

Libertyville School District 70
2018-19

Parent-Student Handbook





Board of Education

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The Board of Education represents and serves the residents of our community in an effort to provide the best educational program possible for our young people.

The Board of Education determines policy and long-range performance goals, employs personnel to administer the District, gives direction to curriculum, adopts and oversees a yearly budget and maintains facilities.

Regular meetings of the Board of Education are generally conducted on the fourth Monday of each month.

EDUCATIONAL RESOURCE CENTER

Libertyville School District 70
1381 West Lake Street, Libertyville, IL 60048 (847) 362-9695

Dr. Guy Schumacher, Superintendent (847) 362-8393
Dr. Kurt Valentin, Assistant Superintendent of Finance and Operations (847) 362-9030
Dr. Erik Youngman, Director of Curriculum, Instruction and Assessment (847) 362-9023
Dr. Tom Bean, Director of Human Resources (847) 362-9695
Dr. Chris Otto, Director of Special Services (847) 247-2694
Mrs. Pamela Imholz, Director of Technology (847) 362-9695
Mr. Dan Gilbert, Supervisor of Facilities and Maintenance, (847) 362-9695

ADLER PARK SCHOOL

1740 N. Milwaukee Avenue Libertyville, IL 60048
(847) 362-7275
Grades K-5
Dr. Kerri Bongle, Principal

BUTTERFIELD SCHOOL

1441 W. Lake Street Libertyville, IL 60048
(847) 362-3120
Grades PreK-5
Dr. Candice Kehoe, Principal
Mr. Steve Feldman, Assistant Principal

COPELAND MANOR SCHOOL

801 South Seventh Avenue Libertyville, IL 60048
(847) 362-0240
Grades K-5
Dr. Lori Poelking, Principal

HIGHLAND MIDDLE SCHOOL

310 West Rockland Road Libertyville, IL 60048
(847) 362-9020
Grades 6-8

Dr. Jonathan Hallmark, Principal
Mrs. Elizabeth Davis, Assistant Principal
Mr. Ryan Anderson, Dean of Students

ROCKLAND SCHOOL

160 West Rockland Road, Libertyville, IL 60048
(847) 362-3134
Grades K-5
Mr. Jeff Knapp, Principal



W. Guy Schumacher, Ed. D., Superintendent

*1381 W. Lake Street, Libertyville, Illinois 60048
(847) 362-8393 Fax (847) 362-3003*

Dear Students and Parents,

On behalf of the administration and staff of Libertyville School District 70, we welcome you to the new school year and look forward to establishing a collaborative relationship between home and school. This handbook will assist in sharing the practices and procedures that guide our schools, as well as reinforce policies established by the Libertyville School District 70 Board of Education.

Please take time to read the handbook and use the associated signature page to confirm Parent-Student coverage and review.

You are part of an exceptional school system, one that is committed to making a positive difference and profoundly enhancing the lives of its students and families.

I share best wishes for a successful and rewarding school year.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Schumacher".

Dr. Guy Schumacher
Superintendent of Schools

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Section 1 – Introduction and General Notices

Parent and Student Handbook Acknowledgement

We are pleased to be able to provide you with the Libertyville School District 70 Student/Parent Handbook for all grades and schools. We sincerely hope you will find this information valuable. The Board of Education, administration and staff of our school district are dedicated to providing every student the best possible instructional program. The more parents and students are aware of the goals, aspirations and operations of their schools, the greater the possibility for mutual cooperation and positive support for one another. It is with a sincere desire to sustain this cooperation and support that this handbook is prepared.

Within the following pages you will find some of our district's regulations, an explanation of various services we provide as well as our expectations for the education of your child. This handbook serves as a summary of board policies governing the district and may be amended during the year without notice.

We look forward to serving you and your children throughout the coming year. If we can be of assistance, please do not hesitate to contact us. Once you have reviewed the contents of this handbook with your child(ren), please complete and return the Acknowledgement of Handbook Review form which is the last page of this handbook.

General Information

Libertyville School District 70 encompasses a 9.0 square mile area in Lake County, Illinois. The District provides educational services and programming to approximately 2,500 students in grades preK-8 in five buildings. The total educational program of our schools shall be directed toward preparing each student to live and work in the 21st century and the process of seeking continuous improvement. Our learning environment shall be conducive to the optimum development of each student's intellectual, emotional, social and physical capabilities by focusing on the Applications of Learning; Communication, Working on Teams, Solving Problems, Using Technology, Making Connections, and Self-Directed Learning.

The Libertyville School District 70 Board of Education has adopted policies that may be of public interest and are available at the Educational Resource Center, 1381 West Lake Street. These policies include, but are not limited to Board policy 7:190 Student Discipline, 7:10 Equal Educational Opportunities, 8:70 Accommodating Individuals with Disabilities, 6:170 Title I, and 7:60 Residence.

If you have a question or a concern about your schools, your child's progress, or a problem that has arisen, it is the policy in Libertyville School District 70 to turn to the person closest to the situation. If the concern pertains to your child, see the teacher first. If your concern is not responded to adequately, you have recourse to the principal, superintendent, and Board of Education in that order. Of course, if the concern is of a general nature and pertains to the school's operation, please approach the principal.

The superintendent's responsibilities are in administering the entire school district, and he should be approached with matters pertaining to the district.

The Board of Education's responsibilities are twofold: first, to establish policy for the entire district. If you have a question of policy, please check with your principal or superintendent first. He/she will advise you of the current policy and, if you have a concern about it, how to go about bringing your concern before the Board. The Board of Education's second role is to review decisions of the administration that may be appealed.

Practice has proven that your schools can be most responsive to your concerns when you follow these procedures. So when you have a question or a concern, remember:

Teacher → Principal → Superintendent → Board of Education

Libertyville School District 70 provides comprehensive information on the district website, with all school buildings also maintaining websites. Using these sites is a great way to gather information and communicate with your child’s teacher(s). Parents may also elect to send written notes to school with their child. Notes should be given to the classroom teacher in the elementary buildings and to the Studio One teacher at Highland.

The schedule of classes may vary slightly among the buildings in the district. Occasional variations in school hours are necessitated by the requirement of our bus schedule.

School	Classes Begin	Dismissal
Adler Park School	8:15 a.m.	2:45 p.m. grades K-5
Butterfield School	8:15 a.m.	2:45 p.m. grades PreK-5
Copeland Manor School	8:15 a.m.	2:45 p.m. grades K-5
Rockland School	8:15 a.m.	2:45 p.m. grades K-5
Highland Middle School	8:50 a.m.	3:35 p.m. grades 6-8

The philosophy behind a Middle School design is to create working environments for students that allow for individualization and personal attention. Each student is on a “team” comprised of a group of teachers. These teams are designated using the school colors, Gold and Maroon. These teachers pool their resources, interests, expertise, and knowledge of students and curriculum to jointly take the responsibility for meeting the educational needs of a common group of students. Teams are comprised of core academic teachers, an arts block representative, a physical education representative, a special education representative, and a counselor. As needed, Administrators and other specialists are available to provide additional expertise and resources in meeting student needs.

Advisors are the primary contact for students and parents. Each student is part of an Advisory Program, also known as “Studio One”, which is a smaller group of students paired with a staff member from their team. At the start of each day, students report to their Studio One to listen to daily announcements, receive information and take part in Advisory activities. These activities are designed to build rapport between the students and their Advisor, and to assist the students with some of the challenging issues they face during their middle school years. The Studio One teacher is your first primary contact for problem solving throughout the school year.

Highland Middle School Class Times

Class	Regular	Early Dismissal
Studio One	8:50-8:59	8:50-9:00
Period 2	9:03-9:43	9:04-9:30
Period 3	9:47-10:27	9:34-10:00
Period 4	10:31-11:11	10:04-10:30
Period 5 (7 th grade lunch)	11:15-11:55	10:34-11:05
Period 6 (6 th grade lunch)	11:59-12:39	11:09-11:40
Period 7 (8 th grade lunch)	12:43-1:23	11:44-12:15
Period 8	1:27-2:07	12:19-12:45
Period 9	2:11-2:51	12:49-1:15
Period 10	2:55-3:35	1:19-1:45

Promoting good character in our students continues to be a priority in Libertyville School District 70. District 70 schools utilize the Character Counts! program to promote the six pillars of character: Caring, Citizenship, Fairness, Respect, Responsibility, and Trustworthiness.

Each school District, by virtue of the unique quality of its special setting, has an educational program patterned to its own needs. We recognize that there is a limit to which pre-service training can adequately prepare teachers for all situations. Changing demands, programs, curricula, and emphasis require a continuous program of staff development. Immediately prior to the opening of school and throughout the school year, training and work sessions are conducted in order that we may constantly improve our competence as a staff in all areas of the school program. These in-service sessions include staff development training and meetings of the entire faculty, departments or grade levels, building faculties, committee groups or other units of organization.

Visitors

Parents are welcome and encouraged to visit school at any time. Visits to the classroom enable parents to get first-hand knowledge of children's learning activities. Parents, when visiting, must report to the school office.

The principal will provide appropriate credentials as well as information about any special activities such as testing which may detract from the parents' visit and hinder the children's activity. Pre-arranged visits need to be pre-approved with the teacher.

Equal Opportunity and Sex Equity

It is the policy of Libertyville School District 70 not to discriminate on the basis of sex in its educational and extracurricular programs and activities or its employment policies as required by Illinois Public Act 79 - 597 and Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with the Illinois Sex Equity Rules and Title IX may be directed to Dr. Tom Bean, Director of Human Resources, 1381 West Lake Street, Libertyville, (847) 362-9023.

The school District has established a formal grievance policy that can be found in the Board of Education Policy and Procedure manual located in each of the schools.

Animals on School Property

In compliance with the Village of Libertyville Code of Ordinances, Ord. No. 97-O- 29, §10, 4-22- 97, Sec. 5-41, in order to assure student health and safety, animals are not allowed to enter school building premises, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment. All dogs on exterior school grounds must be leashed and properly picked up after.

School Volunteers

Our schools are proud to have enthusiastic family associations. Family associations have done much to provide schools with a variety of volunteer help and assistance and have acted as a community liaison on an advisory basis. Promoting the safety and welfare of the students has been their continuing goal. Every parent/guardian is a member of our family associations. Please check your school website calendar for meeting information.

Invitations and Gifts

Parents are encouraged to mail invitations to students by utilizing the school directory. Students will not be allowed to receive floral or balloon gifts or deliveries at school and are not allowed to decorate classmates' lockers.

Treats and Snacks

Elementary children benefit in many ways from classroom parties. They share with their peers the goodies that room parents have brought in and there is the recognition of special days and accepted customs of the larger society in which the children live. Elementary students participate in two class parties annually: Halloween and Valentine's Day.

Individual student parties may not be held at school during class hours or lunchtime. Treats shared with the class are welcome with the teacher's permission, however the District encourages providing healthy treats when possible. Students at Highland will only be allowed to share treats during Studio One. Prior approval by the teacher in all District 70 buildings is a necessary safeguard to protect students with food related allergies. Planning and communication will minimize disappointments and will allow you to provide a positive experience for your child.

Emergency School Closings

In the event of school closings because of unforeseen events, such as heavy snowfall, the District's rapid response system of telephone notification will be activated. It is imperative that school offices have up-to-date emergency contact numbers for each student. Please contact the school immediately when there is a change in

an emergency or employment number. School closings are posted on the district (www.d70schools.org) and school websites and will be offered on social media, as well as shared with local television and radio stations. If school is to be closed additional days, this, too, will be announced through the District 70 rapid response automated telephone notification system.

In the event of a tornado or disaster warning when children are at home, parents should not send children to school. If the warning comes when the children are at school, school personnel will institute appropriate protective measures. The effectiveness of such measures depends on being able to use the telephone immediately; therefore, parents should not call the school at such times.

Accommodating Individuals With Disabilities

Pursuant to Board policy 8:70 “Accommodating Individuals with Disabilities”, individuals with disabilities shall be provided an opportunity to fully participate in school-related programs, parent/teacher conferences and school board meetings

Students with Food Allergies

It is our goal to provide a safe educational environment and remain aware of the special needs of students with food related allergies. We believe that the risk of accidental exposure to foods can be reduced in the school setting if administration, school nurses and parents work together. With that in mind, the following recommendations are provided for parents:

- notify the school of the child's allergy
- provide written medical documentation, instructions and medications as directed by a physician
- provide properly labeled medications with a physician's prescription and replace promptly as needed
- maintain current emergency contact information in the school office
- continue educating the child in allergy awareness and self-management

Care of Students with Diabetes

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 principal. 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 Building Principal or School Nurse.

Section 2 – Attendance and Promotion

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 certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Attendance guidelines are established by the Illinois State Board of Education and are as follows:

Grades	Full day credit	Half day credit*
K-1	≥4 clock hours	≥2 clock hours
2-12	≥5 clock hours	≥2.5 clock hours

*arriving after 10:15 am or leaving prior to 1:45 pm for students in grades 6-8 and arriving after 10:45 am or leaving prior to 12:15 pm for students in grade 2-5

Students who exhibit excessive absence patterns will be referred to the counselors for possible referral to Omni Youth Service and/or Project P.A.S.S., (Positive Alternative Services for Students of Lake County). Chronic truancy will result in referral to the courts. Students at Highland Middle School must attend 3 academic periods to participate in any school activity. Those academic periods may include Language Arts/Literature, Mathematics, Science, Social Studies, or International Language.

Not only is daily attendance required by the School Code of Illinois, the unexcused absence of a student from a teacher's class or lesson is never truly made up; once lost, the teacher's presentation is never repeated in the same context. Absences such as these also present interruptions for teachers and their remaining students, which impact the delivery of educational programs. The most common cause of academic failure is absence. Since we sincerely want all students to succeed, we will respond to every unauthorized absence. Furthermore, if the student accumulates excessive absences, an Administrator may require a doctor's verification for subsequent absences.

Student Absences

Student absences for any reason other than illness are strongly discouraged. 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.

We urge parents to arrange for appointments with their child's doctor, dentist or orthodontist at a time when school is not in session. All other non-educational reasons for a child's absence should be avoided except for

excused absences. 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, attending a military honors funeral to sound TAPS, or other reason as approved by the principal. In this case, the parent must contact the school office in advance to report the excused absence. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Parents should contact their school office to report a student's absence or late arrival. All school buildings have automated voice mail systems that operate 24 hours a day, 7 days a week. At Highland Middle School, all communication regarding student attendance should be communicated through the Student Services Office at extension #4104. Messages regarding absences should include the caller's name, relationship to the child, student name and grade, and reason for absence. A phone call is required each day of absence. Students who are absent for a full day due to illness are not allowed to participate in evening or after school activities.

Vacations are not legally excused absences. There are approximately fourteen weeks during the year when students are not in school. If a student will miss school because of a vacation, prior approval must be obtained. Teachers are not required to gather homework in advance of a vacation within the school year. The student is responsible for completing and submitting all assignments immediately upon their return. Students attending Highland must obtain a "Homework Authorization" sheet located in the Student Services Office.

Tardiness due to oversleeping, missing the bus or car problems will not be excused. Consequences for 3 tardies to school may result in an office detention. Additional tardies may result in a detention for each tardy. After five tardies a Saturday School may be assigned for Highland students.

Elementary students must be signed out in the school office in order to leave school grounds during the school day. Highland students may sign themselves out in the Student Services Office if they produce a note signed by the parent.

Make-Up Work

Arrangements must be made with the classroom teacher(s) to obtain homework assignments for excused absences. Students are expected to complete and submit missed assignments within a time equal to the number of days missed. Parents may call and request homework for their child after their 2nd day of absence. Requests that are made prior to 9:00 A.M. may be picked up at the conclusion of the school day. Requests made after 9:00 A.M. will be processed the following day.

Students may be expected to be responsible for long-term assignments/tests/quizzes/projects from an absence unless arrangements are made with the individual teacher. Students are expected to submit all missing assignments immediately upon the return from an unexcused absence in order to receive credit.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Release Time for Religious Instruction and Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Course Alternatives and Substitutions

All students are expected to participate in the core curriculum and sequence of courses. At the discretion of the principal at Highland Middle School, course substitutions may occur for students who would benefit from additional academic assistance. Scheduling changes and/or course exemptions are not permitted for students based upon employment or competitive athletics.

Truancy

According to the Illinois School Code, a child is defined as "chronic or habitually truant" when "absent without valid cause" from compulsory school attendance for 10% of the previous 180 regular attendance days. If this situation occurs, a variety of measures and resources may be explored which are expressly detailed under "Attendance and Truancy" (Policy 7:70) in the Libertyville School District 70 Policy Manual.

Grading and Promotion

The reporting of pupil progress is a means of communicating to parents the concern of the school for their child's educational welfare. Recognizing that no topic is of greater concern to the parent than their child's welfare, reporting procedures include guidelines to insure that each child will receive consideration on his or her own merits rather than through exclusive reference to arbitrary standards.

Pupil Progress Reports are distributed three times during the school year in all grades. It is the practice of our school District that two formal evaluative conferences be conducted with the parents of each child annually. Some conferences are conducted during the school day while others are scheduled immediately before and/or after school and during the evening. Through such conferences, teachers may reach an understanding of the home and needs of the student while parents will more fully understand the goals and functions of the school. Informal conferences at the request of the teacher or parent may occur at any time and upon as many occasions as deemed necessary.

It is recommended that parents and teachers establish working relationships as early as possible based on the notion that the student's successful learning can occur only when the home and school are in accord and communicating.

Homework

Libertyville District 70 Homework Beliefs (K-8)

Libertyville District 70 teachers believe meaningful homework should be connected to classroom teaching as a means to support and enhance learning. Homework should be timely independent practice of a targeted skill at

the appropriate difficulty level. Homework should foster application, understanding, and proficiency while building students' academic success and confidence in the classroom. Homework should not be burdensome.

Homework is an opportunity to:

- reflect upon (review, rehearse, and practice) material addressed in class.
- allow for demonstration of self-direction, responsibility, and accountability.
- communicate student learning with family.
- take part in shared reading at home.

If a student experiences difficulty with homework there are several options to consider:

- contact the teacher to request additional assistance
- visit the teacher's website, if available, to be sure you are current with all assignments
- attend the before and after school study hall in the Learning Center (Highland only); students enter through the west doors between 8:15 and 8:30 am, or from 3:45 to 4:30 pm after school
- speak with a counselor if interested in obtaining a list of private tutors (parents are responsible for the expenses incurred with private tutoring)

Highland students who have a chronic problem completing class assignments, will be referred to the Nest PM. Before a student is referred to the Nest PM, a variety of attempts to remedy the problem will be made and documented. These attempts may include, but are not limited to: make-up sessions, parental contacts, and advisor/PPS Team contact.

Written parental permission will be obtained the week prior to the child's attendance in the Study Hall. Each child referred to the Study Hall will serve five consecutive school days, from 3:45 until 4:45. All work completed in the Study Hall will be collected by the supervising teacher and returned to the referring teacher(s). Students who are repeatedly referred to this program may require further intervention.

Home and Hospital Instruction

Students who shall be absent from school for two weeks or more because of illness or injury, and are under the care/recommendation of a licensed physician, are eligible to receive home or hospital tutoring. Arrangements may be made through the counselor or social worker in the school your child attends.

Exemption from P.E.

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with the State and Federal Law.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Section 3—Student Fees and Meal Costs

Fees, Fines and Charges; Waiver of Student Fees

Registration fees are determined annually and approved by the Libertyville School District 70 Board of Education.

The school district will waive fees for students qualifying for free lunches (see Rev. Stat. 1987, ch. 122, Par. 712.1 et seq.) and consider waiving fees for other extenuating circumstances. Parents who wish to secure a waiver of fees may utilize the form found at the back of the handbook (see Section: School Forms). The Board of Education, or its designee, shall determine eligibility for fee waivers.

School Lunch Program

Students who eat their lunch at school may bring a bag lunch and buy milk. Students may also purchase a hot lunch. A basic lunch is \$2.90 for students. Milk is 30 cents. The purchase of lunch and/or milk at the elementary buildings, and lunch items at Highland Middle School is managed through an online system parents can access to replenish students' lunch accounts. While not encouraged, parents are also able to send money to school with students, which will be applied to his or her lunch account. If bringing a lunch to school, students are to put their name on their lunch.

Any elementary student leaving the school grounds during the lunch hour with a parent/guardian must be signed out at the office. In other cases, a note must be on file, signed by a parent/guardian, indicating date(s) and time(s) and by whom the student will be picked up. The student still must be signed out in the school office. Highland students may sign themselves out in the Student Services Office by bringing a note signed by the parent.

Free or reduced price lunches are available to those who qualify under federal guidelines. A form must be completed for each student who qualifies. Please inquire in the school office about free or reduced price lunches or refer to the “Forms” section at the end of the Parent/Student Handbook.

Students are expected to conduct themselves in a manner appropriate to the lunchroom setting and once in the lunchroom, may not leave without a pass. Food items delivered by outside vendors may not be consumed in the lunchroom and birthday treats are not allowed in the lunchroom.

Section 4-Transportation and Parking

Bus Transportation

Bus transportation is provided for children who live more than one and one-half miles from school. In addition, children living closer than one and one-half miles may be transported if their normal route to school has been declared a hazardous area.

Students may ride ONLY the bus to which they have been assigned. Highland students are required to present their school ID daily to ride the bus. Please do not ask that your child be allowed to go home with a friend since our buses are authorized to transport only those students whose names appear on the route sheet. Parents are responsible for transporting their children other than the regular bus route. Students who are not eligible for bus service may be transported to school provided that a bus is already routed in the area, that space is available on that bus, and upon payment of a semester bus fee. The fee is based on the annual per pupil cost for bus transportation. Parents may use the form found at the back of the handbook (see Section: School Forms) if seeking “Pay-to-Ride” bus transportation.

Parents will be notified by note or a phone call if a child is reported for misbehavior on the bus. A bus conduct report will be issued by the driver or school official requiring a guardian's signature and needs to be returned to the principal the following day. Failure to return the conduct slip will necessitate a phone call to the parent. Three conduct slips will result in suspension of bus privileges for a period of time.

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

Parent/Guardian Pupil Transportation Program

The Parent/Guardian Pupil Transportation Program is intended to reimburse parents or guardians of eligible students for qualified transportation expenses. The following criteria must be met:

- student must be under age 21 at the close of the school year
- student must be a full-time student in grades K-12
- student must live either: 1) 1 1/2 miles or more from the school attended; or 2) within 1 1/2 miles of the school attended, where a verified safety hazard exists (similar to the safety hazard mechanism in regular/vocational transportation reimbursement); and
- student does not have access to transportation to and from school provided entirely at public expense

If you believe you qualify for reimbursement, please contact Dr. Kurt Valentin, Assistant Superintendent of Business Operations at (847) 362-9030 to obtain a claim form.

It is recommended that all riders, parents and teachers become familiar with the following regulations governing school bus riders.

Instructions to School Bus Riders

1. Be on time at the designated school bus stop; help keep the bus on schedule.
2. Respect the rights of property owners.
3. Stay off the road at all times while waiting for the bus.
4. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
5. Do not leave your seat while the bus is in motion.
6. Be alert to a danger signal from the driver.
7. Remain in the bus in the event of a road emergency or until instructions are given by the driver.
8. Keep hands and head inside the bus at all times.
9. Do not throw anything out of the bus windows.
10. Remember that loud talking, laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
11. Be absolutely quiet when approaching a railroad crossing stop.
12. Treat bus equipment as you would valuable furniture in your own home.
13. Never tamper with the bus or any of its equipment.
14. Assist in keeping the bus safe and sanitary at all times.
15. No eating is allowed on the bus.
16. Carry NO animals on the bus.
17. Keep books, packages, coats, and all other objects out of the aisles.
18. Be courteous to fellow pupils and the bus driver, and help look after the safety and comfort of small children.
19. Do not ask the driver to stop at places other than the regular bus stop. (S)he is not permitted to do this except by proper authorization from a school official.

20. Observe safety precautions at discharge points. If it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions, then wait for a signal from the bus driver permitting you to cross.
21. Observe the same rules and regulations on other trips under school sponsorship just as you observe rules and regulations as you travel between home and school. Respect the wishes of any chaperon appointed by the school.
22. Students will not be permitted to ride a bus other than their assigned bus.
23. Highland students are required to display their school ID daily to ride the bus.
24. All school rules of conduct apply to the bus.

Bicycle Safety

Students at Butterfield School, Copeland Manor School and Rockland School are permitted to ride their bicycles to school. It is a district recommendation based on ensuring safety that students wait until third grade. However, the final decision about a student's readiness to ride a bike to school will be left to the family's discretion. Students at Highland Middle School who choose to ride their bikes should chain and lock them to the bike rack located at the west end of the school. Students riding bicycles to school are expected to follow the Libertyville Bicycle Safety rules and the State of Illinois "Rules of the Road."

Students, parents and siblings are to walk their bicycles on school grounds and when crossing the street intersections with crossing guards due to the safety hazards involved. They are encouraged to wear safety helmets when riding their bikes. Bicycles are to be parked in the bike racks provided. Bicycles are to be locked and students assume responsibility for their own bikes. At no time during the day may students go to the bicycle rack without permission from the office. For safety and security reasons, skateboards, roller skates, roller blades, and "heelys" are not permitted at any Libertyville School District 70 schools.

Parking

Parents and other caretakers of District 70 students are required to observe the parking restrictions and guidelines at each school. Students are never to be dropped off in a manner that requires them to exit a car toward the street or cross a street unless using a designated crosswalk. Those observed not adhering to parking and/or student drop-off/pick-up restrictions will be referred to the Libertyville Police Department.

Section 5-Health and Safety

Certified school nurses and/or registered nurses are employed by the district to attend to children who are ill or in need of first aid or emergency care while at school. Children who are attending school should feel well enough to participate fully in the activities of the school day including physical education and outdoor recess.

A Physician's note is required to excuse your child from participating in physical education. Children who have a temperature above 99.8 degrees will be sent home from school. After being ill with a fever, a child must have a normal temperature without medication for 24 hours before returning to school. After 3 consecutive absences, a doctor's note is required.

If your child has been diagnosed with strep throat or pink eye, they will need to be on an antibiotic for a minimum of 24 hours before returning back to school.

If your child will not be in school, it is the responsibility of the parent to call before 9:00 a.m. to inform the school of your child's absence and the reason thereof. If your child has a communicable disease, please call the school nurse to discuss requirements for re-entry into school.

Immunization, Health, Eye and Dental Examination

The State of Illinois School Health Law requires that a child have a complete physical examination including specific mandated immunizations upon entrance into kindergarten and upon entrance into sixth grade. The physical exam form is 2-sided (both sides must be completed) and requires 3 signatures. The signatures are:

1. Immunization portion signed by health care provider
2. Health history portion signed by parent
3. Physical exam portion signed by physician, physician's assistant, or nurse practitioner

All students enrolling in kindergarten must show proof of having two (2) doses of measles, mumps, and rubella, two (2) doses of varicella (chicken pox vaccine), and a booster dose of IPV (polio) and DPT vaccine. Hepatitis B vaccine is a requirement for all early childhood and 6th grade students. One (1) dose of Tdap is required for students entering into 6th grade as is one (1) dose of meningococcal vaccine and a physical that has been done one year prior to the start of the school year. Physical examination forms are available at each school building, as well as online. You may contact the school nurse for specific information regarding physicals and immunizations at a reduced rate. Please check our website for a complete list of what vaccines are necessary for specific grade levels.

All students are required to present appropriate proof of 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 grade
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grade 6. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 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 have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, 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 by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Vision screening will be done at school, as mandated, for the following children: kindergarten (those that have not had an eye exam), second, and eighth graders, all special education students, transfer students (starting after the beginning of the school year), and teacher/parent referrals throughout the year. Vision screening is not a

substitute for a complete eye and vision evaluation by an eye doctor. Your child does not have to undergo this vision screening if an optometrist has completed and signed a report form indicating that an examination has been given within 12 months and that an evaluation is on file at the school.

Hearing Screening

Hearing screenings will be done, as mandated for students, in grades kindergarten, first, second, and third, all special education students, transfer students, and teacher/parent referrals throughout the year. Additional classes may also be screened.

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof 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. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

An out-of-state or out-of-country transfer student must present a health examination that was completed within one (1) year prior to entry into an Illinois school on a comparable health form. All other transfer students will be expected to produce evidence that they have met these requirements at their previous school or they will be required to do so within 30 days upon entry into Libertyville School District 70.

Students may be excluded from school until all mandated requirements are satisfied.

Student Medication

It is the belief of the Board of Education that medication should be administered at home whenever possible. The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his or her education. The District 70 medication policy requires both a parent/guardian written request and physician's written order to dispense both prescription and over the counter medications. The school nurse or designated person shall administer medication to the student.

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 "School Medication Authorization Form."

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. 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.

Self-Administration of Medication

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

If the student needs to take medication at school during the day, the parent must bring the medication to the nurse in the original container clearly marked with student's name, doctor's name, name of the medication, and directions for administering.

Medication must be administered in the nurse's office and it is the responsibility of the student to come to the nurse's office at the scheduled time.

Schools will notify parent/guardians after the administration of any epi-pen and will notify the prescribing doctor within 24 hours after the administration of any undesignated epi-pen.

The student's parent shall remove any unused medication from the school at the end of therapy or the end of the school year. If the parent fails to remove the unused medication, the school nurse will appropriately dispose of it in the presence of a witness.

Please contact the nurse if there are changes in your child's medical status, or emergency contact person during the school year.

Counseling

School psychologists and social workers provide services for each school. The program focuses on the everyday developmental needs and problems that all children have while maturing. Children who require individualized assistance are served, in addition to services designed to better help children know and understand themselves and to develop successful peer relationships. The social worker serves as a resource for the children and as a consultant to teachers, parents, and administrators. Services include educational/vocational guidance; individual, family and group counseling; referral to outside agencies; crisis interventions; and advocacy. All issues will be held in the strictest confidence and you are encouraged to contact the department at any time.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Safety Drill Procedures

Illinois School Code requires all schools in Illinois to conduct periodic safety drills throughout the school year. All students and staff are to follow instructions provided by the designated Emergency Response Team at individual school buildings. Specific instructions are available in classrooms. Bus evacuation drills will be held twice each school year at all Libertyville School District 70 school buildings.

Communicable Diseases

Libertyville School District 70 will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse 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 will 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.

Head Lice

Libertyville School District 70 will observe recommendations from the American Academy of Pediatrics

1. If your child has a case of head lice please notify the school nurse.
2. If a child has been checked for head lice due to showing symptoms, only infested students will be sent home.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. After treatment, it is encouraged for your child to check in with the school nurse to ensure all live lice (and eggs/nits) have been treated.

Section 6-Discipline and Conduct

General Building Conduct

While at school, riding in school buses or at school-sponsored activities, students are required to behave in an orderly and appropriate manner in accordance with the rules and regulations of the school District. Students serving an out-of-school suspension are ineligible for any after school activity the day(s) the suspension is served. While attending interscholastic events, it is important to remember that all of us (participants and spectators) represent Libertyville School District 70. It is important that we adhere to the following guidelines:

1. Students are to be courteous and polite at all times. Booing is impolite, shows poor sportsmanship and will not be permitted.
2. Unsportsmanlike conduct will result in removal from the event.

3. Students are not to go under the bleachers.
4. Spectators are to remain seated in the stands during the game. Individuals may leave and re-enter at halftime, but under no circumstances are spectators ever to cross the playing court.
5. Students should take their coats and homework materials with them to the game.
6. Food and drink are not permitted in the gymnasium.
7. Students who are ineligible due to low grades or inappropriate behavior may not attend home athletic events as a participant or as a spectator.

School Dress Code and Student Appearance

Student dress and grooming are basically the responsibility of the student and parent. While respectful of individuality, the staff and administration of District 70 feel certain guidelines are necessary for the successful operation of the school. Under the guidelines of promoting a positive educational setting, the following rules of dress and grooming have been established:

1. Dress which is extreme, exhibitionist, or of immodest fit or style to the extent that it interferes with the instructional process will not be allowed. Fishnet shirts, see-through blouses, spaghetti strap tops, and clothing that expose a bare back or midriff cannot be worn to school. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
2. The length of shorts or skirts must be appropriate for the school environment.
3. Coats, jackets and snow boots are not appropriate classroom attire.
4. Headwear is not to be worn inside the building unless it is a "Hat Day."
5. Articles of clothing with suggestive or inappropriate slogans, weaponry or acts of violence, and/or depictions of drug and/or alcohol use are not allowed in school.
6. Gym uniforms may not be worn in class (Highland Middle School) unless approved by the Principal or Assistant Principal.
7. Chains are not to be worn, as they are damaging to the furniture and are distracting to the educational process.
8. Backpacks are not to be brought into the classroom unless necessary in some elementary classrooms that do not have lockers.
9. Appropriate footwear must be worn at all times.
10. If there is any doubt about dress and appearance, the building administrator will make the final decision.

Student Discipline

Students are subject to appropriate disciplinary measures for unlawful or improper conduct and, upon demonstration of gross disobedience or misconduct, may be suspended and/or expelled from school. Students could be suspended and/or expelled from school for gross disobedience or misconduct whenever or wherever such action results in the disruption of the orderly conduct of the school program or the student's presence constitutes a clear and present danger to himself, other students or school personnel. State and federal student record acts prohibit student information from being shared with unauthorized persons. Please refer to pages 24-25 in this handbook for specific consequences related to misconduct at Highland Middle School.

Students may be disciplined for 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-alike" 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.
4. 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.
 5. Using, possessing, controlling or transferring a firearm or "look alike," 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.
 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other 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); (c) it is used during the student's lunch period; or (d) 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. Please refer to the "Bullying, Intimidation and Harassment" section on page 25.
 11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 12. Being absent or tardy without a recognized excuse.
 13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.

15. 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.
16. 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.

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

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.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

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 two 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;
11. After-school detention or Saturday study provided the student’s parent/guardian has been notified.

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.

Pursuant to Section 24-24 of Illinois School Code: “Maintenance of discipline. Subject to the limitations of all policies established or adopted under Section 14-8.05, teachers, other certificated educational employees, and any other person, whether or not certificated, providing a related service for or with respect to a student shall maintain discipline in the schools, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.”

The District's Student Conduct and Discipline Policy provides due process to students who are subject to disciplinary action, including suspension and expulsion.

Consequences for Student Misconduct at Highland Middle School

Highland Middle School teachers may choose to use a demerit system to warn students of disciplinary infractions that they are accumulating. A teacher may keep track of the number of demerits a student earns. When the number of demerits reaches the set limit, the student will receive a detention. A Highland teacher may issue a detention as a consequence without an accumulation of demerits to address a more serious misconduct.

Detention

A detention date may be assigned by a teacher or the office to be served either before school, after school, or at lunch. Detention dates assigned by the office are served on Tuesdays or Thursdays from 3:45 to 4:45.

Notice of the detention will be given to students and parents in advance, by telephone and/or in writing. Parent notification shall indicate the reason for the detention, the day, the date, and the time the detention is to be served. Parents are requested to sign and return the form. The student will not be allowed to serve the detention unless the signed form is returned to the office or detention supervisor. It shall be the parent’s responsibility to provide transportation after the detention period is over or to give the student permission to walk home.

Saturday School

A student may be assigned a Saturday School for an accumulation of detentions or for a particular incident. Students are assigned a Saturday, between 8:00 a.m. and 12:00 p.m., when they are to report to school. During this time, students are involved in working on homework as well as reviewing our Class Act information. Failure to report to Saturday School, arriving late, or failure to follow the supervisor’s directions may result in

an out of school suspension.

Bullying, Intimidation and Harassment

Effective January, 2002, the State of Illinois requires a school district to notify the parent or guardian of a child who uses aggressive behavior, including bullying, at school. School Board policy prohibits students using aggressive behavior while at school that does physical or psychological harm to someone else and/or urges 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. Parents of students who reportedly violate this policy will be notified and appropriate disciplinary action will be taken.

The Board of Education will provide a learning environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Anyone who feels that he or she is the victim of sexual harassment, or any teacher or administrator who is made aware of an alleged incident of sexual harassment, should take immediate action to resolve the matter according to established procedures. It will be a violation of Board Policy for any student to sexually harass other students or staff.

Preventing Bullying, Intimidation, Teen Dating Violence & Harassment

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

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

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

Complaint Managers:²

- _____
Name
- _____
Address
- _____
Phone Number
- _____
Email Address

- _____
Name
- _____
Address
- _____
Phone Number
- _____
Email Address

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

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

Field Trips

Field trips and school-sponsored excursions are designed to support district-adopted curriculum. Children are taken on educational trips and excursions only with the permission of their parents. When a trip is being planned, permission slips will be sent home to be signed and returned by parents. All field trips or excursions are chaperoned by the classroom teacher. Parents may be asked to assist the teacher as chaperones. The cost of

field trips is not included in school fees. School administration may place a restriction upon a student's participation in an out-of-school activity when, in their judgment, it is not in the best interest of the student to participate.

Section 7-Internet, Technology and Publications

District 70 maintains an open relationship with the area news media and welcomes coverage on student events and achievements. Examples include school assemblies, concerts, plays and special class projects. Recognized news media, including print newspapers and online affiliates, television and radio stations, may be invited by D70 to report on and take photos, videos and audios at various student events. At all such events, children dealing with the media are closely monitored and protected by school staff.

District 70 also works to communicate student events and achievements through the communitywide newsletter, District 70 Views, along with the D70 website (d70schools.org), individual D70 school websites, as well as D70-based, D70-sanctioned or educationally-based teacher websites. Student projects, as well as student images, may be used on these sites. Students appearing on D70 websites are identified only by their first names and the initials of their last names.

As technology advances and new tools to communicate are introduced, D70 will select appropriate tools to enhance communication between D70, parents and the community. District 70 uses social network sites in its dedication to transparency, including FaceBook (Libertyville D70), Twitter (Libertyville D70), and teacher or school YouTube accounts that are protected by being unlisted, and on occasion will post student names (first name, last initial), images, or work.

Information that D70 releases is not sold or given to commercial or non-profit groups.

Any parent/guardian can withhold their consent for release by sending a signed letter withholding consent for the news media, along with the D70 website and D70 school websites, in the current school year **within the first thirty (30) days** of school to: Libertyville Elementary District 70, Attn: Robin Smith Kollman, Public Relations Facilitator, 1381 W. Lake St., Libertyville, IL 60048. Parents/guardians should understand that if they withhold consent, none of the student's information would be released. This includes examples such as information/photograph for the school yearbook or memory book, award listings such as the honor roll in the newspaper, and classroom projects on D70-based teacher websites or links.

Students are expected to use technology resources appropriately and only for the use of school related homework/activities. Failure to follow these guidelines will result in loss of access to technology resources. The non-emergency use of cell phones is prohibited during the school day. Students may bring a cell phone to school, provided that it is turned off and kept in their locker. Consequences for misuse of portable electronic equipment may result in confiscation of the equipment and parents will be required to retrieve the item from the school office.

Libertyville School District 70 is committed to moving students and staff forward in a 21st century learning environment. As part of this plan, Libertyville School District 70 allows students and staff to use their own eReaders during the learning day. With **classroom teacher approval**, students may use their own eReaders in the classroom to access and read pre-loaded books. **Cell phones that have book readers installed are not allowed for use during the school day.** The current cell phone policy for students remains in effect and supersedes this program.

Section 8-Search and Seizure

Locker assignments will be made for all students at Highland Middle School and some elementary buildings. Highland students will also be assigned a gym locker and are responsible for purchasing a school lock for their gym locker through the Student Services Office. They are encouraged to keep their belongings secured at all times and to keep their combinations confidential.

Student lockers are school property and remain such at all times. Although lockers may be assigned to students for their convenience, students are advised that the school retains the right to inspect lockers at any time and that school authorities will inspect lockers whenever they deem it reasonable or appropriate to do so. Periodic locker inspections may be conducted and are to be expected by students. Lockers are to be used by students for the storage and protection of school supplies and other personal effects only. It shall be a violation of school policy to use a locker to store dangerous or illegal items, including, but not limited to, weapons, illegal drugs or paraphernalia, alcohol; missing or stolen property. Violators will be subject to discipline, and if appropriate, referral to the police. Students can expect that school authorities will search their lockers if they have reason to believe that it contains any items that would violate this policy.

School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student’s account or profile on a social networking website. Examples of social networking website include Facebook, Instagram, Twitter, and ask.fm. However, school officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination

Section 9-Athletics and Extra-Curricular Activities

An individual’s total education extends beyond the classrooms. The purpose of an effective co-curricular program must be to provide each student with opportunities for emotional, cultural, mental, physical, and social growth. This growth can be accomplished through activities that support and advance the curriculum, promote common interest, develop a sense of ownership in the school, and reflect and enhance the goals of the District.

Libertyville School District 70 schools offer a rich array of activities, which include student leadership, community service, interest level clubs and academic competitions and experiences. Additional information will be provided throughout the school year. Please contact your school for details, and keep in mind that not all schools offer the same activities. Highland Middle School has a list of activities on their website.

Athletics (Highland Middle School)

Highland offers the following interscholastic sports approved by the Board of Education. Students who participate in 3 sports throughout the school year will receive a Highland “H”. You must have a current sports physical on file with the School nurse in order to try out for an interscholastic sport at Highland.

Boys Fall Athletics	Boys Winter Athletics	Boys Spring Athletics
Cross Country	Basketball	Volleyball
Soccer	Wrestling	Track and Field
	Cheerleading	
	Pom Pon	

Girls Fall Athletics	Girls Winter Athletics	Girls Spring Athletics
Cross Country	Basketball	Track and Field
Soccer	Wrestling	
Volleyball	Cheerleading	
	Pom Pon	

Other Athletic or Extra Curricular Options

If students are interested in additional sports, clubs, or other extra-curricular activities, students can visit Student Services during their Studio One period to set up an appointment with one of the school administrators. If students are interested in a sport, intramural, or club that Highland does not offer, administration will set up a meeting to explore the possibilities.

Parents interested in additional extra-curricular/athletic options simply need to contact a school administrator to discuss at 847.362.9020.

Academic Eligibility

Please keep in mind that the primary purpose of Highland Middle School is to promote academic achievement. Therefore, if students are engaged in an area of the co-curricular program that makes significant demands on their time, they must perform satisfactorily in the classroom to continue participation in that activity.

Athletic Eligibility

1. Every student must have a Sports Physical on file with the Nurse each year in order to tryout, practice or participate in interscholastic athletics.
2. On the day of an athletic contest, each student must attend school for at least one-half day (3 academic class periods) in order to participate.
3. Students must participate in physical education classes in order to take part in varsity or intramural after-school sports.
4. An athlete cannot attend a practice or participate in any contest while under suspension from school.
5. Athletes are expected to attend all games and practices. Unexcused absences will result in suspension from the squad for a minimum of one game. Other disciplinary action will be left to the discretion of the coach.
6. Weekly eligibility evaluations will be sent to all the students' teachers for their opinions on the student athlete's progress. A player's eligibility will be determined by both his academic performance and behavior. An unsatisfactory report from two or more teachers indicating a team member's failure to meet either academic or disciplinary standards will result in suspension from the squad for one week.
7. The use of dangerous drugs, alcohol or tobacco by any student will result in immediate removal from the squad and/or loss of eligibility for 40 school days.
8. Since Highland athletes represent their school and their community on and off the playing field, at home and away, they are to display good sportsmanship and exemplary citizenship.
9. Team members are responsible for any equipment issued to them while participating in athletics. Failure to return equipment in acceptable condition will result in replacement of damaged or lost articles by the students.
10. Failure to comply with any of the above-stated rules may result in athletic ineligibility or dismissal from the squad.*

*The coach may, at any time deemed necessary, remove an athlete from the squad for disciplinary reasons. It is necessary, however, that coaches inform the administration of any situation that is occurring which could be detrimental to the school or athletic program.

Highland Athletic Department Goals

1. To make athletics a part of the total educational process
2. To encourage broad participation by all students
3. To foster the development of good sportsmanship
4. To develop and maintain the physical well being of the students
5. To work toward the perfection of playing skill
6. To develop team morale
7. To instill within the participants a sense of personal discipline and pride

Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege. The following guidelines are in effect for dances:

1. Only Highland students may attend school dances.
2. If there are decorations at the dance, they are to remain intact until the end of the dance.
3. Chaperones and designated individuals will take down any decorations.
4. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Appropriate dress is expected at each dance. "Dressy" clothing (skirts or dresses for the girls, dress pants and sweaters for boys) is considered appropriate attire. Jeans, gym shoes, T-shirts, off the shoulder dresses, etc. are inappropriate and discouraged.
5. All dances will take place from 7:00 - 9:00 p.m. Students are expected to arrive on time and to be picked up promptly at the end of the dance.
6. If a student arrives thirty minutes or more late to the dance, he/she must be presented to a chaperoning teacher by a parent or he/she will not be allowed to enter.
7. Students are expected to stay for the duration of the dance and may not leave early unless a parent picks them up in person. If they leave the dance early they will not be allowed to re-enter. Chaperones have an obligation to guarantee the presence and safety of all students during the time for which the dance is scheduled.
8. Students are expected to behave appropriately at school dances. Those who do not are subject to disciplinary action, including suspension of extracurricular privileges.
9. If a student is ineligible due to low grades and/or poor behavior, he/she is not allowed to come to the dance.
10. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

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 who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols. (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.

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

Guidelines for Student Distribution of Non-School Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a) Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b) Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c) Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook;
 - d) Is reasonably viewed as promoting illegal drug use; or
 - e) Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Section 10-Special Education

Education of Children with Disabilities

Article XIV of the School Code of Illinois places responsibility on local school Districts to provide and maintain appropriate and effective educational programs for students with disabilities who are residents of the District. Children may exhibit disabilities in the areas of health, vision, or hearing, or in social-emotional, achievement, motor skills, speech and language, or cognitive development.

Special education instructional programs and support services are available to all District 70 students who have disabilities and are between the ages of three and fifteen. Libertyville School District 70 is a member of the Special Education District of Lake County (SEDOL). SEDOL provides resource services to staff and instructional programs for students whose progress in the local program is seriously impeded by the nature and severity of their disabilities. Each student's team determines the appropriate goals, supports, and placement for the child.

Each school provides the services of qualified special education teachers. Classroom support is designed to assist children with disabilities and to provide specialized teaching suited to the student's individual needs.

In addition, each school provides speech language pathologists to provide direct therapy to students who have speech and/or language impairments. Itinerant services of occupational therapy and physical therapy are also provided in all of the District schools. All special education staff members, including paraeducators, in District 70 meet "highly qualified" criteria.

During the first month of school the speech pathologist will administer individual articulation screening to all second grade students. Developmentally, all sounds should be stabilized by this time. Parents will be sent written notification of their child's performance.

Some students with disabilities may be eligible for services under Section 504 of the Rehabilitation Act of 1973. Such services are provided only after the referral team process and Section 504 evaluation are completed. Eligibility is established if a mental or physical impairment substantially limits a major life activity and has adverse effects on the child's education.

Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities.

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Section 11-Student Records and Privacy

Student Privacy Protections

Local, state, and federal educational officials have access to student records for educational and administrative purposes without parental consent.

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Student records will be forwarded on request of a school in which the student seeks or intends to enroll. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. Insofar as possible, parents will be notified prior to the releasing of student records in either situation. All other releases of information require the informed written consent of the parent, legal guardian or eligible student.

The following is designated as public information and may be released to the general public, unless the parent presents a written request that any or all such information not be released: student's name and address, grade level, birth date and place, parents' names and address, information on participation in school sponsored activities and athletics, and period of attendance in the school. Also, each building prepares and maintains a student listing, which includes the student's name, address, father and/or mother's name and home phone. This listing is used by school employees for contacting parents on a need basis and by selective members of the parent/teacher organization for emergency situations, such as closing school, etc. If a parent should desire not to have his or her child so listed, he or she must submit a written statement to this effect.

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

Full and complete copies of the laws, rules and regulations on student records are on file with the Superintendent of the District, the records custodian, and the principal of each building.

Student Records

There are two types of information maintained:

1. The student permanent record consists of basic identifying information, academic transcript, attendance records, accident reports and health record, record of release of permanent information, and other basic information. The permanent record shall be kept for 60 years after graduation, transfer, or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, disciplinary information and reports of pupil personnel services. The temporary record will be reviewed at the end of second, fifth and eighth grades. Out-of-date information will be purged at each review period and the temporary record, if not forwarded to a new school, will be entirely destroyed two years after graduation, transfer or permanent withdrawal, except for special education records, which are kept for five years. Parents and eligible students have the right to inspect records scheduled for destruction and may have copies transferred to their custody.

The district Registrar can be contacted at the Educational Resource Center, 1381 West Lake Street, (847) 362-9023. The principal has total responsibility for the maintenance of records of students enrolled in his/her building and will designate the location of the records within the building.

The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access:

1. Inspect and copy any and all information contained in the student record. An appointment will be made with the principal. This will insure that an appropriately trained professional, capable of accurate interpretation of the data, is available. If copies are desired, there may be a small charge, not to exceed 25 cents per page. This fee will be waived for those unable to afford such costs.
2. Challenge the contents of the records by notifying the principal or records custodian of an objection to any entry, exclusive of grades, in the school student record on the basis of accuracy, relevance and/or propriety. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will then be scheduled and conducted by an impartial hearing officer. Detailed instructions concerning formal hearing procedures and right to appeal will be provided.
3. Receive copies of records proposed for destruction. Upon graduation, transfer or permanent withdrawal from our District, temporary records, with the exception of special education files, will be destroyed after a lapse of two years. Special education files will be maintained for five years. This time frame has been established because certain temporary records of a special education student may be of continued assistance to the student. Copies of psychological evaluations, special education files, pupil personnel reports and other temporary information will be transferred, upon request, to the custody of the parent or eligible student upon a student's withdrawal from the District. After the five-year maintenance period, the complete special education file will be destroyed unless the parent or eligible student requests transfer of the record custody to them.
4. Inspect and challenge information proposed to be transferred to another school in the event of a move to another school District.

In addition to the required review of records, all records leaving any building will be reviewed for relevance by the principal or the assigned counselor. Information that is no longer educationally useful will be removed and destroyed. Unless objection to transfer of records is made within ten school days prior to the transfer of the student out of the District, the following will be forwarded to the receiving school upon their request for the following records:

- a. Academic transcripts, attendance record, health record and other basic information from the permanent record.
 - b. The temporary record.
5. 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; grade level; birthdate and place; parent/guardian names, addresses, email, phone numbers; photographs, videos or digital images used for information or news-related purposes (whether by a media outlet or school) 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.

Section 12-Parental Right Notifications

Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- a.
 1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 2. The teacher is teaching under emergency or other provisional status.
 3. The teacher is teaching in the field of discipline of the certification of the teacher.
 4. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure section 12.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.d70schools.org

IV. Parent & Family Engagement Compact (see section 12)

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure section 12.

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure section 11.

VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure section 12.

VIII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure section 12.

For further information on any of the above matters, please contact the building principal.

In compliance with the U.S. Environmental Protection Agency's Asbestos Hazard Emergency Response Act, Libertyville School District 70 performed thorough inspections of each of the school buildings for asbestos-

containing building materials (A.C.B.M.) in 1985. The inspections' findings and Asbestos Management Plans have been on file in each school's administrative office since that time.

The U.S. Environmental Protection Agency requires the school district to perform re-inspections of the asbestos materials every three years, and periodic reviews of the buildings between re-inspections. Accredited asbestos inspectors have performed these re-inspections and an accredited management planner reviewed the results and recommended actions that the school district should take to safely manage or remove each A.C.B.M.

According to Federal Law, no asbestos containing building materials have been allowed to be used in the construction or renovation of any school since 1967. Additionally, since 1985, significant portions of the identified "asbestos containing building materials" have been removed by licensed professionals in accordance with the plans approved by the Illinois Environmental Protection Agency and the Illinois Department of Public Health. Please direct additional questions to your school principal.

Standardized Testing

District 70 is committed to providing challenging and enriching experiences for all students. By doing so, we enable children to recognize, develop and utilize their individual talents and abilities to their maximum potential. Local assessments are developed to evaluate curriculum and provide student progress information. Libertyville School District 70 participates in state-mandated testing prescribed by the Illinois State Board of Education. Testing dates are listed on the District 70's website calendar.

Students and parents/guardians should be aware that students in grades 3-8 will take standardized tests in the following areas: Math/ELA; Science Grades 5 and 8 only.

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either 1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or 2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Dr. Chris Otto is the Libertyville School District 70 Homeless Liaison and can be reached at (847) 362-9695.

Sex Education Instruction

Students will not be required to take or participate in any class or courses in 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; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

According to Article 27-13.2 of the Illinois School Code, Libertyville Elementary School District 70 will provide instruction during the course of the school year in recognizing and avoiding sexual abuse. Any parent or guardian wishing to exclude his/her child from such instruction must submit a written objection to the building principal.

Parent Involvement Compact (Title I)

The Title I program ensures that all children have a fair, equal, and significant opportunity to obtain a high quality of education and reach, at minimum, proficiency on challenging State academic achievement standards and state academic assessments.

The Title I program is funded through a federal Title I grant. In order to achieve federal funding, a school must have a minimum 2% poverty level. Once a school receives funding, any child in the school who meets the Title I guidelines is eligible for academic assistance in reading and mathematics, regardless of his/her economic status. The District has developed a Title I Policy that can be reviewed upon request at our District offices at 1381 West Lake Street.

English Language Learners

Programming is available at all District 70 schools for students with limited English proficiency. Screening for eligibility is conducted early at the beginning of the school year and within the first 30 days of enrollment parents will be notified of eligibility. The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English 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 Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Lori Poelking at Copeland Manor School.

School Visitation Rights

P.A. 87 - 1240 permits employed parents and guardians who are unable to meet with educators because of work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their child(ren) attend. A specific form, which documents leave taken under this Act can be obtained in the school office.

Pesticide Application Notice

In 1999 the Illinois legislature passed SB0527 and SB0529, amendments to the Structural Pest Control Act and the Illinois Pesticide Act that affect how pests, mice, ants, etc., are controlled in schools. The legislation affects the schools in basically two ways. 1) All Illinois schools are required to adopt a pest control process called Integrated Pest Management or IPM and 2) schools are required to notify staff, students, and parents prior to certain types of pest control applications.

Integrated Pest Management emphasizes inspection and communication with the school administration. The focus of the program is to identify and eliminate conditions in the school that could cause pests to be a problem. Applications of pest control materials are made only when necessary to eliminate a pest problem. Regular spraying is not part of the program.

If it becomes necessary to use any pest control products other than traps or baits, notice will be posted two business days prior to the application. The only exception to the two-day notice would be an immediate threat to health or property. Then notice will be posted as soon as practical. If you would like to receive written notification prior to the application of any pest control materials subject to the notification requirements, please complete the form found at the back of the handbook and return it to the school.

Libertyville School District 70 has contracted with Anderson Pest Control to provide IPM services. Anderson has had IPM programs in place in schools they service since 1991. If you have any questions about the information and procedures from Anderson Pest Control, you may contact them at 847-367-0100, otherwise, you may contact your school principal.

Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Medicaid Notice

District 70 is an EPSDT Medicaid Provider with Illinois' State Medicaid Agency, Healthcare and Family Services (HFS). EPSDT (Early Periodic Screening, Diagnosis and Treatment) is a federal mandate on the States to provide early intervention/prevention services to children, age birth through 18. The services are allied health care services provided by the district's pupil personnel or by allied professionals under contract with the District. As an EPSDT Medicaid Provider, the District is entitled to collect federal Medicaid funds to share in the cost of providing health care services to the children enrolled in the school district.

Medicaid is a governmentally funded program by the State of Illinois and the Federal Government. The Medicaid coverage has no lifetime cap on benefits and does not contain any prior-existing condition clauses or limitations. Eligibility to participate in the State's Medicaid program is based upon a family's income, absence of health insurance or limited coverage per a private health insurance plan. In addition, The District, as an EPSDT Medicaid Provider, serves as an administrative agent for HFS with the responsibility to encourage parents to explore the benefits of Medicaid coverage for their children. Visit the HFS web site for more information on Medicaid and its benefits: www2.illinois.gov/hfs/Pages/default.aspx

Please contact the Special Education Department at the District Office if you have any questions concerning this School District Policy Information.

Unsafe School-Choice

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

Sex Offender Notification Law

Public Act 94-994 requires all public and private schools to notify parents that they may access information regarding registered sex offenders that is available to the public. The Illinois Sex Offender Registry is available through a link on the Illinois State Public website at www.isp.state.il.us/ Individuals may search by name, zip code or county. Access is free.

Title IX

In accordance with federal regulations set forth in Title IX Education Amendments of 1972, notice is hereby given that, as a matter of policy and practice, Libertyville School District 70 does not discriminate on the basis of sex in the educational programs and activities which it operates, with respect to either pupils or employees, nor to any person seeking admission or employment. School Districts are required not to discriminate on the basis of sex because of the provisions of Title IX, Part 86 of the Education Amendments of 1972.

Notice is given further that protection against discriminatory practices are assured by Board policies enacted on May 24, 1976, embracing the requirements of Title IX, and by procedure set forth therein. Further protection is provided by the District Title IX Coordinator, Dr. Tom Bean, whose office telephone number is (847) 362-9695 and whose office is at the Educational Resource Center, 1381 West Lake Street. Inquiries concerning Title IX or Part 86 may be directed to the Coordinator or to the Director Civil Rights Department of Health, Education and Welfare, 330 Independence Avenue S.W., Washington, D.C. 20201. The policies enacted by District 70 Board include a grievance procedure, which affords certain protections in these matters for both pupils and employees.

Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about violent offenders against youth. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at <http://www.isp.state.il.us/cmvo/>.

LIBERTYVILLE SCHOOL DISTRICT 70 2018 – 2019 SCHOOL CALENDAR

August 20, 21 (Mon/Tues) Teacher Institute

August 22 (Wednesday) Classes Begin

September 3 (Monday) No School - Labor Day

September 10 (Monday) No School

September 19 (Wednesday) No School

October 17 (Wednesday) Early Release - HIGHLAND ONLY - 1:45 p.m. Parent-Teacher Conferences

October 18 (Thursday) Early Release – K-5 - 1:15 p.m. Early Release – Highland – 1:45 p.m. Parent-Teacher Conferences

October 19 (Friday) No School

November 16 (Friday) Early Release – K-5 - 1:15 p.m. Early Release – Highland – 1:45 p.m. Records Day

November 21 (Wednesday) No School

November 22, 23 (Thurs./Fri.) No School - Thanksgiving Holiday

December 21 – January 6 No School - Winter Break

January 7 (Monday) Classes Resume

January 21 (Monday) No School - Martin Luther King, Jr. Day

February 13 (Wednesday) Early Release - HIGHLAND ONLY - 1:45 p.m. Parent-Teacher Conferences

February 14 (Thursday) Early Release – K-5 - 1:15 p.m. Early Release – Highland – 1:45 p.m. Parent-Teacher Conferences

February 15 (Friday) No School

February 18 (Monday) No School – President’s Day

March 1 (Friday) Early Release – K-5 - 1:15 p.m. Early Release – Highland – 1:45 p.m. Records Day

March 25 – March 31 Spring Break

April 1 (Monday) Classes Resume

April 19 (Friday) No School

April 22 (Monday) Teacher Institute

May 24 (Friday) Early Release – K-5 - 1:15 p.m. Early Release – Highland – 1:45 p.m. Records Day

May 27 (Monday) No School - Memorial Day

June 4 (Tuesday) Last Day of School Early Release – (Tentative, subject to use of emergency days) Early Release – K-5 - 1:15 p.m. Early Release – Highland – 1:45 p.m.

School Forms

LIBERTYVILLE SCHOOL DISTRICT 70
1381 WEST LAKE STREET LIBERTYVILLE, IL 60048
847-362-9030 FAX 847-362-3003
ADLER PARK SCHOOL • BUTTERFIELD SCHOOL • COPELAND MANOR SCHOOL
ROCKLAND SCHOOL • HIGHLAND MIDDLE SCHOOL
www.d70schools.org

LIBERTYVILLE SCHOOL DISTRICT #70
1381 W. Lake Street
Libertyville, IL 60048
847-362-9695, Fax 847-362-3003
ADLER PARK SCHOOL * BUTTERFIELD SCHOOL * COPELAND MANOR SCHOOL
ROCKLAND SCHOOL * HIGHLAND SCHOOL

2017-2018 WAIVER OF FEES APPLICATION

To apply for a waiver of fees, please complete this application, submit required documentation and return to:

Educational Resource Center
Attn: Dr. Kurt Valentin
1381 W. Lake Street
Libertyville, IL 60048

Family Name: _____

Home Address: _____

Phone Number: _____

Email Address: _____

Student Name(s) for which waivers are requested:

Student Name	School	Grade

Reason for Waiver Request: (*check one and then attach documentation*)

- The student(s) is (are) eligible for Medicaid.
- The student(s) is (are) wards of the State of Illinois.
- Our household income meets the federal income eligibility guidelines.

NOTE: Please provide proof of monthly income (example: last month's paycheck stubs, W-2's, AFDC records, child support or alimony documentation, 2016 Federal Tax Return). Failure to provide this information will delay the verification process.

Supplying false information to obtain a fee waiver is a Class 4 felony (720 ILCS 5/17-6). I attest that the statements made herein are true and correct.

Parent/Legal Guardian _____ Date

SCHOOL BUSINESS OFFICE USE ONLY:

Waiver Approved Free Lunches Reduced Lunches
 Temporary Free Until:
 Waiver Denied Reason: _____

Dr. Kurt Valentin, Assistant Superintendent _____ Date

Dr. Kurt Valentin, Assistant Superintendent _____ Date

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www.d70schools.org

Thank you for contacting our Business Office with regard to bus transportation for your child. You have requested pay-to-ride placement on one of our established routes because your child is not eligible for free busing. We are planning to schedule "pay riders" during the second week of school. This enables us to determine if there is a route and space on the bus to accommodate your request.

District 70's policy is that the fee be paid before the student begins riding the bus. The cost to transport students this year is as follows:

2018-2019 Pay-To-Ride Bus Fees	
Entire School Year	850.00
To Ride One Way – Entire Year	425.00
To Ride Both Ways – One Semester	425.00

The bus driver will be notified, in writing, of your child's transportation information.

Please make the check payable to *Libertyville Schools District 70*, and forward it to your school principal. A permit to ride will be sent, by mail, within a few days to the child's home.

If the bus company informs us that there is not enough room on the bus for "paid riders," or there is no route going into your area, we will refund your money promptly and notify you by phone.

BUS TRANSPORTATION APPLICATION

Requesting busing for the entire school year:

Requesting busing for: August – Winter Break January - June

<input type="checkbox"/> a.m. (from home to school) <input type="checkbox"/> a.m. (from school to home)	<input type="checkbox"/> p.m. (from home to school) <input type="checkbox"/> p.m. (from school to home)
<input type="checkbox"/> a.m. and p.m.	

Child's Name: _____

Parent's Name: _____

Street Address: _____

Telephone: _____

Grade Level of Child: _____ School Child Attends: _____

For Office Use Only:

Bus Information (from Route Sheets)

Date transportation begins: _____ a.m. _____ p.m. _____

Paid \$ _____ Ck # : _____

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PEST CONTROL PROCEDURES AT SCHOOLS

Dear Parent,

In 1999 the Illinois legislature passed SB0527 and SB0529, amendments to the Structural Pest Control Act and the Illinois Pesticide Act that affect how pests, mice, ants, etc., are controlled in schools.

The legislation affects the schools in basically two ways. 1) All Illinois schools are required to adopt a pest control process called Integrated Pest Management or IPM and 2) schools are required to notify staff, students, and parents prior to certain types of pest control applications.

Integrated Pest Management emphasizes inspection and communication with the school administration. The focus of the program is to identify and eliminate conditions in the school that could cause pests to be a problem. Applications of pest control materials are made only when necessary to eliminate a pest problem. **Regular spraying is not part of the program.**

If it becomes necessary to use any pest control products other than traps or baits, notice will be posted two business days prior to the application. The only exception to the two-day notice would be if there was an immediate threat to health or property. Then notice will be posted as soon as practicable. If you would like to receive written notification prior to the application of any pest control materials subject to the notification requirements, please complete the enclosed form and return it to the school.

The school District has contracted with Anderson Pest Control to provide IPM services. Anderson has had IPM programs in place in schools they service since 1991. If you have any questions about the information and procedures from Anderson Pest Control, you may contact them at 847-367-0100, otherwise, you may contact your school principal.

I would like to be notified two days before the use of liquid or aerosol pest control materials at the school. I understand that if there is an immediate threat to health or property that requires treatment before notification can be sent out, I will receive notification as soon as practicable.

Student's School _____

Grade _____

Student's Name _____

Phone # _____

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School Medication Authorization Form

It is the belief of the Board of Education that medications should be administered at home. Under certain circumstances, however, it is in the best educational and health interests of the student that prescribed medication is to be taken during school hours. The school District retains the right to reject requests for the administration of medication, in which case the parent may arrange to come to school to administer the medication.

Students Name:				Birth Date:			
<i>School:</i>	<i>Ad Bu Co Hi Ro</i>	<i>Grade:</i>		<i>Teacher:</i>			

To be completed by the student's physician:

Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition?					YES / NO		
Name of Medication:				Route:			
Dosage:		Frequency:		Time to be given at school:			
Diagnosis requiring Medication / intended effect:							
Expected side effects, if any:							
Other Medications student is receiving:							
Physician's Signature:			Printed Physician's name:				
Address:			Office #:			Date:	

Asthma Inhalers

Parent(s)/Guardian(s) please attach prescription label here:

For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:

I authorize the School District and its employees and agents, to allow my child self-carry and self-administer his or her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-carry and self-administration of asthma medication or epinephrine auto-injector. 105 ILCS 5/22-30.

Please initial to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.

Parent/Guardian initials

For all Parents/Guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine auto-injectors or opioid antagonist to my child when there is a good faith belief that my child is having an anaphylactic reaction or opioid overdose, whether such reactions are known to me or not. 105 ILCS 5/22-30, amended by P.A. 99-480. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and

I 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 the administration or the child's self-administration of medication.

Parent/Guardian printed name
Address (if different from Student's above): _____
Phone: _____ Emergency Phone: _____

Parent/Guardian Signature Date

Medication Authorization Form
08/6/18

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I have read and reviewed the Libertyville School District 70 Parent/Student Handbook with my child, including, but not limited to the following sections:

- Health and Safety (page 18)
- Discipline and Conduct (page 22)
- Internet, Technology and Publications (page 29)
- Search and Seizure (page 29)
- Pesticide Application Notice (page 46)

Name of Student: _____

Student Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date

Parent/Student Handbooks are located online under "Resources" on the home page of your school's website.

Please complete and return this form to school no later than September 1, 2018