM OF PROPERTY

Students who are caught damaging school property will, at minimum, be required to pay for all damage done to the school or school property. Depending on the severity of the incident, the student may also receive appropriate disciplinary action from administration.

EXTRA CURRICULAR ACTIVITIES

Any student who has excessive unexcused absences or tardies may be ineligible for any extra-curricular sports activities. This includes, but is not limited to: basketball and track and field. Students who have two or more out-of-school suspensions will not be eligible to play on any sports teams. All athletes/cheerleaders must maintain a minimum academic average of a “C”, a 2.0 average or better on a 4.0 scale using the honor roll guidelines. Those who are ineligible will not be allowed to compete/participate in activities for one week with the determination to be made on each Friday and the effective date to begin on the following Monday. Any student who is repeating a year’s work is ineligible on any level of competition.

When Massac students attend extra-curricular activities, they are expected to observe the same rules as when they are at school. When attending activities at other schools, students should behave in such a manner as to make a good impression on the host school.

EXPOSURE TO BLOOD BORN PATHOGENS

Students who participate in sports or events where physical contact, accidents or an injury might occur must follow these rules:

1. All open areas of skin (cuts, scrapes, etc.) must be covered by bandages prior to a student participating in a practice or game.
2. Any student injury which results in bleeding must be brought to the attention of the coach, so that the situation can be properly managed.
3. Athletes with blood on clothing must leave a practice or competition until the uniform or clothing has been replaced or has been properly disinfected.

TRANSFER PROCEDURES

A student who is transferring from one attendance center to another should notify the principal's office prior to the last day of attendance in school. All fees, book rentals, and lunch bills are to be paid before student records will be released. Records will not be released directly to parents but must be requested by the school to which the student moved. Before enrollment in an attendance center, the parent/guardian must complete and obtain approval of a residence verification form at the Board Office. Post office box numbers cannot be given as an address. A street or 911 road address will be required on all registration data.

WEATHER RELATED CANCELLATIONS

There are likely to be times during the school year when weather conditions will force schools to be closed or to be dismissed early. Such information will be announced through the following:

Radio	WMOK	Metropolis, IL
Television	WPSD	Paducah, KY
	KFVS	Cape Girardeau, MO
	WSIL	Harrisburg, IL

Every effort will be made to notify parents in advance of any change in dismissal times. Please make sure the school is given a reliable telephone number since Massac Unit #1 uses an all call system, Alert Now, to notify parents. The district website at www.massac.org will also have up-to-date information on any schedule adjustments due to weather.

CAFETERIA

The cafeteria is maintained as a vital part of the health program of our schools. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom personnel and your fellow students appreciate students' cooperation in making the cafeteria a pleasant place by:

- a) observing good table manners
- b) leaving the table and floor around your place in a clean condition for others
- c) depositing all lunch litter in waste containers
- d) returning all trays and utensils to the dish washing area as soon as you have been dismissed from your table
- e) food should not be taken out of the cafeteria
- f) students may not leave until dismissed

Meal Times:

Breakfast: All Grades: 7:45-8:10am

Lunch: The 40-minute lunch period includes time for lunch and lunch recess.

Meal Accounts:

Massac County School District utilizes a prepaid system. When a student's account falls below - \$5.00, the student may be placed on an alternative lunch until the account is brought above a zero balance. Excessive debt to the meal account may be referred to the State's Attorney for collection.

Meal Pricing:

Breakfast:

Four components offered / Three must be accepted.

Elementary Student	Reduced	\$.30	USDA Set pricing
K thru 8	Paid	\$1.35	
Adult	Paid	\$1.60	

Lunch:

Five components offered / Three must be accepted.

Elementary Student	Reduced	\$.40	USDA Set Pricing
K thru 8	Paid	\$2.05	
9-12	Paid	\$2.20	
Adult	Paid	\$2.50	

Extra Milk Purchased:

Extra milk is not covered under free and reduced-pricing. All extra milk served is pre-pay or daily pay \$.50 at the a-la-carte pricing with no charges.

Free or Reduced Lunch

Families who qualify for free or reduced lunches according to the Federal income guidelines, (which vary according to family size) must complete an application prior to receiving meals at a reduced cost or free lunches at no cost. This application is given to each student at the beginning of the school year or upon enrollment. Additional copies of the application are available at the school office.

RECESS

Recess will be outdoors whenever possible. Exceptions include: a) rain, b) heavy snowfall, and/or c) temperature or wind chill factor below 32 degrees. Please dress your children appropriately as all are expected to go outside if weather permits. This means they should have hats, gloves, coats, etc.

Students who are to be excused from physical education class or who are to stay indoors for recess due to health/medical reasons must have a note from their parent stating the reason and date. Students who need to be excused from PE, recess, or other physical activity for more than one day may be asked to present a doctor's excuse. Students who need to be excused from PE or recess for more than two consecutive days must have a doctor's note.

Outdoor playtime requires rules to provide a safe and happy environment for all of our students. Students are expected to observe these rules while outdoors.

- Obey and respect all adult supervisors.
- Respect other students.
- Line up quickly and quietly when the whistle is blown.
- Do not enter the building or exit the playground without direct permission from the playground supervisor.
- No pushing, shoving, punching, pulling, or hitting will be permitted.
- Playground activities should be those directed by the supervising teacher and those learned in PE classes. Basketball, soccer, and other group games require the direct supervision of a teacher.
- Contact sports are not permitted.
- Students may not run through or disrupt an organized game.
- Jump ropes may not be used for tug-of-war, etc.
- Snowballs are not allowed.
- Students on swings must sit in an upright position, no twirling or jumping off the swings. Students should not run in front of the swings.
- No throwing rocks or wood chips.
- Out-of-bounds areas are as follows: all trees and bushes, the driveway, and outside the playground fence.
- Play equipment – The school provides balls, jump ropes, and play structures. Students are expected to share playground equipment. Students should not bring their own playground equipment to school. All equipment must be returned to the proper container at the end of each recess.
- Students are expected to wear a jacket if the outdoor temperature is 60 degrees or less.
- Playground rules are made to keep students safe. They may change as needed to ensure student safety.

BUS CONDUCT

When a Bus Driver has written a conduct slip on a student, the following procedure will usually be followed (except in a case of serious misconduct): 1) First offense - Principal will talk to student, and a bus conduct report may be sent to the parent. 2) Second offense - Parents will be notified by phone (if possible) or letter. A bus conduct report will be sent to parents. Student may be removed from the bus for 1-3 days. 3) Continued offenses - Student could be removed from the bus for a number of days (1-3 days, 5 days, 7 days, 10 days). Upon 10 days, the Board of Education shall be notified of recommendation for permanent removal from the bus for the remainder of the current school term. Serious misconduct could warrant a student being removed from the bus immediately after informing the parents.

The bus contractor, West Bus Service, telephone number: 618/522-7100. Please see district website: www.massac.org.

ACCIDENTS AND INJURIES

Student Insurance:

School insurance may be purchased by each school student at a cost agreed upon by the district and the insurance company for students in kindergarten through the twelfth grades. School time only or 24 hour coverage may be purchased. Forms are provided to all students at the beginning of the school year and are available at the office of the principal. Each student receives at the beginning of the school year an insurance form to take home to parents.

The school district does not provide insurance on any student.

Students injured while at school or while on the bus should report all incidents or injuries to the teacher responsible for the student. Accidents and injuries and the appropriate medical care received as a result are to be reported to the principal of the school. The principal will contact one of the school nurses. An appropriate accident form will be filed by one of the school nurses for any injury or accident requiring medical attention.

PRESCRIPTION MEDICATION

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

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed

“School Medication Authorization Form” is submitted by the student’s parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

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

Students with Diabetes:

Parents of students who have been diagnosed with diabetes which needs to be managed during the school day should contact the building principal about creating a diabetes care plan.

DRESS CODE

We take pride in the appearance of our students. Students’ dress reflects the quality of the school, their conduct, and the conduct of others. All students are expected to dress and groom themselves neatly in clothes that are appropriate for school activities.

Students’ dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

GRADING

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on the PARCC assessment or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. Reasons for changing a student's final grade include:

- A miscalculation of test scores;
- A technical error to all in assigning a particular grade or score;
- An inappropriate grading system used to determine the grade; or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

All students should make a conscientious effort to do their best in all school work. The results of students' efforts are reported as grades. Grade cards are sent home to parents at the end of each 9 week grading period. A mid-nine week report is sent home between grade periods. These grade cards require signature of the parent or guardian.

The grading system followed by teachers and used for recording student progress is:

A	93 - 100	Exceptional Work and Progress
B	85 - 92	Above Average Work
C	77 - 84	Average Work and Progress
D	70 - 76	Below Average Work
F	0 - 69	Failing Work

Physical Education Grades:

Physical education is an integral part of each student's educational program. The following grading practices are followed:

Grades K-6: S = Satisfactory
U = Unsatisfactory

In a rare instance an O is given for outstanding performance.

Honor Roll:

The recognition of outstanding achievement will be reported to parents in the form of an honor roll published in the local newspaper. Only elementary students in the fifth and sixth grades are eligible to be included in the district honor roll. The honor roll will be for all students at each of the eligible grade levels.

The honor roll will be based upon a 4 point scale with an A having a value of 4 points; B a value of 3 points; C a value of 2 points; D a value of 1 point; and F no value. A student making a 3.5 average or above will have their name published in the honor roll.

Subjects to be counted on the honor roll will be reading, spelling, language arts, math, science and social studies. Physical education, music, and art, while important to the well rounded individual, will not be included in the average for the honor roll.

RETENTION

When a student's performance falls below an acceptable level and s/he is not making progress, the teacher and principal determine that a student is to be retained at the present grade level.

No students will be promoted to the next grade level and then placed back in a lower grade unless the student is believed by the teacher and principal to not be doing the advanced work required of the next grade.

Retention will be required when a student:

1. does not perform adequately at the current grade level.
2. has skills that are insufficient for advancement to an additional grade.
3. has not consistently made passing grades during the school year regardless of innate ability.
4. has not matured to the level where educational success can be achieved.
5. has made a severe drop in academic achievement during the school year.

All retention decisions will be based upon doing what is in the best interest of the student. The retention of a student is based on the best professional judgment of the principal who has consulted with the child's teacher.

SPECIAL EDUCATION SERVICES

Special education services are provided for students identified as having a disability through various special education courses and other arrangements made through Massac Special Education Services. Requests for screening and for a comprehensive case study may be made by either the teacher or the parent at anytime during the school year. Requests should be reviewed by the building principal, and necessary parent permission will be secured. The principal then refers all requests to the special education director where the situation is evaluated, and arrangements are made.

The special education services needed for special students are specified in an Individual Education Program (IEP) which is developed to meet the child's needs. The IEP may include: instructional/academic services as well as related services including audiology and speech; psychological; social work services; transportation; vision services; aides; etc. Based on the needs of the child, placement is made. The IEP must include a statement of present levels of educational performance, annual goals, short term objectives, specific special education and related services to be provided, extent to which the child will participate in regular educational

programs, appropriate objective criteria, evaluation procedures, and a schedule for providing instructional objectives.

STANDARDIZED TESTING

Elementary students will be tested each year. Local assessments include the Stanford 10 assessment and the Partnership for Assessment of Readiness for College and Careers (PARCC) assessment.

The statewide PARCC test will be administered to 3rd – 6th grade students in the spring. This test will measure student skills in reading, language arts, and math. Performances will be compared with those of other Illinois students.

These tests should be regarded as extremely important. In preparing to take the test, students should come to school well rested, they need to have a nutritious meal prior to the test, and there should be no distractions or emotional upsets to interfere with the testing.

TEXTBOOK CARE, USE AND RENTAL

The use of a textbook is a privilege. Massac Unit #1 requires the payment of a rental fee for the use of textbooks and workbooks. That fee is \$17.00 for all elementary students. Students who are eligible for a free or reduced lunch are eligible for a waiver of certain fees that are related to the curriculum. Families who are experiencing financial hardship may inquire at the school office about a fee waiver.

Students are responsible for all books issued to them. If a student loses a book, that book must be paid for before another book can be issued. Students are to make every effort to keep books clean and to handle them carefully.

VISITORS TO THE SCHOOLS

Visitors are welcome at any School District building, provided their presence will not be disruptive. All visitors shall initially report to the Building Principal's Office. Any person wishing to confer with a staff member shall contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who: (1) refuses to provide requested identification, (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, (3) or engages in an activity in violation of Board Policy 8:30, Conduct on School Property.

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion;
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

ASBESTOS

The Massac County Unit School District #1 has had management plans prepared for all school buildings in the district. These plans are available for your inspection Monday through Friday during normal school hours at the District Office and, with prior notice of five days or more, Monday through Friday at each school office.

Should you have further questions, you may contact the District Office at 524-9376.

PESTICIDE APPLICATIONS

The schools have Pest Management plans. Periodic application takes place in all schools after school hours. If you require application schedules or further information please call your child's school.

TEACHER QUALIFICATIONS

Upon request from a parent, the District will provide the parents information regarding the professional qualifications of the student's classroom teachers, including the following:

- a. Whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. Whether the teacher is teaching under emergency or other provisional status.

- c. The teacher's baccalaureate degree major and any other graduate certifications or degrees.
- d. Whether paraprofessionals provide services to the student and, if so, their qualifications.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure. A copy of any Board policy is available upon request.

Nondiscrimination Coordinator(s):

Dennis Smith, Superintendent, 618-524-9376

Jana Norton, School Psychologist, 618-564-2482

Sex Equity:

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

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A copy of the Board policy is available upon request. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

BULLYING, INTIMIDATION, AND HARASSMENT PROHIBITED

No person, including a District employee or agent, shall harass, intimidate, or bully a student. Bullying is contrary to State law.

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

- (1) place a student in reasonable fear of harm to his/her self or property
- (2) cause a substantially detrimental effect on a student's physical or mental health
- (3) substantially interfere with a student's academic performance

(4) substantially interfere with a student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms including one or more of the following: harassment, threats, intimidation, stalking, spreading rumors, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, reporting or discussing a person's alleged sexual activities, teasing related to sexual characteristics, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

"Cyber-bullying" means bullying through the use of technology or any electronic communication. This includes the creation of communications of any sort or type in which the creator assumes the identity of another person. Electronic communication that meets the definition of bullying and causes a substantial disruption to the educational process or orderly operation of the school can be addressed by school administration, even if the communication originates from a non-school location.

No student shall be subjected to bullying or harassment:

- (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; or
- (3) through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- (4) through the transmission of information from a computer or electronic device that is accessed at a non-school related location (such as home) if it causes a substantial disruption to the educational process or orderly operation of a school.

Building administrators will make all reasonable efforts to investigate after a report of an incident of bullying is received. Interventions may include, but are not limited to, school discipline, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. Reprisal or retaliation against any person who reports an act of bullying may result in appropriate disciplinary action.

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the District Nondiscrimination Coordinator, Building Principal or Assistant Principal, Guidance Counselor, a Complaint Manager, or a teacher. A student may choose to report to a person of the same sex. Complaints will be kept confidential to the extent possible given the need to investigate.

-Bullying based on disability may violate civil rights laws as well as interfere with a student's receipt of special education services under the Individuals with Disabilities Education Act (IDEA). When bullying and harassment is based on race, color, national origin, sex or disability; and/or when bullying of a student with a disability results in the student not receiving meaningful educational benefit under IDEA, the school must remedy the problem.

-“District agent” includes persons employed by, on contract with, or who volunteer in a school district.

Sexual Harassment Prohibited:

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

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

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

Making a Complaint of Harassment or Discrimination:

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or other administrator for appropriate action.

Complaint Managers:

Dennis Smith, Superintendent, 618-524-9376

Jana Norton, School Psychologist, 618-564-2482

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to appropriate disciplinary action. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to appropriate disciplinary action, with regard to students, and up to and including discharge, with regard to employees.

COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with Title II of the Americans with Disabilities Act of 1990 (“ADA”), the District does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District’s services, programs or activities.

Effective Communication: The District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective compliance coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

Modifications to Policies and Procedures: The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the natures of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to person with a disability may be directed to the compliance coordinator below. In addition, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the office for Civil Rights, Chicago Region, 500 W. Madison St, Suite 1475, Chicago, IL 60661-4544.

ADA Compliance Coordinator:
Dennis Smith, Superintendent, 618-524-9376

NOTICE REGARDING STUDENT RECORDS

This notice contains a description of your and your student’s rights concerning school student 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 District maintains two types of school records for each student: permanent record and temporary record.

The permanent record includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
2. Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations, and the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System
3. Attendance record
4. Health record defined by the Illinois State Board of Education as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code"
5. Record of release of permanent record information that includes each of the following:
 - a. The nature and substance of the information released
 - b. The name and signature of the official records custodian releasing such information
 - c. The name and capacity of the requesting person and the purpose for the request
 - d. The date of release
 - e. A copy of any consent to a release
6. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

The permanent record may include:

1. Honors and awards received
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record is kept in the student temporary record and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
3. Completed home language survey
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record
6. Health-related information, defined by the Illinois State Board of Education as “current documentation of a student's health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports”
7. Accident report, defined by the Illinois State Board of Education as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request.”
8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred
9. Completed course substitution form for any student who, when under the age of 18, is

enrolled in vocational and technical course as a substitute for a high school or graduation requirement

The temporary record may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education

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. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason.

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

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act 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 support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

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 parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. 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(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/ guardian's child. Throughout the school year, the District may release directory information regarding students, limited to: name, address, gender, grade level, birth date and place, parent(s)/guardian(s)' 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 and 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. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

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

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

The name and address of the Office that administers FERPA is:

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

STUDENT PRIVACY

The School Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request.