

LICK CREEK CCSD#16



Student/Parent Handbook

2024-2025

Honoring the past, embracing the present, and preparing for the future.
LEARNERS TODAY; LEADERS TOMORROW!

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PURPOSE

This handbook is designed to give Lick Creek CCSD #16 students and parents important information regarding the school’s regulations, ideals, and traditions. Parents and students should familiarize themselves with the contents of the Student Handbook and keep it for future references throughout the year. Hopefully, this will help promote student progress and provide for the physical and psychological safety of the students through appropriate rules and regulations. Every attempt has been made to include necessary topics. However, if not listed, such subjects will be handled as necessary.

A student Handbook Compliance Agreement must be signed by each student and witnessed by a faculty member. The agreement states that the student has received a handbook and understands the general information, expectations, rules, and regulations set forth by the handbook. It also states that the student has had the book reviewed for them by a faculty member and has been given the opportunity to request clarification on any topic presented. The signing of the compliance agreement indicates that the student agrees to abide by rules and regulations set forth by the handbook. The compliance agreement forms will be filed in the principal’s office. Students missing the handbook review meetings held the first week of school are responsible for seeking clarification from a teacher on items in the handbook that are unclear to them.

ACCREDITATION

Lick Creek CCSD #16 is a fully accredited, approved, and recognized school.

Student Signature _____ Date _____

Parent Signature _____ Date _____

SCHOOL DISTRICT PHILOSOPHY

Lick Creek School District, in active partnership with parents and community, will promote excellence in a caring environment in which all students can learn and grow. This partnership shall empower all students to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff.

SCHOOL DISTRICT MISSION STATEMENT

It is the mission of Lick Creek CCSD #16 to create a safe and challenging learning environment that will inspire, motivate, and empower our students to achieve life-long success.

SCHOOL VISION

Honoring the past, embracing the present, and preparing for the future. LEARNERS TODAY; LEADERS TOMORROW!

SCHOOL DISTRICT ORGANIZATION

Lick Creek Elementary School is an elementary school and is the sole attendance center for Lick Creek Community Consolidated School District # 16.

The Board of Education is the governing body elected by the residents of District #16. The Board determines the specific policies and procedures of management of the school. The superintendent/ principal is the administrative head of the school under the authority of the Board of Education.

EQUAL EDUCATIONAL OPPORTUNITIES

Lick Creek Elementary School insures equal educational opportunities for all, regardless of race, gender, color, national origin, religion, age, or disability.

Any students having reason to believe they have been discriminated against should contact the superintendent/principal, who is the Equal Opportunity Coordinator.

Any other grievance should first be addressed to the staff member involved, or, failing resolution at that level, be taken to the superintendent/principal's office.

ALL VISITORS

The school doors will be locked after 8:10 a.m. each day and will remain locked throughout the school day. To enter the school, visitors must buzz in at the main double doors. Visitors will be monitored on an audio/video screen and may be allowed to enter after responding to a staff member.

Any visitor to Lick Creek School must report to the office when entering the building. If permission to be in the building is granted, the visitor must sign in. ***A visitor is anyone who is not a student or an employee of the school district.*** Visitors may not attend classes nor visit with a student during the school day without permission from the superintendent/ principal.

SCHOOL CLOSING

In the event of inclement weather or other school emergency, parents will be notified through area radio and television

stations. In addition, parents may be notified by an automated message system or through social media remember to like us on Facebook.

PARENTS RIGHT TO KNOW

The No Child Left Behind Act allows parents to ask for information regarding the professional qualifications of any teacher instructing their child. Information available includes the following: State certification requirements, degree(s) earned, subject areas of certification, and use of paraprofessionals along with their qualifications. If there are any questions, or if additional information is needed, please feel free to contact the Lick Creek Community Consolidated School District office at 618-833-2545.

PARENT GUIDELINES FOR ADDRESSING CONCERNS

Parents should communicate any concerns in a timely manner. Parents should use the following process to address those concerns:

1. Contact the teacher/coach to discuss the issue.
2. If the issue is not resolved after contacting the teacher/coach, the parents may appeal by contacting the principal/superintendent.
3. If the issue is not resolved after contacting the principal/superintendent, the parents may bring the issue to the school board. Parents must inform the superintendent of their request to meet with the school board at least 48 hours before the next scheduled board meeting. Regular board meetings are scheduled for the third Monday of each month (unless otherwise posted).

STUDENT RIGHTS AND RESPONSIBILITIES

A. Citizenship responsibilities

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law which apply to the conduct of students.
2. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. Students' conduct shall reflect consideration of the rights and privileges of others.
3. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.
4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

B. Rights

1. To attend school.

2. To express his or her opinion verbally or in writing, in an appropriate manner.
3. To expect that the school be a safe place for all students to gain an education.

C. Responsibilities.

1. To become informed of and adhere to reasonable rules and regulations established by the Board of Education and implemented by the school administrator and teachers.
2. To respect the rights and individuality of other students, teachers, staff, and school administrator.
3. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience, misconduct, or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the exercise of authority by the school administrator and teachers in maintaining discipline in the school and at school-sponsored activities.

PROOF OF RESIDENCY

The Illinois State Board of Education requires school districts to develop procedures that will be used to determine pupil residency. Lick Creek School is required to verify the address submitted by parents/guardians at the time of registration. Addresses that are provided to the school should be the 911 address of the residence. Post office box addresses are not acceptable.

All parents and guardians of students will be required to sign an Affidavit of Residency before enrolling students for the current school year. In addition to signing an Affidavit of Residency, certifying that their child resides in the Lick Creek School district, parents must also offer proof of residency by submitting a copy of one of the following items that shows a legal residency within the Lick Creek School District:

1. Driver's license
2. Property tax bill
3. Signed and dated lease and proof of last month's payment for renters
4. Most recent Utility bill
5. Voter Registration Card

If a student does not live with his/her parent(s), documentation must be provided as to who is the legal guardian(s) and that party must show legal residency in the school district. Proof of residency must be completed before enrollment in the Lick Creek School district is permitted. Upon completion of these forms the child must live, eat, and sleep at the reported address during the time he/she is attending Lick Creek School.

A person, who knowingly or willfully provides false information to a school district regarding the residency of a pupil for the purpose of enabling the pupil to attend Lick Creek School without the payment of non-resident tuition, commits a

Class C misdemeanor (not more than 30 days in jail and/or a fine not to exceed \$1,500). In addition, reimbursement to Lick Creek School will be required for the full amount of the non-resident tuition (currently \$6,771.67 annually per pupil).

RECORDS: PHYSICAL, BIRTH, DENTAL, VISION, IMMUNIZATIONS

All pupils NEW to Lick Creek CCSD# 16 are required to present proof of date and place of birth (sealed, certified birth certificate), parent's or guardian's name and address, and a certificate showing medical and dental examinations have been completed by a doctor and a dentist, as required by State Law. The deadline to submit health records is the first (1st) full day of school. Failure to comply with this requirement shall require the child to be dropped from all classes until such time as requirements shall be met.

Out-of-state transfer students, even with a physical within the last year, must have an Illinois physical. School physicals are required for all students entering Pre-K, Kindergarten, and 6th grade. All records must be on file with the office by the first student attendance day. Sport physicals are required prior to participating in all sports, including practice.

Prior to the first student attendance day, immunizations are required to be up-to-date and current for all grade levels. A complete list of immunization requirements is available from the office.

Vision exams are required and due by August 15 for entrance to Kindergarten. Dental exams are required and due by May 15 for Kindergarten, 2nd grade, and 6th grade.

RECORDS: REGULATIONS

Lick Creek Elementary School follows rules and regulations governing the release of school student records based on the Illinois School Student Record Act of 1975, the Federal Education Right to Privacy Act, and Board Policy. These rules concern the Student Permanent Record, the Student Temporary Record, and how this information will be handled, released, or challenged. Questions concerning student records should be directed to the school office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Family Policy Compliance Office (FPCO)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. Parents have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent then has the right to a formal hearing. After the hearing,

if the school still decides not to amend the record, the parent has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents must notify the appropriate school officials if they do not want their child's information included in directory information.

For additional information, you may call (202) 260-3887 or you may contact the following office:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

SPECIAL EDUCATION PROGRAMS AND SERVICES

State and Federal legislation requires a free and appropriate education for all children with disabilities between the ages of 3 and 21. To meet these requirements, Lick Creek School District, in cooperation with the Tri-County Special Education District, provides special education programs and services.

Programs and services are designed to meet the needs of students who have disabilities which adversely affect their success in a preschool or regular classroom setting.

Prior to consideration for special education services, the Response to Intervention (RtI) process must have been properly utilized. Parents, teachers, or other concerned individuals may make referrals. After a comprehensive diagnostic evaluation, a committee of educational personnel determines the child's eligibility for programs and services.

When a child is eligible for special education, an Individual Education Program (IEP) is written which sets goals and recommends services specific to the child's unique needs. Parent/guardian consent is required prior to the evaluation and for special education placement. Parent participation is encouraged at every step in the process.

Special Education referral forms may be obtained from the school office staff. Also available upon request are the complete "Explanation of Procedural Safeguards to Parents of Children with Disabilities" and ISBE Regulations governing special education.

The following is a brief description of special education programs and services:

- * Supportive Resource Services (SRS) - Limited instruction for less than 50% of the school day.
- * Supportive Resource Classroom (SRC) - Intensive instruction for more than 50% of the school day.
- * Early Childhood Program (ECP) - for children ages 3-5.
- * Community Based Education (CBE) - Classes for children with severe and profound disabilities.
- * Behavior Needs Program - Self-contained classes and itinerant and consultative services.

Additional services provided through Tri-County Special Education District include: Child Find Services, School Social Work Services, School Psychological Services, Psychiatric Diagnostic Services, Vocational Education Services, Physical and Occupational Therapy, Orientation and Mobility Training, and Audio Logical Services.

SECTION 504 REGULATIONS

Lick Creek School shall implement all provisions of Section 504 of the Rehabilitation Act of 1973. The Section 504 Coordinator is the superintendent/ principal.

INSTRUCTION - SCHOOL DAY

Pupils shall arrive at the school between 7:45 - 8:10 a.m. except as follows:

1. When earlier arrival is made necessary because of bus schedules.
2. When pupils are requested to come earlier for participation in school activities or disciplinary action.
3. When the student elects to eat breakfast, the student may be in the cafeteria during serving hours (7:30 a.m. – 8:00 a.m.).

Students who remain on school property unsupervised by a teacher or sponsor after 3:25 p.m. (or dismissal time on early dismissal days) must report to After School Day Care.

Students must be on time for class and must be prepared for class. Students must have the textbook, completed assignments, notebook paper, writing utensils, and any other necessary class materials.

Students arriving at school should follow the procedure listed below:

1. Immediately upon arrival at school, students are to go to the cafeteria or gym. When weather permits, students will go to the playground instead of the gym. Students are not permitted to loiter at their lockers nor wait anywhere else. Only the gym/playground and the cafeteria are supervised.
2. Students eating breakfast are to report directly to the cafeteria.
3. Students not eating breakfast are to report directly to the

gym or playground, as determined by the supervisor on duty.

4. Upon the completion of breakfast, students will proceed to the gymnasium or playground as designated by the supervisor on duty.
5. The supervised morning gym may consist of organized physical activities or sitting on the bleachers. Students may not wear dress shoes or any shoes that scuff the gym floor. The supervised morning playground follows the general playground rules and restrictions.
6. Organized team games such as kickball, softball, soccer, etc. are permitted on the grass behind the ball field and adjacent to the asphalt area.

There will be early dismissals (2:25 p.m.) on every Monday of each month. There may be other times when school is dismissed early as well. In some cases, usually the result of inclement weather, school may be dismissed early without it being possible to inform parents far in advance. Parents are strongly encouraged to have a plan worked out with their child as to where he/she should go in these instances.

ATTENDANCE

If it is necessary to be absent from school, a parent must call the school before 9:00 a.m. to verify each day absent. Phone messages may be left via voice mail. A phone call, note, or written proof must be received or the absence will be considered unexcused. Parents must call before 12:00 p.m. in order to ensure teachers have time to gather assignments/materials.

The excuse a student brings in to verify the reason for absence must have four (4) items on it, as follows:

1. The date
2. Student name
3. The reason for absence
4. Parent signature (parent should write entire note)

All students returning from doctor, dentist, orthodontist, etc. appointments must bring with them a slip provided by the doctor's office and present it to the office staff upon the student's return.

If a student is not in attendance by 12:00 noon (11:00 a.m. on 2:25 p.m. dismissals) on the day of a school-related function, he/she will not be allowed to be a participant and/or spectator of an extra-curricular activity that day. If the absence occurs on a Friday, participation in a contest scheduled for a weekend or vacation period may be allowed only with the consent of the superintendent/principal or designee. Attendance at weekend extra-curricular activities after being absent on Friday is not allowed unless pre-approved by the superintendent/principal.

An unexcused tardy will be applied to students who are late to class because they did not allow enough time to take care of their office or personal business.

If a student is late in arriving at school, he/she is to report to the SCHOOL OFFICE and sign in and receive a "Tardy Slip" before he/she will be allowed in class. If a student will be late to school, a parent or guardian is expected to notify the school by telephone prior to the student arriving at school. The determination of an excused or unexcused tardy will be made on the same basis as absences. Administration will have the

final say as to whether a student is absent or tardy. In most cases transportation to and from school is provided by the district. Any student arriving late to school on a school bus will not be considered tardy.

Tardy to Class (Offenses accumulate per semester)

- 1st & 2nd Offense: Verbal warning
- 3rd Offense: Disciplinary Referral written by teacher
- 4th Offense: 1 day after-school detention until 4:00 P.M.
- 5th Offense: Disciplinary Referral written by the teacher and a 1 day of after-school detention
- 6th and continuing Offenses: 1 day of in-school supervision for each offense/parent notification

Please do not expect the intended absence to be excused if it is an activity that could be done on non-school time. The superintendent/principal must retain the right to make that judgment. In addition, it will be helpful if parents would make every effort possible to schedule doctor and dental appointments at a time when school is not meeting or on days when school is not in session. Students may be required to produce written confirmation from a doctor, counselor, dentist, orthodontist, etc.

Students who are absent during the school day shall not be in attendance at school-related functions on the date of non-attendance. This shall pertain to participants in and/or spectators of an extra-curricular activity. The superintendent/principal will make judgment on an absence as a result of an unavoidable accident and/or emergency-type situation in regards to this matter.

ABSENCE FROM SCHOOL

In order to clarify how various types of absences will be marked in the office upon a student's return, the following guidelines have been established as school policy: The superintendent/principal, following board policy, determines whether a student is excused or unexcused, not the parent.

CATEGORY I - Excused Absences

1. Illness
2. Family member's funeral. *
3. Medical, dental, or eye doctor appointments when prior notice is given to the office. * This notice should be given not later than the morning of the absence so that teachers have time to prepare homework materials.
4. Hunting (provide tags for verification)
5. Unavoidable accident or emergency.
6. Pre-arranged family trip - with written notice three (3) school days in advance of departure day. *
7. Observance of a religious holiday - with notice three (3) school days in advance. *
8. Court appearance (when a student must appear for someone else); prior notice is required. *
9. Additional circumstances with prior permission from superintendent/ principal.

10. Mental Health Day Absence. *

* = Students must obtain homework assignments before their scheduled trip / absence or they will not be allowed to make up the work. For more details, see the Homework Completion section of the Handbook.

* = Public Act 102-0321 (Senate Bill 1577) amends the compulsory attendance article of the School Code by allowing students to take up to five mental or behavioral health days per year. A student is not required to provide a medical note and must be given the opportunity to make up any schoolwork missed during such absences. Following the second mental health day, a student will be referred to the appropriate school personnel to schedule a meeting with an Arrowleaf social worker to develop a mental health plan.

When returning to school from any such absence, as listed in the "Excused" statement, and with no prior notice from their parent/guardian, students must present a written statement from their parent/guardian to the office stating the reason for their absence. Without prior notice or a written statement from their parent/guardian, the absence will be considered unexcused.

CATEGORY II - Unexcused Absence (will receive a 'zero' in all classes)

1. Working
2. Overslept
3. Home studying
4. Family trip with inadequate notice
5. Shopping
6. Babysitting
7. Appointment not specified by parent or approved by office
8. All unspecified excuses or notes: "had my permission," "problem," "emergency," "our business," etc.
9. Court Appearance (when student must appear for himself/herself)
10. Any routine medical, dental, eye, or other appointments by students in grades 3-8 during PARCC testing.
11. Family trips taken by students in grades 3-8 during PARCC testing.

NOTE: Parents must call the school office by 9:00 a.m. to inform the school if their child will not be in attendance that day. Phone messages may be left via voice mail. A phone call, note, or written proof must be received or the absence will be considered unexcused.

After 5 unexcused absences per semester, the student loses all privileges for the remainder of the semester, including, but not limited to:

1. Participation in extra-curricular activities
2. Participation in field trips

TRUANCY

Students who "skip" or who miss all or any part of a school day without parent or school consent will make up the time truant from school.

NOTE: STUDENTS WILL RECEIVE A ZERO (0) FOR WORK MISSED DURING THE TRUANCY AND WORK CANNOT BE MADE UP FOR CREDIT.

CHRONIC TRUANCY

The State Board defines chronic truancy as missing 9 or more days of the previous 180 regular attendance days, without a valid excuse. The school has the right and responsibility to report such truancy to the Union County Truant Officer and/or local police. Parents, by law, must see that their minor children attend school under the Compulsory Education Law.

EXTENDED TRIPS OR VACATIONS WHILE SCHOOL IS IN SESSION

The Board discourages vacations while school is in progress, since it is generally felt that there can be no substitute for regular school attendance and classroom instruction. However, recognizing that by necessity some family trips will take place while school is in session, the following guidelines must be followed:

To receive an excused absence, the following procedure will be followed:

1. The student must be with his/her parent or guardian.
2. The parent or guardian must notify the office staff in writing at least three (3) school days before the date of departure.

ACADEMIC SANCTIONS FOR NON-ATTENDANCE

Section 10-20.9 of the *Illinois School Code* reserves to teachers the right to determine grades of students based upon their professional judgment, albeit within the grading policies of the district. Class participation points cannot be awarded to a student not present.

1. Any absence from a class more than ten (10) days in succession will require a medical note to be excused. An excuse from the treating physician is required within 24 hours of return to school.
2. All absences will count toward the cumulative total except the following:
 - a. approved school field trips
 - b. necessary extra-curricular activities
3. A student who is absent ten (10) consecutive school days without valid reason and without parental contact may be dropped as a student.

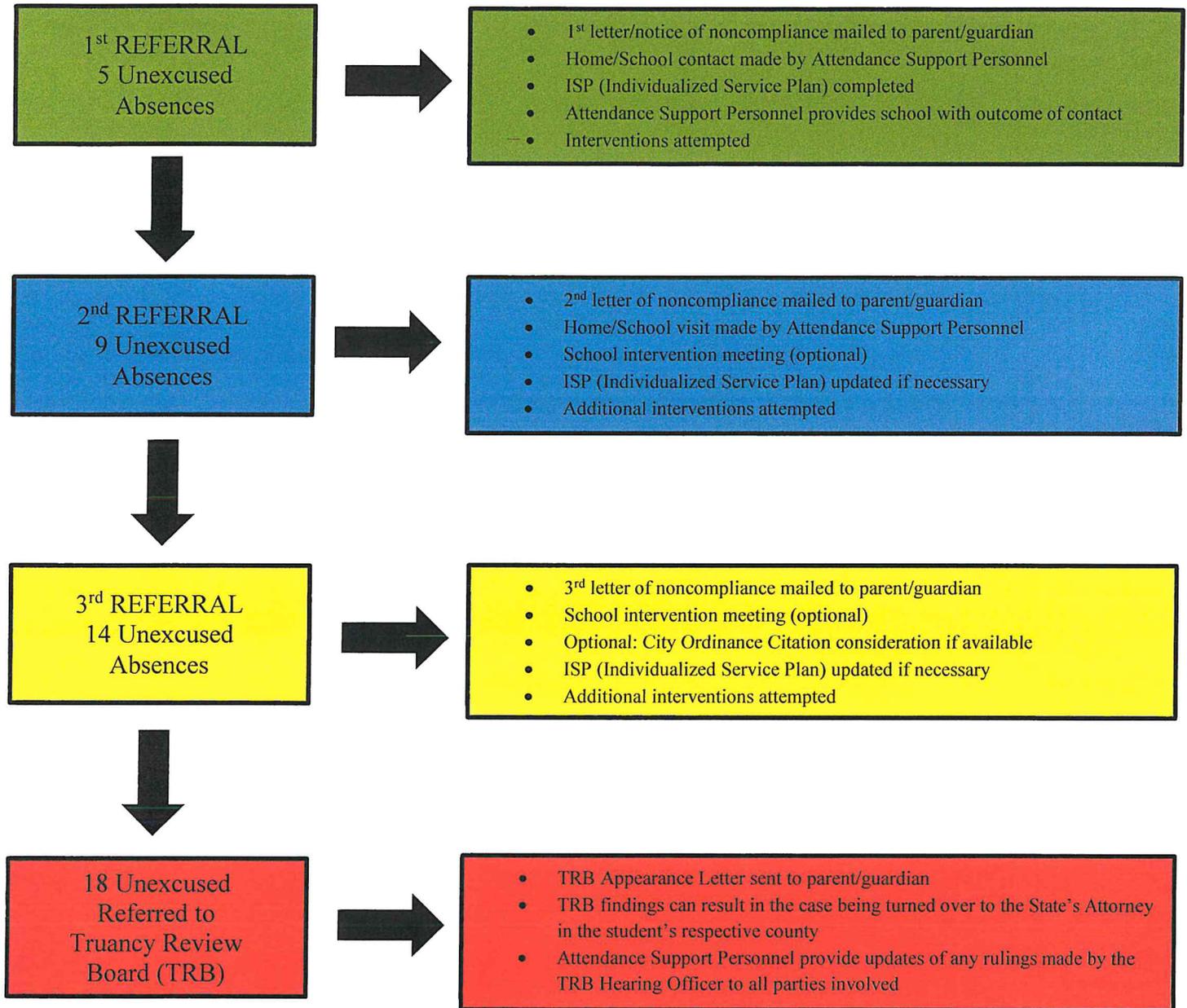
SIGN OUT PROCEDURE

If a situation arises that necessitates a student leaving school during the regular school day, the student must be accompanied by a parent or guardian designee. The parent or guardian must come to the office and complete the sign-out sheet before the student can be removed from the classroom. To maintain safety and proper supervision of students, students may not leave the building or grounds unless on a school-sponsored activity or if they have been signed out by a designated parent or guardian. Students are encouraged to return to school as soon as possible. Upon the student returning to school, the parent or guardian designee must sign the student in at the office.



TRUANCY FLOWCHART

Please follow the Guidelines When Submitting Student Referrals



- First referrals, regardless of the number of days absent, will be handled as indicated above
- Excused absences do not stand in the court of law; therefore, they will not be a top priority
- We do not accept referrals for tardies
- We are glad to help with interventions

HALL PASSES (Grades 3-8)

All students in grades 3-8 must have a pass to the bathroom, office, locker, to see another teacher, etc. Students in the hallway without a pass will be subject to disciplinary action.

DEFINITION OF TERMS

1. **MAINTENANCE OF DISCIPLINE** - from section 24-24 of the *Illinois School Code*. "Teachers and other certified educational employees shall maintain discipline in the schools. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians."
2. **SUSPENSION** - means the temporary exclusion of a pupil from a classroom or from a school building. Section 10-22.6 of the School Code indicates that the Board has the power "to suspend or by regulation to authorize the superintendent/principal of the school to suspend pupils guilty of gross disobedience or misconduct for a period not to exceed 10 days."
3. **EXPULSION** - means the permanent exclusion of a pupil from the public school of the district. Section 10-22.6 of the School Code reads, "To expel pupils guilty of gross disobedience of misconduct, and no action shall lie against them for such expulsion. Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. The Board, at such meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective."
4. **REMOVAL FROM A CLASS** - results from some disobedience, which the teacher has defined as disruptive, immoral, or disturbing to an adequate learning atmosphere in the classroom. The teacher and administrator shall confer as soon as possible regarding removal from class.
5. **DETENTION** - is a set amount of time to be made up before or after school or during lunch or recess for students who have misbehaved in class. Detention may be imposed by either the administrator or teachers. Keeping students after school should be arranged ahead of time, to allow the students an opportunity to make arrangements for staying. The student should report to the teacher's room, or assigned detention room as soon as possible after school.
6. **TRUANCY** - refers to any absence without the consent or knowledge of the parents or not approved by the school.
7. **TARDINESS** - refers to students who are late to school or classes.
8. **INSUBORDINATION** - an act of being disobedient and/or refusing to obey a school employee. A school employee is anyone hired or approved by the Board of Education to work at Lick Creek C.C.S.D. # 16. An act of insubordination will lead to disciplinary action by the teacher and/or administrator.

DETENSIONS

Minor misbehavior that is not serious enough to warrant office behavior referral is considered a classroom detention issued by a teacher and served with a teacher in that teacher's classroom. Classroom detentions are to be at least 15 minutes and no more than 30 minutes in length.

Detentions in the office will be at least 30 minutes in length (typically 3:30 – 4:00). Alternative detention time must be approved by the assigning teacher and administrator. A student who is late or fails to show for detention will be issued an additional detention and will then have two (2) detentions to serve.

Every two (2) skipped detentions will result in an In-School Suspension. It is the responsibility of the student to check and remember the date of his/her detention.

REMOVAL FROM CLASSROOM

Standards and procedures which provide the removal of a student by a teacher from the classroom for disruptive behavior and which provide due process to students shall be established and maintained by the School Board.

The standards and procedures shall ensure the following:

1. The District's definition of disruptive behavior.
2. The teacher's expectations for student behavior are fair, reasonable, within the District's guidelines, and are known by the student.
3. The student knows the consequences of violation of the teacher's expectations for student behavior.
4. Disruptive behavior by the student may lead to the development, by the teacher and the student, of a plan to prevent future disruptive behavior.
5. Continued disruptive behavior by the student may cause the involvement of parents/guardians and additional appropriate staff, as well as the teacher and student, in the development of a remedial plan.
6. The written remedial plan shall be filed by the teacher with the administration and shall serve as a warning that the student, upon violation of the plan, shall be removed from the classroom.
7. Appropriate administrative personnel shall listen to the student and shall provide due process for the student, should the student be removed from the classroom.
8. Disruptive behavior by a student which could cause harm to him/herself, other students, or the teacher shall be cause for immediate removal from the classroom.

CORPORAL PUNISHMENT

In accordance with State Law and District Policy, corporal punishment is not permitted.

DISCIPLINARY CODE

Ideally, discipline is handled in the classroom; however, when the acts of misconduct warrant additional corrective measures, the student will be sent to the superintendent/principal for additional discipline.

A uniform discipline code has been established for all students enrolled in Lick Creek School. It is expected that this code shall be followed and enforced in the same spirit and manner throughout the school. Staff members shall consider all

mitigating circumstances prior to disciplinary action and ensure that the most appropriate action is taken in each particular instance.

Grounds for disciplinary action apply whenever the student's conduct is in school or at school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or time when a school group is using the school;
2. Off school grounds at a school-sponsored activity, or event, or any activity which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or intimidation of a staff member, or an interference with school purposes or a function.

CORRECTIVE MEASURES FOR MISCONDUCT

The Lick Creek Board of Education indicates that suspension and expulsion may be utilized when other means of correction have not produced positive results or where retention in class or school would be detrimental to general welfare.

It is generally agreed that serious or repeated incidents of student misbehavior should be discussed in conferences: teacher, student, parent, and/or administrator or any combination of those groups. The desired goal of these conferences will be to solve problems, clarify situations, resolve differences, and hopefully forestall serious disciplinary action through the mutual attention of parents and school personnel.

In actual practice, the following procedures will be followed, although not necessarily in the order listed, or in their entirety. The administrator or her representative must use judgment in all areas, weighing the nature and severity of the misbehavior, and the attitude of the offender. These penalties are applicable at school and at all school-sponsored activities.

MISCONDUCT

For the purposes of clarity and standardization, acts of misconduct have been classified into three groups as follows:

Group 1 (Minor)

- 1-1 Disruptive Behavior (Conduct and/or behavior which distracts from the normal educational procedure at school; e.g.: note passing, talking, paper throwing, etc.)
- 1-2 Bad language
- 1-3 Non-defiant failure to complete assignments or carry out directions
- 1-4 Nuisance items brought to school or extra-curricular events
- 1-5 Classroom disturbance
- 1-6 Public display of affection
- 1-7 Possession or use of food, soda, candy, or gum outside the cafeteria without permission.
- 1-8 Possession of beepers, pagers, iPods (or other personal music device), Gameboys (or other

personal handheld electronic device), laser pointers, cell phones (including smart phones) and any other electronic device. **Items will be confiscated and appropriate discipline will be warranted.** The parent/guardian may claim the confiscated item in the office at the end of the day. The 1st offense will result in a 30-minute detention. The 2nd offense will result in a one day in-school suspension. The 3rd and any subsequent offenses will result in one or more in-school or out-of-school suspensions. **Cell phones (and other communication devices) must be stored in students' lockers between 7:45 a.m. and 3:25 p.m. Cell phones may not be used at any time between 7:45 a.m. and 3:25 p.m.** Possession of electronic items may be allowed on field trips with the permission of the field trip sponsor.

Group 2 (Intermediate)

- 2-1 Skipping class, even though remaining in the building or on the school grounds
- 2-2 Willful insubordination/defiance of authority, rules and regulations
- 2-3 Vulgar or abusive language or gestures to any others
- 2-4 Use of tobacco or tobacco products
- 2-5 Cheating

Group 3 (Major)

- 3-1 Aggressive physical contact (such as striking another student), provoked or unprovoked
- 3-2 Vandalism
- 3-3 Defacing or damaging school property by writing, scratching, carving, smashing, etc.
- 3-4 Stealing
- 3-5 Possession of stolen property
- 3-6 Possession or use of unauthorized substances and paraphernalia (drug, alcohol, inhalants, look-a-likes)
- 3-7 Furnishing or selling unauthorized substances and paraphernalia (drug, alcohol, inhalants, look-a-likes)
- 3-8 Possession of a firearm or other harmful weapon (including pepper spray) or object that constitutes bodily harm
- 3-9 Arson
- 3-10 Violent and/or extreme behavior (aggressive behavior)
- 3-11 Bomb threat
- 3-12 Sexual harassment/Student to Student harassment
- 3-13 Possession of explicit pornographic material
- 3-14 Threats
- 3-15 Breaking and entry of school or district property
- 3-16 Bullying
- 3-17 Gang Activity
- 3-18 False alarm

NOTE: Repeated and/or habitual offenses in one group will eventually be dealt with at a higher group level.

The following actions are options available:

1. Verbal reprimands
2. Detention
3. Special assignment
4. Counseling
5. Withdrawal of privileges
6. Parent conference

7. Behavioral contract/plan
8. Confiscation
9. Removal from classroom
10. Suspension
 - a. In-school
 - b. Out-of-school
11. Notification of law enforcement officials
12. Recommend Expulsion

Group 1 Acts of Misconduct are subject to the most appropriate action from #s 1-7 unless the conduct is repeated and/or habitual, in which case, any one or more of the above-described discipline options, including out-of-school suspension or expulsion may be warranted.

Group 2 Acts of Misconduct are subject to the most appropriate action from #s 1-11. Repeated and/or habitual misconduct may warrant implementation of any one or more of the above-described discipline options, including out-of-school suspension or expulsion.

Group 3 Acts of Misconduct are subject to all of the above listed options, including out-of-school suspension and expulsion. With respect to expulsions for possession of a firearm, explosive, or a device releasing a projectile that can cause severe bodily harm, said expulsion may be for 360 school days within the discretion of the Board of Education, provided such period for expulsion is approved by law or statute. In any case, said expulsion shall be for 180 school days unless special circumstances as determined by the Board of Education would indicate that expulsion should be for less than 180 school days.

In general practice, every effort will be made by teachers and administrator to assure that the option chosen is appropriate for the misbehavior and that the student is aware of the relationship between the misconduct and the action taken.

SMOKING AND TOBACCO PRODUCTS

Students enrolled in the Lick Creek School District shall not have within or on his/her possession (or body, at school-sponsored events, on school property, or within the school building) tobacco or tobacco products. This includes electronic cigarettes, herbal cigarettes, or any look-a-like tobacco products. The possession or use of medical marijuana is also prohibited. This policy is explicit to include twenty-four (24) hours a day on school property and expressly relates to extra-curricular events, such as home and away contests or events, and any other school-sponsored activity with students in attendance. Failure to observe this rule may result in the following:

- 1st Offense** – One (1) - Three (3) day suspension
- 2nd Offense** - Five (5) day suspension
- 3rd Offense** - Ten (10) day suspension and a possible recommendation to Board for expulsion.

Should the student refuse to discard or allow confiscation of the tobacco products upon authority demand, he/she will face the following:

- Immediate out-of-school suspension of not less than three (3) days, and parent notified immediately.

NOTE: Smoking in the building and on school grounds is banned for students and adults. By State law, this is in effect for twenty-four (24) hours a day.

SEARCH and SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. If a search produces evidence that the student has violated or is violating either the law or the district's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken.

AGGRESSIVE BEHAVIOR

Aggressive behavior is defined as using any form of aggression that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

BULLYING/GENERAL HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations: 1. During any school-sponsored education program or activity. 2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school sanctioned events or activities. 3. through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. 4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program. Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7) Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: 1. Placing the student or students in reasonable fear of harm to the student's or students' person or property; 2. Causing a substantially detrimental effect on the student's or students' physical or mental health; 3. Substantially interfering with the student's or students' academic performance; or 4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or

privileges provided by a school. Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school. School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards. Bullying Prevention and Response Plan the Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the twelve listed policy components in 105 ILCS 5/27-23.7(b) 1- 12.

HAZING

Initiation or hazing of students is prohibited by an act of the State Legislature (Chapter 720, Act 120, Section 5 of Illinois Compiled Statute) and is punishable as a Class A misdemeanor or possibly a Class 4 felony if hazing results in great bodily harm or death. "Hazing" is defined as that treatment which tends to set a student apart from his/her school mates, requires performance of an act for the purpose of induction or admission to any group, or an act which results in bodily harm.

GANG ACTIVITY

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts. Engaging in gang activity will be subject to disciplinary action.

CRISIS PREVENTION

It is extremely important for students to report anyone who intends or may intend to do harm to fellow student or staff. Report any information to your teacher or the superintendent/principal. Students can also call the School Safe Tip Line at 1-800-477-0024. If a crisis does occur, please follow the directions of the school staff.

DETENTION SYSTEM

For an after-school detention, a 24-hour notice will be given to the student and/or parents. Transportation home is the responsibility of the student and/or parents. If a problem arises concerning the serving of a detention, the student is to discuss the matter with the detention supervisor prior to the scheduled detention. A detention which is skipped will be doubled.

SUSPENSION

The superintendent/principal is authorized to suspend students guilty of gross disobedience or misconduct from school (and all school functions) for a period not to exceed ten (10) school days. The student and/or parents are due the following procedure protection:

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as is practicable.
3. Any suspension shall be reported immediately to the parents of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents of their right to review. Also, a copy of the notice shall be given to the School Board if a hearing is requested by the parent.
4. Upon request of the parents or guardian, a hearing shall be conducted by the School Board (or a hearing officer appointed by it) to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board, or its hearing officer, and the Board may take such action as it finds appropriate.

ALTERNATE EDUCATIONAL SETTING

An alternate educational setting may be assigned during the school day when a student's conduct requires removal from the classroom. The student may be able to receive credit for work completed but is not able to participate in lunch with classmates and similar privileges. In-school suspension is one example of an alternate educational setting.

EXPULSION

The School Board is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter or longer period as determined by the School Board. The student and/or parents or guardian shall be due the following procedural protections:

1. Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. If the charges are denied, the student shall have an opportunity for a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he/she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. The Board shall provide written notice to the parents or guardian of the time, place, and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.
3. During the expulsion hearing, the student and his/her parents or guardian may be represented by counsel, present witnesses and other evidence on his/her behalf, and cross-examine adverse witnesses. The expulsion hearing shall be a bifurcated proceeding. First, the Board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.

EXCLUSIONARY DISCIPLINE PRACTICES

Public Act 100-105 Suspension - Expulsion of Children Birth to Five (HB2663/SB1557) states that children enrolled in programs funded by Early Childhood Block Grant Funds are not to be suspended or expelled due to the child's behavior. Visit preventexpulsion.org for more information.

LEAVING THE CAMPUS

Students are restricted to school grounds from the time they arrive until the time school is dismissed. Students must follow the sign-out procedure for appointments, emergencies, etc., as outlined in this handbook.

ACCEPTABLE USE OF TECHNOLOGY

All users of the Lick Creek C.C.S.D. #16 Technology System must comply with the District Acceptable Use Guidelines.

The "System" shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District web site, and the District on-line services. "Use" of the system shall include use of or obtaining access to the system from any computer terminal whether owned or operated by the District.

COMPUTER USE RULES

Students have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, any message sent, received, or stored on the District's electronic mail system. The District has the right to and does monitor the use of the System by students, including

students' access of the Internet, as part of the System maintenance and to determine whether the use is consistent with federal and state laws and District policies and guidelines.

The District makes no warranties of any kind whether expressed or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays or service interruptions. Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

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

TECHNOLOGY PRIVILEGES

Access to the System is provided as a privilege by the District and may be revoked at any time. The System, including all information and documentation contained therein, is the property of the District.

PROHIBITED USE OF TECHNOLOGY

The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in the District's Student Discipline Code and rules.

1. Sending or displaying offensive messages or pictures (including sexting).
2. Using obscene language.
3. Harassing, insulting, or attacking others.
4. Damaging software, computers, computer systems, or networks.
5. Misuse of copyrighted materials.
6. Using another person's password.
7. Trespassing in another person's folder, work, files, or programs.
8. Loading/downloading of files/programs without permission.
9. Using the network or Internet for commercial purposes.
10. Using the network or Internet for anything other than academic reasons.
11. Making an explicit threat on an Internet website against a student or school employee is prohibited.

Failure to follow the rules will result in disciplinary action up to, and including termination of access to the computer network, with the possible loss of credit, and may result in further disciplinary and/or legal action. These rules are not meant to be all-inclusive for the termination of access to the computer network and are provided with the intent to be used as guidance to determine what may be considered violations to the computer policies.

SECURITY & TECHNOLOGY USER REPORTING DUTIES

Security is a high priority and must be a priority for all users. Students are prohibited from sharing their log-in IDs or passwords with any other individual.

Any attempt to log in as another user will result in disciplinary action. It is the user's responsibility to log off so that other students may not have access to and through the user's ID and password. A user who becomes aware of any security risk or misuse must immediately notify a teacher, administrator, or other staff member.

VANDALISM OF COMPUTER HARDWARE OR SOFTWARE

Vandalism or attempted vandalism is prohibited and will result in discipline as set forth in these Guidelines, and in potential legal action. Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses.

CONSEQUENCES FOR VIOLATIONS OF TECHNOLOGY POLICIES

A student who engages in any of the prohibited acts listed above shall be subject to discipline, which may include: (1) suspension or revocation of computer privileges, (2) other discipline including suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her privileges have been wrongfully limited may request a meeting with the superintendent/principal to review the limitation.

FIELD TRIPS

The classroom teacher will notify parents about each field trip. All students are required to ride the bus to and from the field trip unless prior approval has been given. Field trips are planned for educational purposes to meet classroom objectives. Participation in a field trip experience is a privilege extended to those students who have demonstrated effort in attendance, completing work to maintain grades, and exhibiting proper behavior and citizenship skills. In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the trip. If the trip involves advance purchase of tickets, the school district will be unable to refund the cost of the ticket if the student is absent or unable to participate in the trip.

NOTE: Any student who has earned any in-school or out-of-school suspensions will not be allowed to attend a field trip the rest of the school year.

INCENTIVE TRIPS

At the end of each school year, a trip may be planned for students in grades 2-8. To be allowed to participate, students must meet the following requirements:

1. No more than 2 teacher referrals for the year
2. No In-School, Out-of-School, or Bus Suspensions
3. No unexcused absences

4. No failing grades in any class (cumulative)

For 8th graders to qualify to participate in the 8th grade trip they must meet the requirements listed above.

MEDICATIONS ON FIELD/INCENTIVE TRIPS

Medications are not sent on field trips unless a specific written request is made by the parent and presented to the school 24 hours prior to the field trip. The parent must send the medication to school on the morning of the field trip and the teacher will keep it in a safe and secure place while on the field trip until such time the child requires the medication. The medication will be given to the child to self-administer. The medication must be in the original bottle from the pharmacy along with a note stating the parent's request for their child to take the medication at a given time.

BOOK BAGS, HAND BAGS, AND PURSES

Book bags, hand bags, and purses are to be used to carry books and belongings to and from school. Book bags, hand bags, and purses are to be left in the student hall lockers during the school day. On a case-by-case basis, the superintendent/principal may approve student use of a book bag, hand bag, or purse during the school day (e.g.: injury or disability)

SNACKS

All snacks and/or drinks must be store bought (e.g. for a party in the classroom).

DRESS CODE

Appropriate dress is necessary to maintain a degree of discipline that will create the best possible learning atmosphere. The Illinois State Board of Education advises that student dress be restricted to "health and safety factors", and factors "that substantially and materially disrupt the educational process".

Students should be clean, neat and appropriate in their school dress. Dress is one example of an outward expression of a person's self-respect.

Upon entering the building on a school day or to participate in a school activity, the rules for school attire are as follows:

1. Students shall wear safe and adequate footwear.
2. For students in grades 5-8, the "six-inch rule" will be used to judge the length of shorts, dresses, and skirts. The length of shorts, dresses, or skirts should be no shorter than six inches above the top of the knee, when standing. If the clothing is shorter than that mark, then it is in violation of the dress code. When leggings are worn, the skirt or shorts still must meet the "six-inch rule".
3. Students shall not wear unclean or ragged clothing. Clothing may not have any holes, rips, or tears.
4. Students shall not display offensive words or advertise alcoholic beverages, tobacco products, drugs, or expressions of a sexual or violent nature not conducive to education on their school attire or accessories.
5. Students shall not wear attire so long that it is apt to be hazardous on stairs, i.e.: long skirts or long baggy pants, or so short that it obstructs the educational process.

Pants, shorts, and skirts must be worn on the hips with the undergarments fully covered.

6. Students in grades 5-8 shall not wear: A) any tank tops; B) any halter tops; C) any spaghetti straps; D) or any other tops that expose the chest, back, waist, or sides below the underarm areas (No body cracks should be visible.) Tank tops can be worn over or under other acceptable clothing. Sleeveless shirts with a minimum 3-inch width at top of shoulder are permitted. Appropriate upper body clothing is required at all times. (e.g.: **Shirts must be worn at all athletic practices.**)
7. Hats, caps, scarves, sweatbands, bandanas, and sunglasses are not to be worn in school **at any time**. Headwear is only allowed on designated days. Hooded garments are only to be worn with the hood down.
8. Clothing shall be worn appropriately with shorts/jeans at the hips or above and bib overalls buckled.
9. Chains attached to wallets, keys, or chains connecting pierced body parts, as well as neck or wrist chains suitable as weapons, are not allowed. The **only** pierced body parts allowed to be decorated with jewelry or adornments are the ears. No clear studs are allowed. No tape or bandages covering piercing(s) are allowed.
10. Any clothing or accessories deemed disruptive to the educational process shall not be worn.
11. The display of undergarments is never acceptable. If applicable, dependent on development, female students should wear bras at all times while at school.
12. Flannel pants, pajama pants, lounge wear, or surgical clothing shall not be worn during school.
13. Writing on body parts is not appropriate and therefore is subject to disciplinary action.
14. Metal cleats or metal spiked shoes are not allowed to be worn in the building or on the school bus.
15. Light jackets are permitted in the classroom; however, heavy coats and oversized coats are not permitted in the classroom and must be left in a locker.

The interpretation of the dress code is left to the discretion of the faculty and administration.

DRESS CODE DISCIPLINARY ACTION

For each violation of the dress code, disciplinary action may be taken by a teacher or administrator. The teacher will notify the parents by phone. The student also must change the dress code item in violation.

CONDUCT IN THE CAFETERIA DURING LUNCH PERIOD

Sufficient time has been provided for everyone to obtain lunch and eat without undue haste. All students must eat in the cafeteria, including those who bring lunch from home.

The following rules will be observed by students in the cafeteria:

1. Take your time getting there and keep your place in line. Do not block the corridor; early arrival is not allowed.
2. Eat only in the cafeteria. Food must not be taken into the corridors, into the gym, or outside of the building. If you bring your lunch from home, it must be eaten in the cafeteria. No gum, soda, candy, or food of any

kind is permitted in any classroom or hallway except for occasional special events pre-approved by the teacher.

3. Deposit paper bags, milk cartons, sandwich wrappers, straws, etc. in refuse containers.
4. Return your trays, plates, and silverware to the soiled dish counter.
5. Avoid undue noise, confusion, and movement.
6. Help to keep the dining room clean.
7. Anyone guilty of throwing food, leaving a mess on the table, smashing milk cartons, etc., will be asked to remain in the lunchroom and clean up the room, plus other disciplinary action may be taken.
8. There will be no stealing or tampering with food belonging to others. Anyone in violation will receive a detention. In addition, table cleanup is the student's responsibility.
9. The superintendent/principal or designee may rescind the privilege of eating in the lunchroom or may assign designated seating spots.
10. Exceptions may be granted for special events with the prior approval of the superintendent/principal.

HOMEWORK COMPLETION

Students in grades 6-8 will receive a decrease of one letter grade if an assignment is one day late. If an assignment is two days late, the student will receive a decrease of two letter grades. If an assignment is more than two days late, no credit will be earned.

The student will be allowed to make up work missed for excused absences. The teacher will designate the make-up work for which the student will be given a grade. Failure to turn in completed designated work, within the designated time limit set by the teacher, will result in a "zero" for the absence(s). Homebound instruction may be available under certain circumstances.

When a student is given an assignment prior to his/her absence, that assignment is due by the next class session. All unexcused late homework will earn a zero. Long-term assignments such as research papers or projects, are due on the deadline established by the teacher unless other arrangements are made between teacher and student. Homework must be made up by the time the class meets again. Students must also make up quizzes and tests the day they return to school.

For a pre-approved absence, students must complete any homework, quizzes, and tests by the end of the second school day after they return. In other words, if a student returns on a Monday, all work must be completed and turned in by the end of the day on Tuesday.

GRADES

The Board of Education has adopted a nine-week grading period for students. There are four nine-week grading periods. A yearly average is computed.

The numerical pattern for letter grades for all teachers and for all courses is as follows:

| | | |
|---|------------|-------------------------|
| A | = 90 - 100 | Excellent or Superior |
| B | = 80 - 89 | Good/Above Average Work |

| | | |
|---|------------|------------------|
| C | = 70 - 79 | Average/Adequate |
| D | = 60 - 69 | Poor but Passing |
| F | = Below 60 | Failure |

| | | |
|---|------------|-------------------|
| S | = 80 - 100 | Satisfactory |
| N | = 60 - 79 | Needs Improvement |
| U | = Below 60 | Unsatisfactory |

Students transferring from other school(s) will utilize the grades that were given at the previous school(s) for the time attended.

HONOR ROLLS (Grades 3-8)

There will be two (2) honor rolls:

- High Honor Roll
- Honor Roll

To qualify for the **High Honor Roll**, a student must earn all grades of **A** in all subject areas. To qualify for the **Honor Roll**, a student must earn all grades of **A and/or B** in all subject areas.

VALEDICTORIAN AND SALUTATORIAN

The valedictorian and salutatorian shall be determined each year by following the rules listed below:

The valedictorian shall be the 8th grade student with the highest overall average of their 6th, 7th, and 8th grade year (8th grade will be average of first 3 quarters). The salutatorian shall be the 8th grade student with the second highest overall average.

PARCC ASSESSMENTS

The Partnership for Assessment of Readiness for College and Careers (PARCC) is the state assessment and accountability measure for Illinois students enrolled in a public school district. PARCC assesses the New Illinois Learning Standards Incorporating the Common Core and will be administered in English Language Arts and Mathematics.

PARCC assessments in English Language Arts and Mathematics will be administered to all students in grades 3-8. Testing will take place during one week between March 5 and April 20. Please check with the school before scheduling any planned absences during this time frame.

PROMOTION / RETENTION

The decision to promote or retain a student will be carefully reviewed in the latter half of the school year with the welfare of the student being the primary consideration. The *Illinois School Code ILCS 5/10-20.9a/b* prohibits social promotion of students and prevents promotion based upon age or any other social reason not related to the academic performance of the student. The decision to retain or promote may be based on successful completion of the curriculum, attendance, and performance on a nationally normed test and/or a local assessment test.

Retention is justifiable and appropriate in cases where achievement is far below standard or in cases where lack of progress occurs, by any of the following:

1. Chronic absenteeism (being absent from school without valid cause for more than 5% of the 180 days of scheduled school)
2. Demonstrable lack of effort by a capable student

3. Inadequate academic progress and/or failing grades in two or more classes in grades 3-8 for the school year
4. Inadequate academic progress and/or failing grades in two or more classes for the year or in the subjects of Math or Reading in grades K-2.

ACADEMIC INTEGRITY

Lick Creek Elementary School students are expected to conduct themselves in accordance with five fundamental values: honesty, trust, fairness, respect, and responsibility. Students are to act so that they are worthy of the trust bestowed on them by teachers and peers, conduct themselves honestly, and carry out their responsibilities with integrity and fairness.

To act dishonestly is inexcusable. Students who engage in academic dishonesty should expect serious consequences. At the minimum, students involved in breaches of academic integrity will receive an automatic zero as a grade for the assignment with the possibility of a lower or failing course grade. In addition, incidents of academic dishonesty may be subject to detention and/or referral to the administration for further disciplinary action. Cheating, plagiarism, and inappropriate collaboration are examples of a breach of academic integrity. The teacher will exercise professional judgment in determining breaches of academic integrity including the use of electronic plagiarism protection.

Cheating includes: copying another person's work and representing it as your own; allowing your work to be copied by someone else either by placing it in the view of another student or by making it available in any way to another student; acting contrary to the teacher's instructions regarding collaboration; seeking unfair advantage (examples of unfair advantage include reading other sources in place of the assigned work, such as using an English version of foreign language texts), use of notes, a cheat sheet, or cards on a test, getting exam questions from an earlier test taker, programming a calculator, PDA, or cell phone for use accessing answers; verbally or in written form aiding yourself or another student on a quiz or a test with materials disallowed by a teacher; and aiding or abetting another student in cheating.

Plagiarism is to make it appear in one's writing as if another's writing, including text, stories or narratives, thoughts, or discovered facts are one's own, or to represent the artistic creation or graphic or tabular presentation of others as one's own.

Any violation of the Computer User Agreement and/or any violation of the Accelerated Reader Honor Code will be considered an incidence of cheating and will be disciplined accordingly.

In many cases, collaboration is to be encouraged, depending on the nature of the assignment. Inappropriate collaboration is working with others in ways contrary to the teacher's instructions. If the teacher has instructed a student not to collaborate and the student does so, it is cheating. Unless otherwise instructed by teachers, the conclusions you draw, work you create, or the paper you write are to be a product of your own thinking, creativity, and work.

BETA CLUB

Junior high students may be considered for membership in the Beta Club based on Scholarship, Leadership, Character, and Service. Ability to attend will be based on passing grades, missing assignments, and behavior as determined by the overall approval by administration. A member contract, explaining expectations and obligations for membership, will be offered for the selected students to sign prior to initiation. Students must earn all A's and maintain all A's as well as maintain these high standards of Leadership, Character, and Service throughout their tenure in junior high or they may be placed on probation or dismissed from the club. Service projects are required to maintain membership.

CONFERENCES

Parents are encouraged to visit the school or request a conference with a teacher at any time. Parent-teacher conferences are planned to follow the end of the first nine weeks grading period and the third nine weeks grading period.

PROGRESS REPORTS

Students will receive a mid-term progress report. The reports are designed to show the student and parent current course status at approximately the middle of each 9 week grading period.

STUDENT SERVICES

Medicaid Reimbursement

Medicaid reimbursement is a source of federal funds to help school districts maintain and improve special education services. Therapy and diagnostic services provided to your child may be partially reimbursable. Unless the parent objects in writing, Lick Creek School District #16 will claim Medicaid/Kid Care reimbursement for services provided. These claims have no impact on the parent's ability to receive Medicaid funding either now or any time in the future.

RESPONSE TO INTERVENTION (RTI)

RTI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. The goal of RTI is to provide students with the help they need to be successful as early as possible in their school career, both academically and behaviorally.

When a child begins to have some area of concern affecting his/her school progress, the teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher may meet with a team of other staff members to discuss the child's needs, consider other interventions, and outline a method to carefully monitor the child's progress. The child's progress is measured over time. If he/she makes acceptable progress, the interventions may be discontinued (if sufficient progress is made) or continued (if the team feels the interventions are needed to help the student succeed). If the child continues to struggle, then more intensive interventions may be tried. Students may be taken out of non-core classes (i.e.: music, art, and physical education) to receive the RTI interventions.

DRUG AND ALCOHOL COUNSELING

Assistance for students and or family members in need of counseling for drug or alcohol abuse is available from the following organizations:

Arrow Leaf Counseling 618-833-8551
Fellowship House 618-833-4456

VISION SCREENING

Every year, vision screening is completed, as mandated by the School Code, for students, including special education, new and transfer students, and teacher referrals. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. The student is not required to undergo this vision screening at school if an optometrist or ophthalmologist has completed a signed report form indicating that an examination has been administered within the previous 12 months and the evaluation is on file at the school.

SELF-ADMINISTRATION OF ASTHMA MEDICATION

On August 16, 2001, Public Act 92-0402 created in the School Code, a new section entitled "Self-administration of Asthma Medication." The general requirement of the law is that when certain conditions are met, a school must permit the self-administration of medication by a pupil with asthma. These conditions are as follows:

1. The medication must pertain to the pupil's asthma and have an individual prescription label.
2. The medication must be prescribed by a physician, physician assistant, or advanced practice nurse having authority to prescribe such medication.
3. The parents or guardian must provide the school with written authorization for self-administration of the medication. Self-administration means that the pupil has the discretion as to the use of his or her medication.
4. The parents or guardian must also provide the school with a written statement from the pupil's physician stating the name and purpose of the medication, prescribed dosage, and time(s) and circumstances under which the medication is to be administered by the pupil.

STUDENT FEVER PROTOCOL

Students that have a fever of 101 will be sent home. All students need to be fever free without the aid of medication for 48 hours before returning to school.

HEAD LICE

According to the Illinois Department of Public Health, head lice do not transmit communicable disease. Persons from all socioeconomic levels without regard to age, race, sex, or standard of personal hygiene, can become infested with head lice. The following information was obtained from the American Academy of Pediatrics, Center for Disease Control, Center for Health and Health Care in Schools, and the National Association of School Nurses.

- Adult lice are 1-2 cm in length. Head lice crawl; they do not jump or fly and they are dependent on their host for nourishment (human blood). Lice that fall off a head are either injured or dying and incapable of causing an infestation on another person. Lice are very fragile and cannot live off of their human host for more

than 24 hours. Transmission generally occurs by direct head to head contact.

- Nits (eggs) are tiny white/yellowish oval shaped eggs that are attached to the hair shaft at an angle. Nits found more than 1 cm from the scalp along the hair shaft are considered non-viable. These are empty egg cases from the current infestation or a past infestation.
- Parents have the primary responsibility for the detection and treatment of head lice and schools should work in a cooperative and collaborative manner to assist all families.

It is the expectation of the parents/caregivers and families attending this school that:

1. Child's hair will be checked for head lice on a regular basis at home.
2. Upon detecting head lice at home or school, parents will use a safe and recommended treatment for head lice and inform the school of finding head lice at home and/or treatment of such.
3. Notify parents of your child's friends so they have an early opportunity to detect and treat their children if indicated.
4. Maintain a sympathetic attitude and avoid stigmatism/blaming families who are experiencing difficulty with control measures.
5. Act responsibly and respectfully when dealing with members of the school and community around head lice issues. Parents are asked to respect privacy issues and not call the school with reports of names of children other than their own who have or were known to have head lice.

It is the expectation of the school to undertake the following:

1. Inform parents when there are 2 or more cases of head lice in the child's classroom.
2. Once a child has been identified as having an active infestation of head lice, parents will be notified and given information regarding standard treatment and follow-up procedures. The parent will pick the child up from school to see the evidence of infestation, and at the same time, provide assurance and guidance.
3. Provide privacy and confidentiality when dealing with head lice issues.

Pandemic

This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the

goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include E-Learning and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and E-Learning instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or E-Learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the E-Learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

TRANSPORTATION

There may be days when inclement weather occurs and school will be in session. At times, emergency snow routes may be necessary. Announcements on local radio and television stations, as well as via an automated message system, will be made to notify you of the change in bus schedules/routes. If an emergency snow route is run in the morning, it will be repeated in the afternoon.

All students are asked to observe the following safety rules to avoid any problems on the bus:

1. Do not leave books, lunches, or other articles on the bus.
2. Keep books, packages, coats, and all other objects out of the aisles.
3. Help look after the safety and comfort of smaller children.
4. Be on time at the designated school bus stop.
5. Stay off the road at all times while waiting for the bus.
6. Wait until the bus comes to a complete stop before attempting to enter the bus.
7. Be careful in approaching the place where the bus stops.
8. Do not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
9. Keep hands and head inside the bus at all times after entering and until leaving the bus.
10. Assist in keeping the bus safe and sanitary at all times.
11. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
12. Treat bus equipment with respect.
13. Never tamper with the bus or any of its equipment.
14. Do not throw anything out of the bus windows.
15. Do not leave your seat while the bus is in motion.
16. Be courteous to fellow pupils and the bus driver.
17. Be absolutely quiet when approaching a railroad crossing stop.
18. In case of road emergency, remain in the bus until instructions are given by the driver.
19. At a discharge point where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway and remain there until a signal is given by the bus driver to cross.
20. Be alert to a danger signal from the driver.
21. Do not ask the driver to stop at places other than the regular bus stops. He/she is not permitted to do this except by proper authorization from a school official.
22. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
23. On other trips, respect the wishes of the chaperone appointed by the school.
24. Eating and drinking are not allowed on the bus.

BUS DISCIPLINE POLICY

- 1st Bus Discipline Offense: The student will be warned of inappropriate behavior and an incident report will be filled out by the bus driver. A copy will be mailed to the parent/guardian, and a copy filed in the principal's office.
- 2nd Bus Discipline Offense: The student will meet with the principal concerning the inappropriate

behavior and the student will be assigned a seat by the bus driver for a one-week period. A parent/guardian will be notified by phone or letter of the student's behavior problems and the history thereof, and an incident report will be completed and filed in the principal's office.

- 3rd Bus Discipline Offense: Written or telephone notification to the parent/guardians will be made by the school principal stating the student will lose one week of bus riding privileges. An incident report will be filed in the principal's office.
- 4th Bus Discipline Offense: Written or telephone notification to the parent/guardians will be made by the school principal stating that the student will lose ten days of bus riding privileges. An incident report will be filed in the principal's office.
- 5th Bus Discipline Offense: Written or telephone notification to the parent/guardians will be made by the school principal stating that a recommendation will be made to the Board of Education to remove the student's bus riding privileges for the remainder of the school year. All actions taken will be documented.

Each bus suspension will be consecutive days that school is in session and the buses make routine runs, and will include any extra-curricular activities that involve bus transportation during or after school hours. Depending on the nature and severity of the offense, deviation from the above procedure may occur at the discretion of the school principal. Bus riding to and from school and school-related activities is a privilege, not a right.

STUDENTS CAUSING ANY DISRUPTION ON THE BUS, DISREGARDING SAFETY RULES, OR NOT RESPONDING TO DISCIPLINE BY THE DRIVER WILL BE BROUGHT TO THE SUPERINTENDENT/ PRINCIPAL FOR DISCIPLINARY ACTION. A WRITTEN REPORT WILL BE SUBMITTED.

Appropriate disciplinary action will be administered as determined by the administration. Consequences range from a verbal warning up to and including a recommendation to the Board for expulsion for repeated or egregious behavior / actions. Students may also be suspended from school-provided transportation as is deemed necessary and appropriate.

CARE OF SCHOOL PROPERTY

Students are expected to take care of the school property and building. Damages inflicted willfully by students (or accidents as a result of mischievous behavior) will necessitate restitution. Teachers are expected to report incidents of marking, defacing, or damaging of any school property.

Theft of school property and vandalism are crimes punishable by law. Parents are responsible for the cost of any vandalism or destruction of property committed by their child.

USE OF THE TELEPHONE / CELL PHONE

Emergencies may arise where use of the office phone will be granted. Matters of school business may be transacted by club, class, and organization officers and representatives, if permission is granted in the office. Use of cellular telephones or any other electronic form of communication (including smart phones) is prohibited during any time in the school day that the student is in class, the hallways, the bathrooms, etc. Such items brought to school must be turned off and stored securely in lockers as they are the responsibility of the owner. Students may not use their phones between 7:45 a.m. and 3:25 p.m. Failure to follow this directive shall result in confiscation of the cell phone for return to parent/guardian. Confiscated items may be claimed by parents in the office at the end of the school day. See the misconduct section of this handbook for a list of consequences for inappropriate use of a cell phone. Use of telecommunication devices for cheating (text messages), harassment (picture taken or transmitted by phones), or any other inappropriate use will result in confiscation of the telecommunication devices and disciplinary action taken.

Students using a camera phone in an inappropriate way, in private areas (e.g.: restrooms, locker rooms), or for “sexting” may be subject to suspension for up to 10 days and possible recommendation for expulsion. Also, police may be contacted.

PERSONAL CONDUCT BETWEEN SEXES

Students shall observe commonly accepted standards of decency in their attitudes towards, and association with, other students. There is one primary rule – **HANDS OFF**. If the hands-off policy is not followed, the consequences will follow from warnings and parent notification to detention to suspension.

EXEMPTION FROM PHYSICAL ACTIVITY

A student may be excused from some or all physical activities when the appropriate excuses are submitted and an applicable staff member grants approval. Alternative activities and/or units of instruction will be provided for pupils whose condition prevents their participation in the physical education courses. (See Board Policy 7:260)

A student in grades 3-8 who is eligible for special education may be excused from physical education courses if:

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

A student requiring adapted physical education will receive that

service in accordance with the student’s Individualized Education Program.

USE OF THE GYM

During play activities, only soft-soled shoes are allowed on the main playing floor in the gym to avoid marking and damaging the surface. Students walking through the gym should remain on the fringe area outside the marked-off play area.

AFTER SCHOOL DAYCARE

After School Daycare is offered for students in grades Pre-K – 8. The hours are 2:25 p.m. – 5:30 p.m. on early dismissal days and 3:25 p.m. – 5:30 p.m. on regular dismissal days (Daycare begins 30 minutes earlier for Pre-K students). The charge for this program will be established at the beginning of each school year. Failure to pay the weekly bill will result in a billing sent to the parents. If unable to pay for services when rendered, arrangements must be made with the superintendent/principal after payments are delinquent for more than 30 days.

TEXTBOOKS AND LIBRARY BOOKS

Students are fully responsible for textbooks, library books, and their care. A charge will be made when students return books that have been abused, and payment in full is required when a book is lost or severely damaged.

When available from the Illinois State Board of Education, Lick Creek participates in the loan of secular textbooks in accordance with Public Act #79-961 of 1975.

ACCELERATED READER

Lick Creek participates in the Accelerated Reader Program (AR). Each grade level establishes individual student goals for each quarter. A school-wide assembly is held quarterly to recognize those students who reached or exceeded their goals. Grade level winners are recognized and are given the opportunity for additional awards.

LOCKS AND LOCKERS

Hall lockers are assigned to students in grades 1st – 8th for their use during the year. The locker is the property of the school and is not the personal property of the student. Lockers may be searched by the administration at any time. Lockers must be kept free of any writing, permanent signs, decals, or materials of questionable, illegal, or dangerous nature. If a student uses a lock, he/she must give the office the combination or key to the lock.

Sometimes lockers will not close because they are too full of debris. Students must not force doors closed with their feet or body because it damages the paint and the contents inside the locker. If a locker is jammed full, it needs to be cleaned out.

STUDENT FEE SCHEDULE

| | |
|------------------|----------|
| Registration Fee | \$ 40.00 |
|------------------|----------|

LUNCH POLICY

The system works much like a bank debit account. It is NOT a charge account nor is it intended to be a credit program. Payments should be made in advance on each child’s account

so that there is never a negative balance. Payments may be made in person at the office, mailed to the school, or sent with your child to be given to his/her teacher. Notices will be sent home periodically regarding the amount in each student's account. If a student reaches a negative balance of \$60.00, a letter will be sent home outlining the account balance, the school policy, and a date on which regular meals will no longer be able to be charged. Students will only be allowed to have milk and a cheese sandwich for lunch at a rate of \$1.00 and no breakfast will be provided once that date is reached. Once a notice has been sent, the amount owed must be paid in full before the student will be allowed to eat a regular meal. The only exception to this policy is that a meal will be provided if that student has money at the point of sale to pay for that meal.

Extra food or milk must be paid for at the time of the purchase. Lunch menus will be sent home weekly for the upcoming week.

Persons who may qualify for free or reduced lunches due to their financial circumstances, should contact the school offices for forms. There may be additional non-lunch aid for those who qualify. Standards for qualifications are set by the Federal government.

INSURANCE

Student accident insurance is provided for the students of District #16. Student accident insurance is provided for medical expenses for accidents that occur during a school sponsored activity. This is not health insurance; rather this is insurance coverage to pay claims that may arise from an accident during school sponsored activities. Parents must request an accident form from the school office personnel at the time of the accident.

It is the responsibility of any student injured at any time within the limits set above to notify the teacher or chaperone in charge of any injury, or suspected injury, immediately.

It is the responsibility of the injured, upon return to school, to request the insurance papers. These papers must be properly filled out and signed by the parent. Failure to properly report the accident, or to complete the forms, may result in the loss of the claim by the student and/or parent.

Any injury that results from fooling around, horseplay, or a fight, is not the responsibility of the school or its insuring agent. Bills resulting from such activities are the burden of the party guilty of starting or provoking the violation of school rules.

LIBRARY

Books are checked out for a two-week period. All books must be returned on the due date but can be checked out for one additional period of two weeks. Students are urged to return books in a timely manner so they will be available to other students. Students who owe for a lost book may not be allowed to check out another book until payment is made for the lost one.

ASSEMBLIES

School assemblies are held at various intervals during the year. Special assemblies are held for the presentation of information

to the student body. Disruptive behavior has no place at these gatherings. Students may be removed for misbehavior and banned from further assemblies. Detentions and/or suspensions may also apply.

FOLDER SYSTEM (FRIDAY FOLDERS) K-5

As a means of fostering better communication between the school and home, each student will bring home a folder with various items from school (graded homework, tests, notes, etc.) for the parents to review. Parents should review the folder and sign the enclosed sheet to verify that the parents reviewed the folder. The folder should be returned on Monday. We ask for your cooperation in reviewing the folder, signing the verification sheet, and returning the folder each Monday.

STUDENT PLANNERS

A planner has been purchased for each student in grades 6-8, courtesy of the PTO. The purpose of these daily planners is to encourage students to record and track daily assignments as well as long-term projects. This is an effort to help students learn to be more organized, learn and utilize time management skills, and overall become better students. The use of the planners is required for students in grades 6-8. Parent participation in their child's planner is encouraged.

HISTORY AND SCIENCE FAIRS

All students in grades 6, 7, and 8 are not required to submit entries in either the History Fair OR the Science Fair, held every year, it is up to the District level. Students may participate in both fairs with the teacher's approval. This is an integral part of the curriculum and grades are awarded for the performance. Students are given the opportunity to participate in competition with other schools, depending upon the quality of their projects and the sponsor's recommendation. Other grades and teachers may participate in the fair, but class participation in the lower grades will be on a class-by-class basis, at the teacher's discretion.

FUND RAISING PROJECTS

All fundraising for the Lick Creek School District must be approved by the superintendent/principal and placed on the master calendar located in the school office.

All money collected should be turned in by established deadlines. Coaches/sponsors should deposit money in the school safe daily. Fundraising money should never be kept in classrooms or lockers.

BOOSTER CLUB

The Booster Club is an organization that helps support the sports programs. The Booster Club raises money through a variety of activities. The money is used to supplement the sports program and to host a sports banquet at the end of the school year.

ADVERTISEMENTS, NOTES, & BULLETIN BOARD USE

No advertisements or notices shall be read, distributed, or posted in the school, or on the school premises, without the consent of the superintendent/ principal. All student signs, crepe paper, etc. are to be placed only on the bulletin boards, glazed tile, or metal areas. They must not be attached to ceiling

tile or plastered surfaces. Students who post signs throughout the school bear the responsibility of removing them after the event is over.

FIRE AND DISASTER PROCEDURES

Directions are posted in each room for both fire and disaster procedures. These procedures should be followed every time the fire alarm goes off or a dangerous storm announcement is made.

For a fire drill, students should leave the immediate area of the building as directed by their teachers.

For emergency drills, students must be sure to stay away from openings, doors, windows, and areas where shattered glass may be flying.

The school has a weather alert radio, which is activated by the National Weather Service. It broadcasts emergency weather information. If a tornado appears to be imminent at the time school is to be dismissed, the dismissal of school may be delayed until the unsafe weather subsides.

MANDATED REPORTERS OF CHILD ABUSE & NEGLECT

School personnel are required to report suspected maltreatment immediately when they have "reasonable cause to believe" that a child known to them in their professional or official capacity may be an abused or neglected child. This is done by calling the DCFS Hotline at 1-800-252-2873 or 1-800-25ABUSE.

PUBLIC NOTIFICATION OF PESTICIDE TREATMENT

A professional pesticide control company has been contracted to treat the school periodically. The treatments will be conducted outside of school hours.

This serves as notice of state law 225ILCS23/10.3.

If you would like to be notified prior to any spraying on school grounds, please notify the office. Those who request it will be notified at least two days prior to any application.

PUBLIC NOTIFICATION OF ASBESTOS MANAGEMENT

This notice is to inform building occupants of the potential hazard and locations of asbestos-containing materials. It has been determined by the Illinois Department of Public Health and the United States Environmental Protection Agency that

asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. Materials containing asbestos have been found in the school building. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos-containing materials. All asbestos-containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants. The Asbestos Program Coordinator is the superintendent/principal. Lick Creek C.C.S.D. # 16, 7355 Lick Creek Road, Buncombe, IL 62912 (618) 833-2545.

EXTRA-CURRICULAR ACTIVITIES: GENERAL REGULATIONS

All classes and organizations shall be governed by the following regulations:

All groups are expected to pay their expenses as they are incurred. Monthly, treasurers should verify their balances in the activity fund.

1. Faculty advisors will not allow deficit spending unless the spending is for a moneymaking project which, in the opinion of the faculty advisor, will bring a return sufficient to pay all bills.
2. Sponsors must be in attendance at all meetings and activities.
3. Student's attending school-related events (e.g. scholarly clubs, sports, etc.) during school hours will be responsible for obtaining assignments prior to the day of the event/activity and returning completed assignments the following day upon returning to school.



McKinney-Vento

If you or your children are in a temporary living situation, your children have the right to:

- Stay in the school or origin or choose the attendance area school where you are moving
- Receive transportation to and from your school of origin
- Immediately enroll in school, with or without school or health records
- Get free lunch and school fee waivers

You and your children are eligible for these rights if you...

- Share housing with others because of loss of housing, economic need or domestic violence
- Live in a shelter
- Live in a campground, park, car, or abandoned building
- Are without a permanent address

For more information or further assistance please contact the Lick Creek Liaison: Caron Sullens at 618-833-2545

Illinois Homeless Education Program Hotline: 1-800-215-6379

<https://www.isbe.net/homeless>

Lick Creek CCSD #16 Title I School-Parent Compact

The Lick Creek School District, students, and the parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act, agree that this compact outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children meet or exceed State Learning Standards.

School Responsibilities:

- ✓ Provide high quality curriculum and instruction delivered by certified and highly qualified staff in a supportive and effective learning environment that enables the participating children to meet the states' achievement standards.
- ✓ Hold parent-teacher conferences twice a year to share with parents their student's progress.
- ✓ Communicate and work with families to support students' learning.
- ✓ Ensure that students get help as soon as it's needed in a safe and supportive environment.

Parent Responsibilities:

- ✓ Value and support my child's attendance at school.
- ✓ Ensure that homework is completed.
- ✓ Promote positive use of my child's extracurricular time.
- ✓ Stays informed about my child's education and communicate with the school.
- ✓ Be an active participant in my child's learning process.

Student Responsibilities:

- ✓ Cooperate with my teachers in school and be responsible for my attitude and behavior.
- ✓ Complete all of my homework assignments on time.
- ✓ Participate to the best of my ability in all of my classes.
- ✓ Read independently or with my family on a regular basis.
- ✓ Let my teachers and family know when I need help.

LICK CREEK CCSD #16

STUDENT ATHLETIC POLICIES

Uniform/Equipment Responsibility

The Lick Creek Elementary School and the Lick Creek Booster Club are committed to providing high quality uniforms and equipment to students who represent the school in extra-curricular activities. Each student who is entrusted with a uniform or other school paraphernalia is expected to return it to the appropriate coach/teacher in a timely manner and in like-condition as received, excepting for normal wear and tear. Replacement costs will be the responsibility of the student who fails to return assigned uniforms or paraphernalia or returns said uniforms or paraphernalia damaged. Failure to reconcile the loss will result in disqualification of the offending student from any awards or honors associated with the activity. Further, the student risks jeopardy of participating in the activity the following season until appropriate restitution is accomplished.

Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Transportation/Bus

ATHLETIC AND EXTRACURRICULAR EVENT TRANSPORTATION

Students are expected to ride the bus to and from ballgames, field trips, and other events as a team or group. Exceptions to the above rule must be made in advance by the parent/guardian, documented in writing, and approved by the team coach or group sponsor. Student spectators will not be allowed to ride the team bus.

Bus Rules and Regulations

A list of bus rules and regulations follows:

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane or inappropriate language.
3. Do not eat or drink on the bus, unless special permission is given.
4. Keep the bus clean
5. Cooperate with the bus driver.
6. Do not use tobacco products, alcohol, or illegal substances; this includes any vape products.
7. Do not be destructive.
8. Stay in your seat.
9. Keep your head, hands and feet inside the bus.
10. The bus driver is authorized to assign seats.

Athletic Awards

Booster Club Athletic Awards:

Participation Certificate

A participation certificate will be awarded to each player who participates in a sport. A certificate will be awarded for each sport each year in which the student participated and was in good standing.

Most Valuable Player

At the coach's discretion, a MVP trophy will be awarded to the outstanding athlete in each sport (baseball, softball, boys' basketball, girls' basketball, volleyball, boys' track, & girls' track) each year.

Individual Awards

At the discretion of each coach, individual awards may be granted appropriate to that particular sport and the abilities, achievements, improvement, and sportsmanship of the student athletes.

Athletic Recognition Night

Each year the Booster Club sponsors an athletic awards night to recognize the accomplishments of Lick Creek student athletes. All student athletes and their parents will be invited to attend and receive the recognition for support of Lick Creek

School.

Lick Creek Scholar Athlete Award

The recipients of the Scholar Athlete Award must meet the following criteria:

1. Must participate and letter in at least two (2) sports in the 6th, 7th, and 8th grade (track, basketball, volleyball, baseball, or softball also accepted are Union Co. Wrestling and Jr. Football).
2. Must have maintained at least an A- grade average.

All recipients of the Scholar Athlete award will receive a plaque. In addition, the recipients of the Scholar Athlete Award shall have their name engraved on a plaque that is permanently displayed in the trophy case.

Sports Participants' Homework Requirements

Sports participants' homework (that day) must be turned in before the students leave for the event. Students who are not completing homework, not receiving passing grades, or receiving repeated detentions will be evaluated by the coach, athletic director, and the superintendent/principal to determine eligibility for that particular sport.

Athletes Eligibility

Eligibility will be checked every Friday (or whatever day is the last school day for the week). The eligibility period runs from Sunday through Saturday. Satisfactory work in all classes for the current quarter is required to remain eligible. Failure to be passing all subjects will result in denial of participation in scheduled activities for the next seven days (Sunday through Saturday).

Grades

Participants must not have a failing grade in any subject (cumulative by quarter). If a student has a failing grade, participants will not be allowed to dress for any event until the next weekly eligibility check indicates that participant has achieved passing grades in all subjects.

Conduct

Satisfactory conduct in all classes and other school related activities. Inappropriate conduct may result in denial of student participation in scheduled activities for a time period ranging from a minimum of one day to removal from the team.

Suspensions (In-School or Out-of-School)

Students **who are suspended** out-of-school are not allowed to attend or to participate in any extra-curricular activity during the period of the suspension. Students serving an in-school suspension will not be allowed to participate in any extra-curricular activity on that particular day.

Students on out-of-school suspension will also be suspended from playing for two dates in which athletic events in their particular sport take place. Students receiving two out-of-school suspensions will be removed from the team for the remainder of the school year. These suspensions are only punishable during the specific extra-curricular season. There is no carry-over from one season to another.

Alcohol / Tobacco / Drug Policies

Any student-athlete caught in possession of or using tobacco products or alcoholic beverages will be suspended for the next three games of that season for the first offense. This also includes being caught in the presence of others who are using these products illegally.

A second offense of by any student-athlete will result in immediate expulsion from that team for that season. The student will also not be allowed to participate in any extra-curricular organization for the remainder of the school year.

Any student-athlete caught abusing legal or prescription drugs or using or in possession of an illegal substance shall be expelled from that team for that season. The student will also not be allowed to participate on any extra-curricular organization for the remainder of the school year. Reinstatement for the next season or sport will be left to the discretion of the athletic director and the superintendent/principal.

Policy on Students Involved in Criminal or Illegal Activity / Behavior

Students who are involved or are in the presence of illegal or criminal activity/behavior may be removed from and excluded from participation in one or more extra-curricular activities. Student punishment will be determined by the administration and/or the board

of education. Student punishment will be based on the severity of the act that has taken place.

Attendance

If a student wishes to participate in or attend an extra-curricular event on a day when school is in session he/she must be in attendance at least one-half of the school day. If a student must leave school early due to sickness, even though he/she may have been there more than half the day, that student will not be able to participate in or attend any extra-curricular activity that same day. The only exception to this rule would be an excused absence for reason other than illness (such as funeral, family emergency, or other unavoidable emergencies). In such cases, the student or his/her parents are required to notify the school, **in advance** of the absence, in order to determine the student's eligibility to participate in or attend extracurricular activities that same date. The superintendent/principal will make the final decision. If the absence is considered unexcused or if the school is not notified in advance, the student will not be permitted to participate in or attend the extracurricular activity that day. Doctor and dentist appointments and other routine activities should not be scheduled on the days of extra-curricular events and will not be approved if the student misses more than half the day. A student may attend or participate in an extra-curricular activity on a non-school day immediately following a school day on which he/she was absent only if the absence is excused.

Coaching Concerns

If a parent, guardian or family member have an issue with a coach a meeting can be arranged through the athletic director. It is not permissible for these concerns to be discussed prior to, during, or immediately following a game. Verbal aggression toward coaching staff will not be tolerated and could lead to parent suspension/ expulsion from school functions.

