

McLEAN COUNTY UNIT DISTRICT No. 5

ELEMENTARY HANDBOOK



McLean County Unit No. 5

Elementary Handbook



McLean County Unit School District No. 5
1809 West Hovey Avenue
Normal, IL 61761-4439
Phone: 309.452.4476 • Fax: 309.452.7418
Web: www.unit5.org
General Email: district@unit5.org

Compiled by: Kathy Berberich, Alison Hampton, and Lisa O'Dell, 2002
Revised: L. O'Dell 2003
Revised: Kurt Swearingen, Tim Arnold 6/2/07
Revised by school nurses, Kurt Swearingen and Tim Arnold 6/6/08

Introduction

McLean County Unit District No. 5

**1809 West Hovey Avenue
Normal, IL 61761-4339**

Office of the Superintendent

Dear Parent/Guardian:

Welcome to the McLean County Unit District No. 5 Elementary Schools!

Our district is very pleased to present this comprehensive handbook for your use during the coming school year. All of our elementary principals have made a significant effort to provide for student transfers between buildings with a minimal degree of change. Although many daily procedures have been standardized, each school still maintains its own unique history, traditions, and school climate.

All handbook and school rules apply to all school-sponsored events, even those activities occurring off-campus. The handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies.

If you have questions regarding any aspect of our elementary program, please feel free to contact your child's teacher or the building principal.

We pledge to make every effort to assure that your child has a meaningful and enjoyable education in our school district.

Sincerely,

Mr. Kurt Swearingen
Director of Elementary Education

Table of Contents

Introduction

Letter from Director of Elementary Education.....	3
Unit 5 Board of Education Information.....	7
District Mission Statement	8
Unit 5 District Administration.....	9
Elementary Principal Information.....	10
District and School Web Pages.....	11
Junior High and High School Attendance Centers	12

Student Information

Admission Requirements.....	14
Age Requirements.....	14
Admission Procedures.....	14
School Day.....	14-15
Arrival and Dismissal Procedures.....	14
Early Dismissal.....	14
Leaving While School is in Session.....	15
Attendance and Absences.....	15-16
Attendance.....	15
Types of Absences.....	16
Make up Work, Advance Assignments, and Picking up Assignments....	16
Tardiness.....	16
Health Related Topics.....	17-19
School Nurse.....	17
Emergency Numbers.....	17
Illness or Accidents at School.....	17
School Insurance.....	17
Physicals and Immunizations.....	17
Dental Exams.....	18
Vision and Hearing Screening.....	18
Communicable Diseases.....	19
Head Lice.....	19
Medication at School.....	19
Curriculum.....	20-24
Textbooks.....	20
Physical Education.....	20
School Library – Instructional Media Center (I.M.C.).....	21
Music.....	21
Art.....	21

Report Cards and Progress Reports.....	21
Promotion and Retention.....	22
Homework.....	22
Early Childhood Education.....	22
Pre-Kindergarten Program	22
Gifted and Talented Education.....	23
Title 1 Reading Services	23
Special Education Services.....	23
Bilingual/English as a Second Language Program	24
Achievement/Ability Tests.....	24
Field Trips.....	24
Lunch Program.....	24
Student Behavior and Discipline.....	25-33
Board of Education Policy 7.125 – Student Discipline Philosophy.....	25
Board of Education Policy 7.190 – Student Discipline.....	25
Prohibited Student Conduct.....	26-27
Disciplinary Measures.....	28
Weapons.....	28
Drugs and Alcohol.....	29
Controlled Substance.....	29
Required Notices.....	30
Delegation of Authority.....	29
Tobacco Use on School Property.....	30
Serious Behavior Violations.....	30-32
Sexual Harassment.....	36
Bullying.....	37
Student Appearance.....	32
Bus Safety, Rules, Behaviors and Discipline.....	33
Safety.....	34-35
Emergency Drills.....	34
Fire Drills.....	34
Tornado Drills.....	34
Earthquake Drills.....	34
Crisis Plan.....	34
Bus Evacuation Drills.....	35
Building Security.....	35
Parent/Guardian Involvement.....	35-36
Parent-Teacher Conferences.....	35
PTO/PTA.....	35
Volunteers and Visitors.....	35
Protective Orders and Divorce Decrees.....	36
Enforcement of Visitation Rights.....	36

Laws, District Policies, Notices, and Form

Student Handbook.....	36
Equal Educational Opportunities Statement.....	36
Child Abuse.....	36
Title IX – Civil Rights.....	37
Title IX – Grievance Procedure.....	37
Student Record – Notification of Rights of Parents and Students.....	38
Diversity Message.....	39
Asbestos Abatement Notice.....	39
Integrated Pest Management Notice.....	39
Use of Computers, Networks, and Related Technologies.....	39-41
Teacher Qualifications.....	42
Title 1 Parent Notifications	42
Computer Agreement.....	43
Medication Procedure and Sample Form.....	44-45
Resolving Concerns Procedure and Sample Form.....	46-47
Unit 5 Lunch Computerized Point of Sale Procedure.....	48
Child Find Responsibility.....	49
District Assessment Plan.....	50-51

Unit 5 Board of Education

Mrs. Gail Ann Briggs

112 Hunt Street
Towanda, IL 61776
Phone: 309.728.2187

Mr. John Puzauskas

14080 Rhodes Road
Bloomington, IL 61704
Phone: 309.828.6089

Mr. Scott Lay

3012 Providence Drive
Bloomington, IL 61704
Phone: 309.661.1122

Mr. Jay Reece

402 Covey Court
Normal, IL 61761
Phone: 309.452.4351

Mrs. Meta Mickens-Baker

3314 Stonebridge Drive
Bloomington, IL 61704
Phone: 309.662.4010

Mr. Mark Pritchett

2816 Rocksbury Dr.
Bloomington, IL 61704
Phone: 309.531.1837

Mrs. Wendy Cannell

2107 Foxtail
Bloomington, IL 61704
Phone: 309.662.4364

District Mission Statement

Mission Statement

Unit 5 will educate each student to achieve personal excellence.

Adopted 8/11/2004

Unit 5 District Administration

1809 West Hovey Ave.
Normal, IL 61761-4339
Phone: 309.452.4476
Fax: 309.452.7418
Web: www.unit5.org
General Email: district@unit5.org

Dr. Gary Niehaus , Superintendent	452.4476
John Pye , Assistant Superintendent of Operations & Human Resources	452.4476
Jim Braksick , Assistant Superintendent of Curriculum & Instruction	452.4476
James Gillmeister , Chief Financial Officer/Treasurer	452.4476
Dr. Charles Hartseil , Director of Special Education Operations	454.2220
Michelle Lamboley , Assistant Director of Special Education	454.2220
Kurt Swearingen , Director of Elementary Education	452.4476
Sandy Wilson , Director of Secondary Education	452.4476
Dr. Dawn Green , Director of Human Resources	452.4476
Joe Adleman , Director of Operations	452-4476
Dayna Brown , Community Relations Specialist	452.4476
Bert Popejoy , Director of Transportation	452.0428
Jeff Monahan , Supervisor – Maintenance Services	452.0541
Doug Johnson , Supervisor – Custodial/Grounds Services	452.0541
Pat Powers , Director of Food Service	862.5063

Elementary School Principals

Contact Information

Brigham Elementary School

Geoff Schoonover, Principal

201 Brigham School Rd.
Bloomington, IL 61704

E-mail: schoonga@unit5.org

Phone: 309.862-5036

Fax: 309.862-5044

Grades PK-5 & ESL

Grove Elementary School

John Lutes, Principal

1101 N. Airport Rd.
Normal, IL 61761

E-mail: lutesjm@unit5.org

Phone: 309.452.1136

Fax: 309.862.3072

Grades K-5 & Special Ed.

Parkside Elementary School

Shelly Erickson, Principal

1900 W. College Ave.
Normal, IL 61761

E-mail: erickssj@unit5.org

Phone: 309.862.5014

Fax: 309.862.5047

Grades K-5 & Special Ed.

Carlock Elementary School

Alison Hampton, Principal

301 W. Washington St.
Carlock, IL 61725

E-mail: hamptoea@unit5.org

Phone: 309.376.3261

Fax: 309.376.2014

Grades K-5

Hoose Elementary School

Ed Heineman, Principal

600 Grandview Dr.
Normal, IL 61761

E-mail: heinemef@unit5.org

Phone: 309.862.3440

Fax: 309.862.5046

Grades K-5 & Special Ed.

Pepper Ridge Elementary School

Diana Coombs, Principal

2602 Danbury Dr.
Bloomington, IL 61704

E-mail: coombsdl@unit5.org

Phone: 309.452.1042

Fax: 309.821.9122

Grades PK-5 & Special Ed.

Fairview Elementary School

James Shaw, Principal

416 Fairview St.
Normal, IL 61761

E-mail: shawj@unit5.org

Phone: 309.452.4491

Fax: 309.888.1115

Grades PK-5 & Special Ed.

Hudson Elementary School

Scott Myers, Principal

205 S. McLean St.
Hudson, IL 61748

E-mail: myerssn@unit5.org

Phone: 309.726.1741

Fax: 309.726.1503

Grades K-5

Prairieland Elementary School

Tim Arnold, Principal

1300 E. Raab Rd.
Normal, IL 61761

E-mail: arnoldt@unit5.org

Phone: 309.888.6838

Fax: 309.888.5068

Grades K-5 & Special Ed.

Fox Creek Elementary School

Mark Robinson, Principal

3910 Fox Creek Rd.
Bloomington, IL 61704

E-mail: robinsms@unit5.org

Phone: 309.452.1143

Fax: 309.827.0768

Grades K-5

Northpoint Elementary School

Bruce Weldy, Principal

2602 E. College Ave.
Bloomington, IL 61704

E-mail: weldy.ba@unit5.org

Phone: 309.663.4669

Fax: 309.662.2110

Grades K-5 & Special Ed.

Sugar Creek Elementary School

Scott Peters, Principal

200 N. Towanda Ave.
Normal, IL 61761

E-mail: peterssd@unit5.org

Phone: 309.452.0935

Fax: 309.452.5266

Grades K-5 & ESL

Glenn Elementary School

Carmen Bermann, Principal

306 Glenn Ave.
Normal, IL 61761

E-mail: bergmacm@unit5.org

Phone: 309.862.5005

Fax: 309.454.6079

Grades K-5

Oakdale Elementary School

Marlys Bennington, Principal

601 S. Adelaide St.
Normal, IL 61761

E-mail: benninmm@unit5.org

Phone: 309.452.4439

Fax: 309.452.2374

Grades PK-5 & Special Ed.

Towanda Elementary School

Sarah Edwards, Principal

304 S. East St.
Towanda, IL 61776

E-mail: edwardsl@unit5.org

Phone: 309.728.2278

Fax: 309.728.2963

Grades K-5



McLean County Unit District No. 5

<http://www.unit5.org>

Visit our McLean County Unit District No. 5 website. The website is an excellent source for learning more about Unit 5's mission, curriculum, administration information, school calendar, lunch menus, and current district events.

Visit our local elementary schools' websites for more information about each school.

Brigham Elementary School

<http://www.unit5.org/brigham/home.htm>

Fairview Elementary School

<http://www.unit5.org/fairview/index.html>

Fox Creek Elementary School

<http://www.unit5.org/foxcreek/index.html>

Grove Elementary School

<http://www.unit5.org/grove/index.html>

Hudson Elementary School

<http://www.unit5.org/hudson/index.html>

Oakdale Elementary School

<http://www.unit5.org/oakdale/index.html>

Pepper Ridge Elementary School

<http://www.unit5.org/pepper/index.html>

Sugar Creek Elementary School

<http://www.unit5.org/sugar/index.html>

Carlock Elementary School

<http://www.unit5.org/carlock/index.html>

Glenn Elementary School

<http://www.unit5.org/glenn/index.html>

Colene Hoose Elementary School

<http://www.unit5.org/hoose/index.html>

Northpoint Elementary School

<http://www.unit5.org/northpoint/index.html>

Parkside Elementary School

<http://www.unit5.org/parkside//index.html>

Prairieland Elementary School

<http://www.unit5.org/prairieland/index.html>

Towanda Elementary School

<http://www.unit5.org/towanda/index.html>

Unit 5 Schools Junior High School and High School Attendance Centers

Unit 5's sixteen elementary school students enroll students in grades kindergarten to fifth grade. With the opening of Kingsley Junior High for the 2003-2004 school term, Unit 5 students in sixth through eighth grades have the opportunity to attend three junior high schools. They are: Chiddix Junior High School, Kingsley Junior High School, and Parkside Junior High School. Ninth through twelfth grade students attend Normal Community High School or Normal Community West High School.

The tables below show the elementary schools' corresponding junior high and high school attendance centers.

Chiddix Junior High School	Kingsley Junior High School	Parkside Junior High School
Brigham Elementary Glenn Elementary Grove Elementary Hoose Elementary	Fairview Elementary Hudson Elementary Northpoint Elementary Oakdale Elementary Sugar Creek Elementary Towanda Elementary	Carlock Elementary Fox Creek Elementary Parkside Elementary Pepper Ridge Elementary Prairieland Elementary

Normal Community High School	Normal Community West High School
Brigham Elementary Fairview Elementary Glenn Elementary Grove Elementary Hoose Elementary Northpoint Elementary Towanda Elementary	Carlock Elementary Fox Creek Elementary Hudson Elementary Oakdale Elementary Parkside Elementary Pepper Ridge Elementary Prairieland Elementary Sugar Creek Elementary

Unit 5 Student Information

Student Information

Welcome

Admission Requirements

Age Requirements

To be eligible for admission, a child must be five (5) years old on or before September 1 of that school term. Children ages three (3) to twenty-one (21) years with exceptional needs who qualify for special education are also eligible for admission.

Children reaching the age of six (6) on or before September 1 of a school year shall be eligible for first grade enrollment. Children reaching the age of six after September 1 shall enter first grade the following year.

For a student entering the District for the first time after having completed a full year of kindergarten, but who will not be six (6) on or before September 1, the building principal will determine whether the child is placed in kindergarten or first grade.

Admission Procedure

Students enrolling in the District for the first time must present:

- **Certified** birth certificate or other reliable proof of identity and age
- Proof of residence, as required by Board policy 7.60
- Proof of disease immunization or detection and the required physical examination as required by State law and Board policy 7.100



School Day

Arrival and Dismissal Procedures

Students should plan to arrive at school **AFTER** 7:55 AM unless other arrangements have been made with the principal or students are participating in supervised activities. **There is no school supervision prior to 7:55 AM.** The opening bell rings at 8:10 and students are expected to be seated and ready to begin at 8:15. School is dismissed daily at 3:00 PM.

Early Dismissal

When it is necessary for school to dismiss early or be canceled, verification will be given to the news media, as well as being posted on Unit5Connect, so parents will know when to expect their children home. School may be dismissed early due to weather (such as snow or excessive heat), on Staff Development Days or on other special days as determined by the Board of Education.

The decision to dismiss early due to inclement weather is made prior to 11:00 AM and the media will be notified at that time. It is best to tune in one of the following radio stations if you suspect that early dismissal is a possibility – WJBC 1230 AM, WBNQ 101.5 FM, WIHN 96.7 FM, WBWN 104.1 FM, WGLT 89.1 FM, or WWCT 106 FM. This information will also be available on the District’s website, www.unit5.org. Please do not call the school or Unit Office for this information.

Please arrange with your children what they are to do in case of early dismissal. It is difficult for last minute arrangements to be made for students.

All school functions are canceled when school is dismissed early.

Leaving While School Is In Session

When a student needs to leave school early, parent(s)/guardian(s) should call the school or send a note indicating what time the child will be leaving. Students must be signed out in the office by a parent/guardian. If the student returns on the same day, he/she must be signed in by a parent/guardian in the office before returning to class.



Attendance and Absences

Attendance

Regular and prompt attendance at school is an essential factor in a successful educational experience. Anytime that a student cannot attend school, his/her parent(s)/guardian(s) must call that school before 8:45 AM to report their absence. Written notes are not required when a phone call is made. Efforts will be made to contact the parents/guardians of students unaccounted for within the first two hours of school.

- For everyone’s good health, children with fever and/or potential contagious illnesses should not be in school.

Parents need to plan ahead for child care during school absences. They must provide the school office with their current phone numbers plus a working phone number for a responsible person who can transport and care for the ill or injured student if parents cannot be reached. **Parents are also responsible for notifying the school office of any changes in their home, work, and/or cell phone numbers and any changes in emergency contact names or phone numbers.**

In case of extended absence (that may extend to 2 weeks or more) due to serious illness or injury, parents may apply for homebound instruction services through their school office.

Types of Absences

Absences are classified as being either excused or unexcused.

Excused absences include:

- Illness or injury
- Serious illness or death in the family
- Medical/dental appointments that cannot be made outside school hours
- Religious holidays
- Other reasons approved by the principal

Unexcused absences include:

- Truancy
- Oversleeping
- Missing the school bus
- Lack of communication between parents and school
- Other reasons not covered under excused absences

Make up Work, Advance Assignments, and Picking up Assignments

A parent/guardian may phone the school before 9:00 AM to pick up assignments and books in the office after school that same day. Requests made after 9:00 AM may be picked up the following day after school. Arrangements also may be made to send work home with a sibling or a friend.

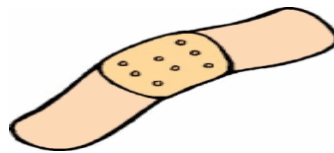
All assignments and tests missed due to absences must be made up, regardless of the reason for the absence. A student that has an excused absence will generally be allowed twice the number of days absent to turn in assignments. However, a student may be required to take previously announced tests on the day he or she returns to school.

Parents must contact the school if it is known in advance that there will be an absence from school for an extended time due to family obligations or other unavoidable reasons. Requests for assignments may be made no more than one week before the absence. In general, assignments are available for only one week at a time. All advanced assignments are expected to be turned in on the day of the student's return to school. Students should also check for additional missed work when they return. Although written materials can be worked on away from school, much of classroom instruction involves discussions, demonstration, and "hands on" activities. These instructional methods are a vital part of the learning process and cannot be duplicated away from school.

Tardiness

All students are expected to be in their classroom seats when school begins at 8:15 AM and again after their lunch/recess. Please do not inconvenience others or waste class time by arriving late. Students who are more than 5 minutes late must sign in at the office.

Students in grades K-5 must be present in school for 300 minutes to receive full day attendance credit or 150 minutes for half-day credit. If a student is absent more than 55 minutes (not including lunch/recess), that child is counted absent for a half day.



Health Related Topics

School Nurse

The primary function of the school nurse is to promote student health and safety and maintain student records. Many of the Certified School Nurses are assigned to several schools. If a student becomes ill or injured at school when the nurse is not present, another school official will provide care.

Emergency Numbers

Emergency information will be maintained for all students and should be filled out during the registration process. It is important to have the name and phone number of a person other than the parent/guardian to call in case of a school emergency when parents cannot be reached. Please contact your school office if any changes in this emergency information occur during the school year.

Illness or Accidents at School

All accidents and illnesses, which occur at school or at a school function, are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

School Insurance

A low cost accident policy is offered to all students. While the schools have no obligation in case of an accident, the District is glad to cooperate with the agency and offer this limited, yet liberal policy for your consideration. Briefly, students may be insured for the school year for the accidents, which occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices.

Physicals and Immunizations

Listed below are some of the policies and guidelines used as part of the health and safety program in Unit 5. Some of the policies are requirements from the State of Illinois and some are Unit 5 Policy.

Illinois law requires that all students entering an early childhood program, kindergarten, fifth, or ninth grades, or transferring from out of state have a physical examination within one calendar year *prior* to the date of entry. The examination must include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois health records.

Section 27-8.1 of the Illinois School Code states: “If a child does not comply...then the local school authority **shall exclude that child from school** until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately.”

Parents or guardians who object to health examination or immunizations on religious grounds must present a signed statement detailing the specific grounds for objection. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must state this fact on the health examination certificate.

In the event of a diagnosed case of a communicable disease the school nurse will consult with the McLean County Health Department to determine the need to exclude students not protected by immunizations, utilizing the most current Illinois Department Public Health Rules and Regulations.

The following immunizations are required by the State of Illinois. The specific requirements for each are determined in Section 665.240 (Basic Immunization) and Section 665.250 (Proof of Immunity) of Title 77 of the Illinois Administrative Code, accessible at:

<http://www.ilga.gov/commission/jcar/admincode/077/07700665sections.html>

1. DPT/DTaP
2. OPV/IPV

3. Measles
4. Mumps
5. Rubella
6. Hepatitis B (Required for grades 5 and up, early childhood, and pre-kindergarten)
7. Hib (Mandated for ECE and pre-kindergarten only)
8. Varicella (Required for 6th grade and under)

Dental Exams

Effective July 1, 2005 – Public Act 93-946 requires all Illinois children in **kindergarten, second and sixth grades** to have an oral health exam. Each child shall present proof of exam by a dentist prior to **May 15** of the school year.

Vision Exams

Effective in 2008, Illinois law requires all children in kindergarten or enrolling for the first time must have an eye examination to be on file at the school by October 15. As of this printing, the final rules are not completed.

Vision and Hearing Screenings

Vision and hearing screenings will be conducted at state-mandated grade levels. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the mandated vision screening IF a report of an eye examination within the last 12 months by an optometrist or ophthalmologist is on file at the school. The vision examination report must be completed and signed by the optometrist or ophthalmologist.

This section of the student handbook constitutes notice to parents and guardians of students in the grades mandated for vision and hearing screenings. Vision and hearing screenings will be conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.

Communicable Diseases

For everyone's protection, sick children must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease.

Children with the following conditions should not be in school:

- A **fever** within the last 24 hours
- **Vomiting or diarrhea**
- A frequent and disruptive cough or other signs of an acute **respiratory infection**
- Any **contagious illness** such as "strep throat" or "pink eye" that requires antibiotic therapy. Once the student has been **fever free and on antibiotics for at least 24 hours**, he/she may return to school.
- Any **undiagnosed skin rash**. A student with a rash may attend school upon presenting a **physician's note** stating the rash is not contagious.
- Pronounced **lethargy** or **fatigue** that interferes with participation in learning activities.

Any other health condition that in the professional, clinical judgment of the Certified School Nurse places that student or others in the school community at a health or safety risk. In the absence of the Certified School Nurse, this determination may be made by the building principal or his/her designee.

Physical Education/Activity Restrictions

Students who have restrictions for participation in physical education must present documentation from the physician, signed and dated, stating the restriction and length of time it is to be in effect.

Head Lice

The staff is to notify the principal's office if a child is suspected to have head lice. The child will be checked by the school nurse or by a member of the office staff. If a student is found to have head lice or nits (eggs), the following procedures will be followed:

- The parent/guardian will be called and asked to provide prompt pick up for the child. Information on the treatment of head lice will be provided to the parent/guardian by the health services office.
- All siblings of the case-child will be identified and checked.
- Students are to report directly to the office when they return to school. They will again be checked for signs and symptoms compatible with head lice infestations. If confirmed, the child will again be sent home. If no evidence is found, the child may remain in school. It may take several washings and combings before a child is completely lice and nit free.
- The school nurse will recheck the student weekly for 2 weeks. It is important to remember that an infestation of head lice is not related to socio-economic status.

Medication at School

If a student must receive prescription or non-prescription medication at school, a written request completed by both the licensed prescriber (physician, dentist, etc.) and the parent/guardian **must** be on file at their school. The appropriate form is available in the back of this handbook, in each school office, and in the offices of all licensed prescribers and emergency rooms in the McLean County area.

All medication must be **self-administered** by the student under supervision of the school nurse, other certified staff member, principal, or his designee.

Students are not allowed to carry medication on their person or keep it in their classroom. Exceptions will be allowed only with the approval of the building administrator and the certified nurse. All medications will be kept locked in the nurse's office. **Exceptions will be made to allow a student with asthma to carry their rescue inhaler, per new Illinois law, once the "parent agreement for child to carry asthma inhaler medication form" is on file at the school. This form is available upon request at each elementary school.** All prescription medication must be in the original container labeled by the pharmacist or licensed prescriber. The label must include:

- Name of student
- Name of medication
- Dosage
- Time to be taken
- Prescriber's name
- Date

Non-prescription medication must be in the original container with the student's name affixed to the container.

No medication will be provided by any school.

Unless ordered for a short term, all requests for self-administration of medication will expire at the end of the school year. If the parent/guardian does not pick up any unused medication, the certified school nurse shall dispose of the medication in the presence of a witness and both shall document the act.

Procedures at Schools

If a student must have a medical procedure performed at school to protect their health and well-being, a Unit 5 Procedure form must be on file at the school. The form must be filled out and signed by the health care provider and signed by the parent/guardian.



Curriculum

Textbooks

Textbooks are rented to students for their use during the school year. Workbooks and other consumable materials used in the instructional program are sold to the student at cost, plus shipping and handling.

Pupils are required to take proper care of rented textbooks. Teachers will examine all books issued to students. Books that are damaged beyond what could be described as normal wear, or are damaged deliberately or by gross carelessness, or are lost, must be paid for. The building administrator and teacher shall determine the fair value, taking into consideration the original cost of the book and the condition in which the pupil originally received it.

Parents should check with the building administrator for book rental fees and supply lists. If a parent is unable to pay the book rental, an “Application for Free/Reduced Books” form should be completed at the school office.

In cases when students move from our district, a book rental refund form will be completed in the school office. When figuring refunds, the cost of all consumable books will be deducted. The refund shall be a percentage based on the grading period in which the student leaves the school. In some cases, there may be no refund.

Physical Education

Physical Education classes at the elementary level in Unit 5 are co-educational. Students do not change clothes for P.E., but they are required to have appropriate gym shoes that are not slip-on and have non-marking soles. Students wearing tennis shoes to school are not required to have a different pair for P.E. The P.E. curriculum includes a wide variety of different types of activities including games, sports, tumbling, and dance.

A note from a parent must be sent to school when a student is to be excused from a P.E. class. If a child is to be excused for more than 3 days, a statement from the child’s doctor stating specific restrictions is required.



School Library – Instructional Media Center (I.M.C.)

All elementary students have scheduled I.M.C. time each week. In addition, the I.M.C. is open and available for student and staff use during the remainder of the week. The scheduled visits to the I.M.C. include regular checkout of books, lessons in using the library resources, and technology instruction for kindergarten through fifth grades.

Librarians assist students with appropriate book/material selections. The importance of proper book care and returning books on time is stressed to students. Parent assistance is asked in helping students to remember to return books on their library day. Schools reserve the right to charge fines for overdue books and to charge replacement costs for lost or damaged books.

Music

Vocal music classes are provided for students twice each week in grades 1-5, and three times a week in kindergarten. As an integral part of the vocal music program, each grade level is involved in at least one concert sometime during the school year. Students are expected to participate in these concerts as a direct extension of the music curriculum. Vocal music grades may be reduced for students failing to participate in their annual concert.

In addition to the vocal music classes, students in 5th grade may participate in instrumental instruction as well. Students opting for this program will receive one 25-minute group lesson weekly. The students are responsible for renting or purchasing instruments with assistance from the instrumental music instructors. It is important that students bring those instruments for lessons as well as use them for daily practice at home. The 5th grade students will participate in several concerts throughout the year. Neither the schools nor Unit 5 are responsible for band/strings instruments left at school.



Art

Students in kindergarten through 5th grade receive forty minutes of instruction per week from an art teacher. Lessons include work with sculpting, painting, sketching, string design, art history, colors, 2 and 3 dimensional objects, portraits, scenery, and many other activities. Student work will frequently be displayed throughout the school buildings. On occasion, student work may be placed in public exhibits in town.

Report Cards and Progress Reports

There are three reporting periods each year for students in grades K-5. The trimesters end on November 14, 2008, February 27, 2009 and June 3, 2009. Report card inserts should be signed by parent(s)/guardian(s) and returned to school immediately.

Progress reports may be mailed to parents of some students at the mid-point of each grading period. These are generally for reporting improvement or lack of progress since the previous report card.

Promotion and Retention

One of the most difficult and important decisions, which a teacher is called upon to make, is that which determines the promotion or retention of a child. The only basis for promotion or retention shall be to provide the most adequate learning situation for the individual child. In general, children shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally.

In order to provide for the best total growth of each child and to secure grade placement where he/she will be able to achieve up to his/her optimum capacity, retention is sometimes recommended. The decision for retention of a student shall be made only after a conference has been held with the child's teacher, the principal, and the parent(s)/guardian(s). **The final decision shall rest with the school principal.**

Homework

Although supervised study time is provided during the school day, it is frequently necessary and advisable for a student to study at home. Homework is given to help students increase their knowledge in a specific subject area, review material presented and/or sharpen skills by increased practice.

Parents can assist students with their homework by providing a suitable place, free from interruptions, in which to study. Parents are urged to encourage home study for their children and to help them with homework. However, parents should not do the work for them, as this merely makes them dependent upon the parent and less able to develop the skills of being self-reliant and self-directive.

Parents may make rich contributions to a student's development through providing good reading materials, music, conversation, encouraging hobbies, supervising television viewing time, overseeing time spent on video games, doing family projects, and reading aloud to their children.



Early Childhood Education

The Early Childhood Education (ECE) program is designed for three to five year olds who have delays which affect typical development in one or more of the following areas: speech, language, cognitive/readiness, fine motor, gross motor, social/behavioral, health, and independent functioning. A multidisciplinary team evaluates, determines eligibility, and develops an Individualized Education Program (IEP) for each eligible child.

The program provides additional developmental support prior to entering kindergarten and includes speech and language, occupational therapy, and physical therapy services as outlined on the IEP. Children eligible for the classroom attend Monday through Friday during the regular school year. Sessions are scheduled for morning or afternoon. Transportation is provided without cost to eligible children.

Pre-Kindergarten Program

Unit 5 offers an educational program for students ages three to five. This pre-kindergarten program is available free of charge to qualifying students living within the McLean County Unit District No. 5 boundaries. Pre-K staff will determine eligibility through a screening process.



Gifted and Talented Education

The McLean County Unit 5 District provides a gifted program for those students who demonstrate outstanding academic achievement or ability in the areas of science, mathematics, social studies and language arts. The program, Differentiated Educational Activities Program (DEAP) is designed to be flexible and responsive to student needs.

Unit 5 students considered for program participation are selected in the following manner:

- Students demonstrating outstanding academic talent or ability are screened.
- Teacher and parent/guardian recommendation along with other testing may be used when classroom performance does not reflect student ability.

Final identification is accomplished through the use of a variety of measures that may include:

- Portfolio information
- Standardized ability test
- Standardized achievement test
- Past school performance

At the elementary level students are cluster grouped at grade level within their home school with classroom teachers who have training in the area of gifted education. Differentiated activities take place in the classroom. Elementary students take part in weekly focused activities related to their area of giftedness. These activities are co-planned by classroom teachers, Gifted Lead Teachers, and IMC Specialists.

PAGES (Parent Advocates of Gifted Education) is a parent support/educational group for parents of gifted children. This group meets several times during the school year to hear speakers and discuss issues related to gifted education.

Parents interested in obtaining additional information about DEAP, the Unit 5 gifted education program, should contact Kurt Swearingen, the Director of Elementary Education at 452-1597.

Title 1 Reading Services

Title 1 is a federal aid program that provides supplemental help in reading for students who can improve. The Unit 5 Title 1 program includes grades K through 5, with primary focus on the primary grades. It is a program in which the Title 1 reading teacher and classroom teacher collaborate on instruction.

Special Education Services

Eligible students are provided special education services based upon their individual educational program (IEP). Unit 5 has a continuum of service delivery models to meet all student needs based on the Least Restrictive Environment (LRE). Every student with identified disabilities is instructed in compliance with their IEP.

Bilingual Education/English as a Second Language

The Illinois State Board of Education requires school districts to collect a Home Language Survey for every new student. This information is used to count the students whose families speak a language other than English at home. It also helps to identify the need for bilingual and English as a Second Language education services in the school. This survey may be filled out at registration and is available at every school office. Bilingual Education provides students with educational support in their native language. The English as a Second Language program focuses on increasing the student's English language acquisition.

Achievement/Ability Tests

National and State normed tests are administered to students at the following grade levels:

- 1st Grade – Fall and Spring Stanford Achievement Test 10
- 2nd Grade – Fall and Spring Stanford Achievement Test 10 and Otis Lennon Ability Test
- 3rd Grade – Fall Stanford Achievement Test 10
Illinois Standards Achievement Test (ISAT) (reading, math, and writing)
- 4th Grade – Fall Stanford Achievement Test 10
ISAT (science, reading and math)
- 5th Grade – Fall Stanford Achievement Test 10
ISAT (reading, math, and writing)

Field Trips



Field trips are a part of the educational program. They are planned by teachers to supplement the adopted curriculum. Parent(s)/Guardian(s) will be notified by the classroom teacher as to when and where the field trips will take place. Parent permission forms for field trips must be signed annually for all students. Any parent concerns, health issues, student restrictions, or student conditions that warrant special attention should be communicated directly to the teacher.

Lunch Program



Every elementary school in Unit 5 has hot lunch available to its students. Students may choose to purchase the hot lunch or may bring their own lunch. Students living in close proximity to their school may walk home for lunch when arrangements for this have been made with the school office.

The cost of a student lunch is \$1.60 and an adult lunch is \$2.10. Parents wishing to eat lunch with their children must notify the school office by 9:00 AM. White or chocolate milk can be purchased for \$.35 for those eating cold lunch or wanting extra milk with their hot lunch. All students are expected to eat lunch. Unit 5 is phasing in a point of sale system allowing parents to put money in to a debit account to pay for their child's lunch. Details of this plan are included at the end of this handbook. For schools who still use tickets, students who lose or forget a lunch ticket may borrow one from the office. Parents will be contacted

if a student is borrowing an excessive number of lunch tickets. Students should never borrow a lunch ticket from another student unless it is a sibling. Students are responsible to pay back all loaned tickets.

Families unable to afford lunch costs may apply for free or reduced cost lunches. Applications are available in the elementary school offices.



Student Behavior and Discipline

McLean County Unit District No. 5 – 7.125 – Student Discipline Philosophy

In support of our mission to educate each student to achieve personal excellence, the District will endeavor to create a safe and secure climate, free from the threat of harm to person or property in all school related settings. It is the shared responsibility of schools, families and communities to achieve this by teaching, recognizing and reinforcing appropriate behavior.

To the greatest extent possible the District will use positive behavior management strategies to encourage all students to maintain personal conduct consistent with District expectations, avoiding any cause for disciplinary action.

Students are accountable for conducting themselves within the parameters of District expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or supports. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances.

Parent(s)/guardian(s) are encouraged to review District and School expectations with their student(s) at the beginning of each school year. A student handbook, which includes the District’s discipline philosophy, and school rules, shall be distributed to students within 15 days of the beginning of the school year or the first day of a student’s attendance.

McLean County Unit District No. 5 – 7.190 – Student Discipline

To maintain order and security in school, school authorities are authorized to conduct reasonable searches of school property and equipment as well as of students and their personal effects. “School authorities” include school resource/liaison officers.

School authorities may inspect and search school property and equipment owned or controlled by the school (lockers, desks, and parking lots), as well as personal effects (purse, wallet, book bags) left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property.

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

School authorities may search and/or inspect the student's personal effects (purses, wallets, book bags, etc.) in the student's possession when there is reasonable suspicion for suspecting that a search will produce evidence the particular student has violated or is violating either the law or district's student conduct rules. If such evidence is found, school authorities will hold it and disciplinary action will be taken.

Prohibited Student Conduct

Procedures shall be set forth for parent notification and early intervention when a student is found to be at risk for aggressive behavior as demonstrated through the following behaviors and characteristics:

- Past history of aggressive or violent behavior.
- Uncontrolled anger.
- Patterns of hitting, intimidating and bullying.
- History of discipline problems.
- Serious threats of violence.
- Access to or possession of a firearm.
- Expression of violence in writings and drawings.
- Affiliation with gangs.
- Expressed prejudicial attitudes and intolerance for differences.

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
 - d. "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.
 - e. Drug paraphernalia, including devices that are or can be used to (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing an electronic paging device or using a cellular telephone, personal digital assistants (PDAs), or other electronic device in any manner that disrupts the educational environment, or violates the rights of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the principal, all electronic devices must be turned 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 IEP, or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction and only in a classroom.
7. Disobeying rules of student conduct or directives from staff members or school officials after the staff member has verbally identified self or is wearing somewhere on a garment an identification badge. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies, answer keys, scores or instructional material
9. Engaging in any kind of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes any use of violence, force, noise, coercion, threats, intimidation, fear, bullying, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; state law and Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any unsanctioned public school fraternity, sorority, or secret society, by:
 - Being a member;
 - Promising to join;
 - Pledging to become a member, or
 - Soliciting any other person to join, promise to join, or be pledged to become a member.
13. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
14. Committing any act which would constitute a violation of criminal law, including either a felony or misdemeanor.
15. Engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property to the extent a school nexus exists; or (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.

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

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if: (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or (c) the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures may include:

1. Withholding of privileges.
2. Notification of parent(s)/guardian(s).
3. Disciplinary conference.
4. Removal from classroom.
5. Seizure of contraband.
6. Suspension of bus riding privileges, provided that appropriate procedures are followed.
7. Detention or Saturday school, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the principal or designee.
8. In-school suspension for a period not to exceed 5 school days. The principal or designee shall ensure that the student is properly supervised.
9. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
10. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds. Credit will be denied to a student expelled without regard to whether the student had completed sufficient course work to earn a passing grade.
11. Notification of juvenile authorities whenever the alleged offending behavior can be construed as a felony or misdemeanor under state law. Notification of School Resource Officers (SRO) and/or juvenile authorities of other activities such as fighting, possession of stolen property, criminal damage to property, and/or other ordinance violations.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

Corporal punishment shall 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.

Weapons

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the

Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Drug and Alcohol

Students who are in physical possession of alcohol or in possession by consumption of alcohol while on school property or while attending a school activity shall be subject to suspension from school for ten (10) school days.

The ten day suspension may be reduced to five (5) days if the student and parents/guardians agree, at their expense to:

1. Have a drug/alcohol assessment. The family must prior to the student's return to school.
2. Work in cooperation with school personnel to follow through with the recommendations of the assessment.
3. Complete the assessment and subsequent recommended program, or the five days that were waived will be reinstated.

The administration reserves the right to withhold this option and/or recommend expulsion for a first offense. Repeat offenders will not have this option available and shall be recommended to the Board of Education for expulsion.

Provisions of this section shall also apply to commercial or homemade non-alcoholic beer or any substance purported or represented to be an alcoholic beverage.

Controlled Substances

Any student in possession or in possession by consumption of any legally controlled substance as outlined in 720 ILCS 570/204-212 of the Illinois Revised Statutes (including, but not limited to accessory paraphernalia and the like), or any substance purported or represented to be a legally controlled substance, while on school property, attending school activities will be subject to suspension from school for ten (10) school days and such other actions as the Board of Education, may, after a hearing, deem appropriate.

The ten day suspension may be reduced to five (5) days if the student and parents/guardians agree, at their expense to:

1. Have a drug/alcohol assessment. The family must have an appointment prior to the student's return to school.
2. Work in cooperation with school personnel to follow through with the recommendations of the assessment.
3. Complete the assessment and subsequent recommended program, or the five days that were waived will be reinstated.

The administration reserves the right to withhold this option and/or recommend expulsion for a first offense. Repeat offenders will not have this option available and may be recommended to the Board of Education for expulsion.

Provisions of this section shall also apply to any substance purported or represented to be a legally controlled substance, sharing prescription medication with another student or possessing or consuming medication prescribed for another student.

Required Notices

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

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

Delegation of Authority

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

The Superintendent, principal, associate or assistant principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Tobacco Use on School Property

In recognition of the U.S. Surgeon General's report indicating that secondary smoke (smoke that exists in the air because of a smoker nearby) is hazardous to the health of non-smokers, the Board is adopting a no smoking and no tobacco use policy. Tobacco shall mean cigarette, cigar, and pipe or tobacco in any other form, including smokeless tobacco, which is any loose, cut shredded, ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked. In order to promote the safety, health, and well being of all employees and students in the District, the use of tobacco will be prohibited on District property and in any District vehicle.

Groups or individuals requesting the use of District facilities shall be advised of the provisions of this policy and shall be required to adhere to it. Effective date of the policy shall be July 1, 1993.

Serious Behavior Violations

Certain behaviors, which are prohibited in school, are also in violation of federal or state laws or local ordinances. Students who are found to be involved in the following acts will be subject to school

disciplinary procedures and will be reported to the appropriate law enforcement agency for further disposition:

- Possession, use, sale, or delivery of drugs, alcohol or tobacco products or substances purported to be drugs, alcohol or tobacco products. Students who are in physical possession of alcohol or in possession by consumption of alcohol while on school property or while attending a school activity may be subject to suspension from school for up to ten (10) school days. The possession of drugs or accessory paraphernalia is not permitted. Any student in possession or in possession by consumption of any legally controlled substances as outlined in Chapter 56 ½, Section 1201-1215 of the Illinois Revised statutes (including, but not limited to accessory paraphernalia and the like), or any substances purported or represented to be a legally controlled substance, except those specifically prescribed for the student by a licensed medical authority, while on school property or attending school activities may be subject to suspension from school for up to ten (10) school days and such other actions as the Board of Education may, after hearing, deem appropriate. Students may not smoke, handle, exchange, or display cigarettes or tobacco items on school district property. Chewing tobacco, cigars, snuff, or other smokeless tobacco products are not allowed to be used while in the building, on school grounds, including areas maintained by our school district, or on a school bus, or on public or private property in the vicinity of the school.
- Theft or possession of stolen property.
- Assault (verbal) or battery (physical).
- Destruction and/or defacing of property. The parents or legal guardians of a student may be held financially responsible for personal injury and property damage caused by acts of the student. Schools may, when deemed necessary, seek recovery of damages under the Illinois Parental Responsibility Law, Chapter 70, Sections 51:57 of the Illinois Revised Statutes. Students responsible for damaging or defacing school property in any way will be held responsible for repair and clean-up of the affected school property and will be subject to other disciplinary action as deemed appropriate by the school administration.
- Arson.
- Possession of weapons and/or ammunition. Possession of a weapon, including but not limited to bullets, firearms, knives, and destructive devices, club, toys or other objects which can be construed as a weapon are not permitted at any time in the school building, on school grounds, or on school buses. Arrangements to bring such items to school for classroom demonstrations must be made in advance with the administrators. Students may face suspension/expulsion and appropriate criminal charges may be filed.
- False report of fire or explosive device.
- Other behaviors, which violate federal, state, or local ordinances.
- Insubordination, gross disobedience or misconduct, which may lead to suspension or expulsion of a student pursuant to the provisions of Section 10-22.6 of *The School Code*, whether these behaviors take place in the school, on school property, on a school bus, at school sponsored functions or at other school facilities. Such behaviors shall specifically include but not be limited to the following:
 - The willful refusal to obey the policies, rules, and regulations of the Board;
 - The willful refusal to obey all reasonable written and oral instructions of any member of the administrative or teaching staff, designated educational support personnel, or bus drivers;
 - Willful behavior which interrupts or disrupts the orderly process of school affairs;
 - Conduct which is or may be physically injurious to persons or property;
 - Chronic truancy;
 - Repeated minor incidents of misbehavior which other disciplinary measures have failed to deter;
 - Behavior which violates or attempts to violate a Board policy, rule or regulation;

- Excessive unexcused absences or tardiness;
 - Behavior, which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, educational support personnel or school bus drivers.
- Possession, use, sale, or delivery of fireworks or explosive devices of any kind.
 - Verbal, physical or sexual harassment or threatening behavior toward any student or staff member.
 - Willful withholding of information pertinent to an ongoing disciplinary matter.

School activities including events held away from the school grounds are an extension of our educational program. The same standards of conduct (behavior) apply to on and off school grounds activities.

Bullying

Bullying behaviors are specifically prohibited and will not be tolerated. Bullying includes repeated aggressive, violent, angry, intimidating, and/or threatening verbal or physical behaviors that may be demonstrated through discipline problems, violent expressions in writings and/or drawings, gestures, weapon possession, gang affiliation and/or prejudicial attitudes. When such behaviors or characteristics are demonstrated, parents will be notified by a building administrator of potential consequences that range from an administrative conference to expulsion. In addition parents will be made aware of interventions that may include information on early warning signs for aggressive behavior, referral to building support team, student instruction in socially appropriate behaviors, referral to community organizations that teach strategies in the reduction of aggressive behaviors and/or referral for a special education evaluation.

Sexual Harassment

Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. The school's normal disciplinary procedure will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion because of the conduct, due process will be afforded to the student in accordance with the district's suspension and expulsion procedures.

Sexual harassment is any activity of a sexual nature that is unwanted, or unwelcome, including, but not limited to: unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

Student Appearance

As stated in Board Policy 7.160, students' dress and grooming must not disrupt the educational process; interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Shoes or other appropriate footwear must be worn in the school building.

Hats or any form of head covering must be removed as soon as a student enters the building and shall not be worn or displayed until after the student leaves the building. These items must be stored with other outerwear during the school day. The principal has the right to allow the wearing of hats or head coverings in special cases or for special events.

Words or pictures on articles of clothing, which advertise illegal drugs, alcohol, or alcohol products, cigarettes or other tobacco products, or any other items not legally useable by students, will not be permitted.

Words or pictures on articles of clothing which are sexually explicit, offensive to commonly acceptable standards of propriety, or suggestive such as to constitute sexual harassment will not be permitted.

Words or pictures on articles of clothing, which contain profanity or vulgarities, will not be permitted.

Clothing which fails to adequately cover the body or which is torn or altered in an explicit or suggestive manner will not be permitted. This includes but is not limited to short shorts, tops with spaghetti straps, and/or tops that bare the midriff.

If you have any question regarding acceptability of a particular item of clothing, check with the building principal **before** the item is worn to school.

Bus Safety, Rules, Behavior and Discipline: Student behavior on the bus is based on keeping everyone safe during the bus ride to and from school and during field trips or other trips. Students are expected to behave the same on the school bus as they do in the classroom.

Specific Behaviors include:

- Remain seated facing the front of the bus.
- Keep arms and legs out of the aisle and inside the windows.
- Talking quietly and courteously to students seated near them.
- Maintaining control of personal belongings.
- Obeying the driver at all times.
- Refraining from behavior that may cause a distraction.
- No eating or drinking on the bus.
- No animals, glass objects, weapons (including cap and water guns) or anything that could cause a potential danger are allowed on the bus.

Student that refuse to follow these bus rules or maintain control may be reported to the school office for disciplinary action, by the bus driver. Parents are asked to support the corrective action taken by the driver and principal. The principal will investigate the incident and make an appropriate decision related to consequences. Focus will be on preventing the problem behavior from reoccurring. Consequences for bus behavior will range in severity, up to and including suspension from the school bus. Consequences will be consistent with each school's discipline policy. Please discuss the following procedures with you child to prevent future misunderstandings.

- **On the first offense**, the principal will meet with the student to address the reported incident. This may include a reprimand for inappropriate behavior and may result in a detention. A copy of the bus report may be taken home by the student to be signed by the parent and returned the next day.
- **On the second offense**, the principal will meet with the student to address the reported incident. The student may be assigned up to three days of detention. A copy of the bus report will be sent home.
- **On the third offense**, the principal will meet with the student to address the reported incident and the parents will be telephoned. The result of this telephone conference may be suspension from riding the bus for up to 3 days. A copy of the bus report will be sent home.
- **On the fourth offense**, the principal will meet with the student to address the reported incident and the parents will be telephoned. The parents may be required to come to the school office for a conference. The student may be suspended from the bus for up to 5 days. A copy of the bus report will be given to the parents.

- **On the fifth offense**, the principal will meet with the student to address the reported incident, and the parents telephoned. The student may be suspended from the bus for up to ten days. A copy of the bus report will be sent to the parents.

Any further reports will result in additional suspension from the bus, and possible referral to Unit Five Board of Education for suspension from riding the bus for the remainder of the school year. Bus riding is a privilege that may be revoked. In cases of extreme misbehavior a student may be suspended for up to ten days for any offense.

The Director of Transportation and/or bus driver may be included in any step of this procedure.

Requests for permission to ride the bus home from school with a friend must be made in writing to the principal.

Safety



Emergency Drills

Emergency drills are an important part of the education of Unit 5 students. Drills are run on a periodic basis throughout the school year. Exit plans are posted in each classroom. We expect students and adults to participate in the drills annually.

Fire Drills

At least two fire drills are held periodically during the school year. Some are announced while others are unannounced. All students and adults must evacuate the building during these drills. Students and teachers have very specific responsibilities during a drill. In any emergency, silence and complete cooperation with teachers' instructions are essential. All procedures must be followed for the safety of everyone.

Tornado Drills

Because we live in an area that generates severe storms, it is necessary to take precautions for the safety of all. Students and teachers practice specific safety procedures that are followed when the civil defense director alerts the school of possible dangerous weather. If a tornado warning is in effect at dismissal time, students will remain at school until an all clear is received from the McLean County Emergency Services and Disaster Agency. Students may be released to **parent(s)/guardian(s)** only during the time of a tornado warning.

Earthquake Drills

In order to provide students with knowledge of procedures to use in case of an earthquake, drills may be held at individual buildings per administrative discretion.

Crisis Plan

Crisis plans for dealing with potential violent/dangerous occurrences within Unit 5 schools have been established for each school. Individual buildings may choose to hold a school-wide crisis drill with or without students present during the course of the school year. More information about these plans is available in each school office.

Bus Evacuation Drills

Students who ride school busses will participate in an emergency bus evacuation drill at least once during each school year.

Building Security

For the safety of our students, Unit 5 has adopted a closed-building concept. Beginning with the 1995 school year, all exterior doors are locked with the exception of the front doors outside the office.

All visitors to the building are expected to check into the office to report their purpose for being in the school. Visitors will be given an appropriate ID to wear during their stay. We encourage everyone to cooperate in providing a safe learning environment for the children.

Parent/Guardian Involvement

Parent-Teacher Conferences

Periodically during the school year, scheduled Parent-Teacher Conferences may be held. We believe these conferences are one of the best methods of sharing information about your child.

Parent(s)/Guardian(s) will be notified as to the date and time of these scheduled conferences. In addition to these conferences, parents or teachers are encouraged to request additional conference times whenever the need arises. Please call ahead or send a note indicating the desire for a conference. Catching the teacher in the hall or after school without prior notification or during Open House activities does not provide for the best parent-teacher communication.

Parent Groups

Parent groups help build a bridge between home and school. All parents are encouraged to become active members. A good working relationship between parents and school personnel is essential to a child's growth and educational progress. Please contact your school for contact names and meeting dates of your school's parent group.

Volunteers and Visitors

Volunteers help increase the effectiveness of our educational program. They assist in a wide variety of ways including help in the IMC, office, classrooms, and a multitude of other ways.

Volunteers must sign-in at the office and wear an ID indicating they are volunteers. This helps us know who is working in the building in addition to our regular staff. When volunteers leave, they should stop in the office to sign-out and return the ID.

All parents, guardians, and other visitors are required by law to report to the principal's office upon arrival at any school. They need to sign-in in the office and wear an ID indicating they are visitors. When visitors leave, they should stop in the office to sign-out and return the ID.

Parents and guardians are invited to visit classrooms during the school year, but avoid testing days, and the weeks prior to and following vacation periods. Small children with parents frequently disturb the classroom process. Students who have school age guests visiting in their homes from out of town must obtain permission from the principal to bring those guests to school.

Protective Orders and Divorce Decrees

It is the policy of Unit 5 that each school cooperates as much as is reasonably possible with all parents/guardians of students in Unit 5. It is also important that teachers and administrators not become involved or embroiled in custody matters and enforcement of protective orders. If a situation arises in which a parent defies a protective order or custody agreement at school, every effort will be made to contact the other parent and/or the local police. The police agency should have information about the orders of protection and enforcement of those orders.

Enforcement of Visitation Rights

The Unit 5 school district is not to become involved in the enforcement of visitation rights. Administrators and teachers cannot become involved in determining who is to have what week and/or daily custody or visitation rights even when the schools have a copy of a divorce decree that states visitation and custody rights.

Laws, District Policies, Notices, and Forms

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parent(s)/guardian(s) within 15 days of the beginning of the school year or a student's enrollment.

Equal Educational Opportunities Statement

It is the policy of McLean County Unit District No. 5 that its educational programs, activities, services and benefits will be provided to students without discrimination on the basis of color, race nationality, gender, handicapping condition or other factors prohibited by law.

McLean County Unit District No.5 does not discriminate on the basis of actual or potential marital or parental status, and no student in the District shall be subjected to sexual intimidation or sexual harassment by any school employee, by other students, or by the effect of any school policy or practice. Concerns regarding this policy may be directed to the Title IX of Section 504 Coordinator at 452-4476

Child Abuse

Schools in the State of Illinois are mandated by Section 4 of *The Abused and Neglected Child Reporting Act* to report suspected abuse or neglect of a child. The Act states: "Any . . . school personnel . . . having reasonable cause to believe a child known to them in their professional capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services (DCFS)."

Reports of this nature are required by law and done in the best interest of the child involved.

TITLE IX – CIVIL RIGHTS

In June 1972, the Congress passed Title IX of the Education Amendments, a law that affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal money. The spirit of the law is reflected in the opening statement: Under Title IX, “*No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.*”

Title IX Grievance Procedure

1. A student or an employee shall present his/her complaint in writing to his/her building principal.
2. The building principal shall investigate the complaint within five working days and arrange for a hearing.
3. Failing a resolution at stage 1, the student or employee may present a statement of his/her grievance to the grievance officer.
4. The Title IX Coordinator for McLean County Unit District No. 5 shall serve as the grievance officer and render his/her opinion within five working days from the time of the hearing.
5. Failing a resolution at stage 2, the student or employee may present a statement of his/her grievance to the Superintendent who shall determine the matter within five working days from the time of the hearing.
6. Failing a resolution of stage 3, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter.
7. Failing a resolution at stage 4, the grievant may file a complaint with the Circuit Court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For maintaining confidentiality, grievances will not be filed in a student’s file or an employee’s personnel file. The grievance file will be kept in the office of the grievance officer. The grievant has the same access to this file as he/she does to his/her own personnel file.

“McLean County Unit District No. 5 is an Equal Opportunity/Affirmative Action institution in accordance with Civil Rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factors prohibited by law in any of its educational programs, admissions, or employment policies.”

Concerns regarding this policy should be referred to:

Board of Education Office

1809 W. Hovey

Normal, IL 61761

309/452-4476

The Title IX Coordinators and 504 Coordinator may be reached at the same address.

John Pye -Title IX Coordinators

John Pye - 504 Coordinator

STUDENT RECORD –NOTIFICATION OF RIGHTS OF PARENTS AND STUDENTS

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, attendance record, 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 or permanent withdrawal.
2. The student temporary record consists of information not required to be in the student permanent record including family background information, test scores, psychological evaluation, special education filed, teacher anecdotal records, and disciplinary information. The temporary record will be reviewed every four years for destruction of out-of-date information and will be destroyed within five years after graduation or permanent withdrawal.
3. Parents have the right to:
 - a) Inspect and copy any and all information contained in the student record. There will be a small charge for copies. This charge will be waived for those unable to afford such costs.
 - b) Challenge the contents of the records, by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
 - c) Receive copies of records proposed to be destroyed, upon graduation, transfer, or permanent withdrawal from school.
 - d) Inspect and challenge information proposed to be transferred to another school district in the event of a move to another district.
4. Local, state, and federal educational officials have access to student records for educational and administrative purposes without parental consent. 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. All other releases of information require the informed written consent of a parent or eligible student.
5. The following is designated as public information and shall be released to the general public, unless the parents request that any or all such information not be released; student's name and address, grade level, birth date and place, parents' names and addresses, information on participation in school sponsored activities and athletics, the student's major field of study, and period of attendance in the school.
6. 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 records custodian of each school and superintendent of the district. Parents or eligible students are encouraged to contact local school district authorities if further information is desired about the above regulations or local board policies.

Revised June 1999

Asbestos Abatement Statement

McLean County Unit District No. 5 has submitted its Management Plan prepared pursuant to the requirements of the *Asbestos Hazard Emergency Response Act* for each Unit 5 elementary school. Copies of the Management Plan are available in the administrative office of the school district and in each elementary school office. These plans are available for you inspection during the normal business hours Monday through Friday, and during other times by special arrangement.

The above statement is required under the rule of the *Asbestos Hazard Emergency Response Act*. It signifies that asbestos has been identified in the buildings. The asbestos was removed from the buildings. We would like to emphasize that to our knowledge, the above conditions do not pose a health hazard for those using our facilities. The above notice is required due to the law, which makes it necessary to conduct a survey, prepare and plan, notify the public and remove the designated asbestos in a timely fashion.

Integrated Pest Management Notice

McLean County Unit District No. 5 has an Integrated Pest Management (IPM) Policy, which incorporates building maintenance, sanitation, physical barriers, and as a last resort, the safest, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event, that this is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before airborne pesticide application.

In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact your elementary school office if you wish to be added to the registry.

Diversity Message

Dear Unit 5 Community Members,

Unit 5's commitment to respecting diversity in all of its forms is vital to attaining the District mission of "educating each student to achieve personal excellence." The district remains dedicated to expanding awareness of diversity issues; engaging in proactive diversity planning; and maintaining a welcoming, effective learning environment. With the assistance of the Unit 5 Diversity Advisory Committee, the district will continue to establish and achieve diversity goals that will enrich our educational community.

Thank you for your involvement in and contributions to our efforts.

Sincerely,

Dr. Gary C. Niehaus
Superintendent

Dayna Brown
Community Relations Specialist, Diversity Officer

Use of Computers, Networks, and Related Technologies

Electronic information resources that include, but are not limited to, voice mail, E-mail, the Internet, personal computers, and other network files or accounts are available to students and employees of Unit 5. It is the goal of Unit 5 to provide current technology in communications and electronic services to all students and employees in order to promote education, work place efficiency, information sharing, and a cooperative and innovative environment.

Privileges: The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary and/or referral to legal authorities by school administrators. The site administrator/supervisor or systems administrator as well as district administrators may limit, suspend, or revoke access to electronic resources at any time.

Acceptable Use: Inappropriate material or communications defined: Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited.

Material or information considered to be in violation of the AUP includes, but is not limited to the following:

- Copyrighted material.
- Illegal solicitation.
- Sexism or sexual harassment.
- Material protected by trade secrets.
- Inappropriate language.
- Gambling.
- Political lobbying.
- Criminal activities or terrorist acts.
- Threatening or obscene material.
- Racism.
- Pornography.
- The design or detailed information pertaining to explosive devices.

In addition, advertisement of products or services not directly related to district fundraising functions is also prohibited.

Internet: Any employee who "publishes" on the district web server must abide by the approved District Web Page Guidelines and the School Web Content Requirements Guideline. Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of Unit District 5 are forbidden.

It is advised to not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others' personal information or that of organizations.

Additionally, it is understood that students and staff who publish personal web pages outside the district that may be accessed by Unit 5 computers must also abide the same standards of appropriate content that all Unit 5 hosted web pages must maintain. Sites found to be in violation of this will be blocked administratively and appropriate action taken to ensure the removal of dangerous or libelous content hosted by outside web resource providers. Further, the administration reserves the right for further and appropriate action in situations where staff or student personal web pages and or/sites exist that violate the spirit of this AUP.

Personal Computers: Unit 5 provides PC's to staff members and students on an as needed basis. District provided computers are not to be modified in any way, including the addition or removal of hardware or software, without prior permission from the Information Technology Department or an administrator.

District provided computers may not be removed from district property without prior approval. Removal of district owned equipment is in violation of the AUP and disciplinary or legal action may result.

District provided computers are not to be used for personal financial gain at any time. Use of district provided computers or systems to gain personal income or monies is expressly forbidden, unless it is for fundraising activities associated with school and has prior approval. This activity is considered a violation of the AUP and subject to disciplinary or legal action as deemed appropriate by district administrators.

Information stored on computers maintained by the district is not to be considered private. When suspicion of a violation of the AUP pertaining to inappropriate material or usage exists, the district reserves the right to review data and files found on district provided computers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the AUP exist.

It must be the student and staffs' understanding that district provided email is not private or protected. When suspicion of a violation of the AUP pertaining to inappropriate material or usage exists, either through discovery as part of regular maintenance or by staff complaint, the district reserves the right

to review data and files found on email clients and servers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the AUP exist.

Etiquette: District employees, as well as students, have the responsibility to assure all shared information meets the standards set forth in this Acceptable Use Agreement. Each account holder and user is expected to abide by the generally accepted rules of user etiquette. These rules of etiquette include, but are not limited to the following:

- Using obscene language is prohibited
- Harassing, insulting or attacking others is prohibited
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus) is prohibited
- Violating copyright laws is prohibited
- Using others' passwords is prohibited
- Trespassing in others' folders, documents, or files is prohibited
- Intentionally wasting limited resources is prohibited
- Employing the network for commercial purposes is prohibited
- Sharing confidential information on students or employees is prohibited unless authorized by District Administrators
- Sending or displaying offensive messages or pictures is prohibited
- Conducting union business is prohibited unless authorized by District Administrators
- Promoting, supporting or celebrating religion or religious institutions is prohibited
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition is prohibited

Filtering, Monitoring, and Review: Unit District 5, in order to comply with local, state, and federal laws and standards, filters internet content on systems that students may have access too. This filtering removes access to websites and Internet servers that have been deemed to have inappropriate content not of an educational value. Report any errors found regarding what sites being or not being filtered immediately to an administrator or the Instructional Technology Department.

Unit District 5 retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on Unit 5 equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administration's discretion. Unit District 5 retains the right to review current and back up copies of electronic systems, files, data, communications, and email. Reviews are done with out notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the AUP be discovered.

Also, see full version of the *McLean County District No. 5 Acceptable Use Policy for Computers and Electronic Communication* available on the Unit 5 website or district technology office. The user and parent agreement form is in the forms section of this handbook.

NOTIFICATIONS UNDER THE NO CHILD LEFT BEHIND (NCLB) ACT OF 2001

Teacher Qualifications

Parents have the right to request information concerning the professional qualifications of their child's Title 1 teachers, and of teachers in a Title 1 "school-wide program" school. Teacher qualifications or the Title 1 status of a school can be requested through the building principal or at the district office pursuant with the NCLB Act.

Title 1-Parent Advisory Council

Parents have the right to participate in the development of a Title 1 plan for their child's school by becoming a member of the Title 1 Parent Advisory Council. The building principal should be contacted for specific information.

SAMPLE

ACCEPTABLE COMPUTER AND ELECTRONIC USER SIGNATURE OF AGREEMENT

Parent/Guardian Signature of Agreement (Required Parental Component)

I have read this Acceptable Use Agreement. I understand that access is designed for educational purposes and that the district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or Board of Education, for any harm caused by materials or software obtained via district networks. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Acceptable Use Agreement with my child. I hereby request that my child be allowed access to the district's computer hardware, software and networked computer services, such as electronic mail and the Internet, unless otherwise stipulated.

Parent/Guardian (Please Print) _____

Parent/Guardian Signature: _____

Date: _____

Received for File: _____ By: _____

PHOTO/PUBLICITY RELEASE POLICY

(Only if you do **NOT** want your child to participate in media event activities.)

From time to time, opportunities arise for students in Unit 5 to be photographed, filmed or interviewed by representatives of various media. We like to have our students participate whenever possible to present a positive image of our schools and district.

If you do NOT want to have your child be part of such an activity, please fill out the form below and return it to the school office.

I request that my child/children listed below NOT participate in any media event activities during the school year at _____ Elementary School.

Parent Signature Date

Name(s) of Child(ren)

Please return this form to the building principal.

McLean County Unit District No. 5

PROCEDURE

SUPERVISED* SELF-ADMINISTRATION OF MEDICATION

If a student must receive prescription or non-prescription medication at school, a written request completed by both the licensed prescriber (physician, dentist, podiatrist, advanced practice nurse, or physician assistant) and the parent or guardian must be on file at the school. The appropriate form is available at each school office and in the offices of all licensed prescribers and emergency rooms in the McLean County area.

In the absence of a licensed registered nurse at the school, the student will **SELF-ADMINISTER** the medication under the supervision of the school principal or a designee.

Students are not allowed to carry any medication on their person. Exceptions will be allowed only with the approval of the school principal and the certified school nurse.

All medications must be kept locked in the nurse’s office or in the school office.

All prescription medication must be in the original container labeled by the pharmacist or licensed prescriber.

Name of Student _____

Name of Medication _____

Dosage _____

Time to be Taken _____

Prescriber’s Name _____

Date _____

Non-prescription medication must be in the original labeled container with the student’s name affixed to the container.

No medication will be provided by the school.

Unless ordered for a short term, all requests for self-administration of medication will expire at the end of the school year. If the parent/guardian does not pick up any unused medication, the certified school nurse shall dispose of the medication in the presence of a witness and both shall document that act.

***With the exception of an asthma rescue inhaler where the “parent agreement for child to carry asthma inhaler medications” form is on file at the school.**

SAMPLE
McLean County Unit District No. 5
REQUEST FOR SUPERVISED SELF-ADMINISTRATION OF MEDICATION

TO THE LICENSED PRESCRIBER:

When it is necessary for a student to receive medication according to the procedure on the reverse side of this order/request, the following information **must be provided**:

_____ should take _____
(Name of Student) (Dosage/Amount)

of _____ at _____
(Name of Medication) (Time of Day)

Start Date _____ Stop Date _____

Date of Birth _____ Student's Grade _____

Diagnosis of Disease or Injury _____

Desired Benefits of Medication _____

Medication Side Effects _____

Other Medications Student is Receiving _____

Prescriber's Name (Print or Stamp) _____

Prescriber's Signature _____

Telephone _____ Date _____

TO THE PARENT OR GUARDIAN

I give permission for _____
to **SELF-ADMINISTER** the medication as prescribed above. I agree to the terms of the procedure as stated on the reverse side of this request. It is understood that in instances where the student self-administers medication, McLean County Unit District No. 5, the principal or designee shall not in any way be responsible that said student administers the proper medication or dosage. A student who self-administers medication shall be solely responsible for the administration of the proper dosage, and the parents and/or legal guardians agree to save and hold harmless, completely release and excuse McLean County Unit District No. 5 and its employees and agents of any liability or obligation of any nature in any way related to the District's Medication Policy and Procedure. I also consent to the sharing of relevant medical information between the school and the physician's office.

Parent or Guardian Signature _____

Address _____

Telephone _____ Date _____

_____ Nurse's Initials

McLean County Unit District No. 5

Procedure for Resolving Concerns

The Unit 5 administration is interested in receiving and processing valid concerns of its constituency in an appropriate sequence. Each concern shall be considered on its merits and every effort will be made to resolve issues in a positive and professional manner.

The following steps are recommended when a concern is registered against a person, policy, or procedure. Each step/action taken will depend upon the severity of the concern and may be adjusted accordingly. All concerns will be processed to completion using the following guidelines.

Step One

All concerns should be directed to the individual(s) involved. In an attempt to resolve differences at this level, all parties involved should participate in the process. This may include a personal conference, a telephone conversation, or a written communication.

Step Two

If resolution is not achieved at Step One, a “Concern Resolution Form” will be submitted to the building principal/designee.

The following actions will be taken upon receipt of the Concern Resolution Form.

- Any concern or series of concerns that are requested to be placed in a staff member’s personnel file or that may result in disciplinary action shall be brought to the attention of the staff member as soon as possible.
- The building administrator will schedule a conference with the concerned party or parties and the staff member involved to review the concern(s). A copy of the Concern Resolution Form will be provided for all parties.
- The building principal/designee will conduct an investigation based on the documents submitted and the information discussed at the conference.
- The building administrator will provide a written recommendation for resolution to all parties.

Step Three

If resolution is not achieved at Step 2, the concerned party may appeal the recommendation to the Assistant Superintendent of Operations. The building principal will submit all documentation along with the Concern Resolution Form indicating prior actions taken.

The following actions will be taken in Step Three.

- The Assistant Superintendent of Operations will conduct a hearing involving all parties.
- The Assistant Superintendent of Operations will complete a written recommendation within five days of the hearing completion. All materials reviewed will be considered for placement in a staff member’s personnel file.

This procedure shall not be construed to create an independent right to a hearing before the Board. An individual not satisfied after following the outline procedures may file a grievance under Board Policy No. 2.260 (*Uniform Grievance Procedure*).

Unit 5 Lunch Program Computerized Point of Sale

McLean County Unit District #5 is pleased to announce a new computerized point of sale system for our lunch program.

BENEFITS TO PARENTS & STUDENTS

1. Student's lunch status is confidential
2. No lost or stolen lunch tickets
3. Parents may check their student's account balance online

IDENTIFYING STUDENTS IN THE LUNCH LINE

Students will be given a plastic card listing their name and a bar code that will be kept in the classroom. The cards will be collected when students receive a lunch or milk. After lunch, the cards will be scanned into a computer that will deduct the price of a lunch or milk from the student's account.

FOOD SERVICE ACCOUNT

Each *family* will have a food service account. **If you have children in junior high or high school, all family members' purchases will be deducted from the same account.** Deposits are made to one family account and the price of each child's lunch is subtracted from that account. **If you would like separate lunch accounts for your children, please call the food service office at 888-6981.**

Please send deposits for lunch or milk in an envelope listing student's legal name, head of household's full name and amount to deposit into the family account. Elementary school lunches are \$1.55 per day or .40 cents for those that qualify for reduced price meals. Students may also purchase milk for 0.35. Milk money will no longer be collected in the lunchroom. Students must bring money for milk or lunch to the office and it will be deposited into their account. Please send in enough money at one time to cover purchases for several days or weeks. Checks should be made payable to McLean Co Unit 5 Food Service. Lunch tickets that have been purchased may be turned in for credit to the student's account.

SKYWARD FAMILY ACCESS

Parents may view their accounts using Skyward Family Access from the McLean County Unit 5 webpage at www.unit5.org. Your head of household's username and password can be obtained by calling the school office. This is a family account so all children in the household will share one account. Please do not combine checks for anything else with your food service deposit. There will be no change given. Whatever you send will be deposited into your account. If students have a negative balance in their account, they will be served a substitute lunch (such as cheese, crackers, milk, fruit/vegetable).

Please use Skyward Family Access to view your child's account transactions. If there is money left in the account at the end of the school year, the balance will be rolled over to the family account for the next school year. Families leaving the district should send a letter to the Food Service Office requesting payment of remaining balance.

We hope this new system will provide better service and be more convenient for you and your family.

Sincerely,

Pat Powers, M.S., R.D.
Food Service Director
McLean County Unit District #5
1999 Eagle Road
Normal, IL 61761

CHILD FIND RESPONSIBILITY

Our school actively seeks out and identifies all students from 9th to 12th grade or through age 21 who may be eligible for special education and related services. Procedures include ongoing review of each child's performance and progress by teachers and other professional personnel, in order to refer those children who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting, suggesting that they may be eligible for special education and related services.

When a staff member concludes that an individual is in need of referral for an evaluation based on factors such as a child's educational progress, interaction with others, or other functioning in the school environment, the member shall refer the student to the building based intervention team for consideration of an individual evaluation.

In compliance with P.A. 89-191, behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

The District's regular suspension procedures shall be used to suspend a student with a disability, as long as the District does not invoke a series of suspensions creating a pattern constituting a change in placement. If a student is to be suspended beyond 10 days an IEP team meeting must be scheduled to discuss alternatives applicable to special education law.

For students with disabilities the Board may take one of more of the following steps:

1. Suspend the student from school for 10 school days or less.
2. Convene an IEP team to consider placement in an interim alternative education setting for up to 45 calendar days.
3. Convene an IEP team to determine whether or not the bringing of a weapon to school was a manifestation of the student's disability. If the student's conduct is a manifestation of the student's disability, the District may initiate a change in placement. If the student's conduct is not a manifestation of the student's disability, the District may expel the student under the District's discipline policy.
4. Seek a court order to remove the student from school, to change the student's current educational placement, if the District believes that the student's continued presence in the classroom is substantially likely to result in injury to the student or to others.

McLean County Unit District No. Five
1809 West Hovey Avenue
Normal, Illinois 61761-4339

Office of the Superintendent

Ph: (309) 452-4476
FAX: (309) 452-7418
E-mail: district@unit5.org

MEMORANDUM

To: Board of Education
From: Jim Braksick, Assistant Superintendent
Subject: **District Assessment Plan**

McLean County Unit District #5 is committed to educating each student to achieve personal excellence. One way the district supports sound decision-making for school improvement as well as planning for the needs of individual students is through the collection and analysis of test data.

Philosophy of Assessment

Assessment is an integral part of a student's educational experience. The primary goal of assessment is to improve student learning. Educators need to have the knowledge and skills necessary to create, administer, and interpret assessments. Any one assessment is a limited source of information and must be used in conjunction with all other available information about a student. When assessments are used and interpreted properly, the results provide information that is valuable in designing educational opportunities that promote student achievement and meet the needs of all learners.

Purpose of Assessment

- To assist student learning and guide instruction
- To identify students' strengths and weaknesses
- To assess and improve the effectiveness of curriculum programs
- To provide data that assist in decision making
- To communicate with and involve parents

State Assessments

Illinois Standards Achievement Test (ISAT) began in 1999 and assesses students' skills and knowledge in reading, math, writing and science. English Language Learners take the Illinois Measure of Annual Growth in English (IMAGE) and Assessing Comprehension and Communication in English State to State (ACCESS) exams. The first measures individual student achievement relative to Illinois Learning Standards and the other social and academic proficiency in English. All high school juniors take the two day Prairie State Exam (PSAE). The first day, students take the ACT, which includes English, math, reading, and science reasoning tests. The second day evaluates student progress toward meeting the Illinois Learning Standards.

Nationally Normed Assessments

Two national norm-referenced tests are given in Unit #5. One is the SAT10, which is an achievement test that assesses a student's skills and knowledge in reading, language arts, math, social science and science. The OLSAT8 compares the reasoning skills of Unit #5 students against students nationally.

Advanced Placement

Students may enroll in advanced placement courses and earn college credit if they score well on the culminating AP test. High School Advanced Placement courses are offered in English Literature, French, Spanish, German, Calculus, Music Theory, Chemistry, Macroeconomics, Computer Science A, Biology, Psychology, Government and Politics, US History, Geography, and Art History.

McLean County Unit #5 Schools
District Assessment Plan

	Norm - Referenced	Ability	State Testing	Other
Kindergarten				
Grade 1	SAT10 - SESAT 2 (September) SAT10 - Primary 1 (March/April)			
Grade 2	SAT10 - Primary 1 (September) SAT10 - Primary 2 (March/April)	OLSAT8 (September)		
Grade 3	SAT10 - Primary 2 (September)		ISAT/IMAGE/IAA Reading, Math (March)	
Grade 4	SAT10 - Primary 3 (September)		ISAT/IMAGE/IAA Reading, Math, Science (March)	
Grade 5	SAT10 - Intermediate 1 (September)	OLSAT8 (September)	ISAT/IMAGE/IAA Reading, Math, Writing (March)	
Grade 6	SAT10 - Intermediate 2 (September)		ISAT/IMAGE/IAA Reading, Math (March)	
Grade 7	SAT10 - Intermediate 3 (September)	OLSAT8 (September)	ISAT/IMAGE/IAA Reading, Math, Science (March)	
Grade 8	SAT10 - Advanced 1 (September)		ISAT/IMAGE/IAA Reading, Math, Writing (March)	
Grade 9	ACT - Explore (Fall)			
Grade 10	ACT - Plan (Spring)			
Grade 11			PSAE/IMAGE/IAA (April)	Advanced Placement Tests
Grade 12				Advanced Placement Tests
K - 12			ACCESS Speaking, Listening, Reading, Writing (January - March)	

Key:

SAT10 - Stanford Achievement Test - 10th edition	Use to guide instruction and document growth
SESAT - Stanford Early School Achievement Test	Use to guide instruction and document growth
OLSAT8 - Otis Lennon School Ability Test - 8th edition	Assess the abilities that relate to success in school
ISAT - Illinois Standards Achievement Test	Data is used for setting school improvement goals and selecting targets for interventions
EXPLORE	Used for career development and high school placement
PLAN	Predictor for success on PSAE/ACT
ACT	Measures academic readiness for college-level work
PSAE - Prairie State Achievement Exam	
ACCESS - Assessing Comprehension and Communication in English State to State	State standards test for English Language Learners
IMAGE - Illinois Measure of Annual Growth in English	Data is used for setting school improvement goals and selecting targets for interventions
IAA - Illinois Alternative Assessment	State standards test for selected IEP students

