

2019-2020

RUTLAND GRADE SCHOOL

STUDENT HANDBOOK



Dear Parents, Guardians and Students,

Welcome to our school -- a community of about 100 people consisting of students, faculty and administration, office, cafeteria, and maintenance staff. Ours is a community in the very real sense of the word, a place where people cooperate for the benefit of one another. Here you will make friendships which will last a lifetime.

This handbook was prepared to provide you with information about the policies, procedures, and rules of Rutland Grade School. Parent and student expectations are also outlined. The educational process works best when the home and school cooperate and work together. Please feel free to communicate with the school whenever you feel the need by calling, e-mailing or coming in to see the teachers or administration personally. The individual attention that our staff can give each child is our biggest advantage. We only ask that you follow the procedures as outlined in this handbook so that the process can function most effectively. If there is a question about the following procedures, it is always best to contact us.

We urge you to read this handbook carefully, even if you are familiar with last year's handbook. Those parents/guardians who have students who are unable to read or to understand this handbook are asked to explain to them anything that would concern them. We encourage you to go through the handbook with your child, no matter how young or old they may be. Please keep this handbook. A copy of this handbook is also posted on our website, www.rutlandgradeschool.org.

We look forward to this year and hope that with the cooperation of the parents/guardians, students, and school group we can continue to be a highly effective team.

Sincerely,

Mr. Tom Jeppson

Principal, Rutland Grade School

The provisions of this handbook are not to be considered as irrevocable, contractual commitments between the school and the student. Rather, the provisions reflect the current status of rules, practices, and procedures as currently practiced and are subject to change without prior notification. Board policies are available to the public at the Rutland Grade School Office.

VISION STATEMENT

At Rutland Grade School we strive to provide for the development of students in an interesting and educationally sound atmosphere. We provide an opportunity for students to acquire skills, information, and self-confidence to maximize their potential for success and productivity as citizens. Administration, faculty, staff, students, and community members work together in an atmosphere of mutual respect because we appreciate the power of cooperation. By working together, we will achieve more than we ever could on our own. We have high expectations for our students and ourselves as we continue to improve and grow.

RUTLAND TWP. COMM. CONS.SCHOOL DISTRICT #230
Faculty & Staff

Superintendent

Mr. Mike Matteson
mmatteson@rutlandgs.org

Principal

Mr. Tom Jeppson
tjeppson@rutlandgs.org

8th Grade Homeroom

Mrs. Laura Parks
lparks@rutlandgs.org

7th Grade Homeroom

Mrs. Brandy McQuen
bmcquen@rutlandgs.org

5th/6th Grade Homeroom

Mrs. Lori Buinickas
lbuinickas@rutlandgs.org

4th Grade Homeroom

Mrs. Alaina Weatherford
aweatherford@rutlandgs.org

3rd Grade Homeroom

Ms. Kristin Coulter
kcoulter@rutlandgs.org

2nd Grade Homeroom

My linda Threadgill
mthreadgill@rutlandgs.org

1st Grade Homeroom

Mrs. Jennifer Foreman
jforeman@rutlandgs.org

Kindergarten

Mrs. Jodie Landers
jlanders@rutlandgs.org

Special Education

Ms. Kate McIntyre
kmcintyre@rutlandgs.org

Physical Education & Health

Mr. Jason Weber
jweber@rutlandgs.org

Cafeteria Manager

Mrs. Shelley Drake
sdrake@rutlandgs.org

Social Worker

Mrs. Kathy Holtzman
kholtzman@wallacegs.org

Speech Pathologist

Ms. Staci Caputo
scaputo@wallacegs.org

School Psychologist

Mr. Kevin Gallagher
kgallagher@wallacegs.org

School Nurse

Mrs. Shannon Matteson
smatteson@wallacegs.org

RtI Coordinator & Bus Driver

Mrs. Trudy Carretto
tcarretto@rutlandgs.org

Bookkeeper & Classroom Aide

Mrs. Marline Backos
mbackos@rutlandgs.org

Secretary & Bus Driver

Mrs. Carolyn Finucan
cfinucan@rutlandgs.org

Maintenance / Custodian

Mr. Dan Macias
dannym@rutlandgs.org

Music Teacher

Louise Collins

BOARD OF EDUCATION

Mrs. Amy Jimenez, President	Term expires in April of 2021
Mr. Rod Brady, Vice President	Term expires in April of 2021
Mrs. Linda Backos , Secretary	Term expires in April of 2023
Mrs. Brittany Edgcomb	Term expires in April of 2021
Mr. Jason Hermann	Term expires in April of 2023
Mrs. Megan Maynard	Term expires in April of 2021
Mrs. Justine Mucci	Term expires in April of 2023

Rutland Board of Education meetings are held on the third Wednesday of each month

PTO Officers

President – tba

Vice President – Mrs. Shelly Drake

Secretary – Mrs. Amy Hughes

Treasurer – Mrs. Carolyn Finucan

Bell Schedule

8:40- Students are allowed in the building

8:45- Classes begin

3:15- Released to go home

Tuesday Bell Schedule

8:40- Students are allowed in the building

8:45- Classes begin

2:20 - Released to go home

2:30 – Faculty & Staff

Professional Development

Table of Contents

<u>Topic</u>	<u>Page</u>
ABSENTEEISM/TARDINESS/VACATIONS	7
AFTER/BEFORE SCHOOL PROCEDURE	8
ALERT NOW	8
BULLY POLICY	8
BUS POLICIES	9
CAFETERIA VOLUNTEERS	9
CELL PHONE USAGE.....	10
CHECKS FOR PAYMENT.....	10
CLASS PARTIES.....	10
COMPLAINT AND SUGGESTION PROCEDURE	10
CONCUSSIONS.....	11
CORPORAL PUNISHMENT	11
CURRICULUM.....	11
DISCIPLINE	12
DISCIPLINE OF STUDENTS WITH DIABILITIES.....	14
DRESS CODE	15
ELECTRONICS	16
EMERGENCY DRILLS (FIRE, TORNADO, AND SITE EVACUATION)	16
EMERGENCY FORMS	16
ENTRANCE REQUIREMENT	17
END OF THE YEAR TRIP CRITERIA FOR 7 TH AND 8 TH GRADE	17
EXTRA CURRICULAR	17
EXTRA-CURRICULAR PARTICIPATION—ELIGIBILITY	17
FAMILY RIGHTS AND PRIVACY ACT	18
FEES AND ATHLETIC ADMISSION	19
FLOWERS & OTHER GIFTS	20
FOOD ALLERGIES	20
GRADES AND GRADING SCALE	20
GUM	20
HEAD LICE POLICY.....	20
HOMELESS POLICY	21
HONORS DAY	21
HOT LUNCH AND MILK PROGRAM.....	22
INTEGRATED PEST MANAGEMENT	22
INTERNET USE POLICY	22
LOCK FEES	24
MEDIATION COORDINATOR.....	24
MEDICINE.....	24
MEDICAID REIMBURSEMENT	25
NON-DISCRIMINATORY SEX EQUITY AND DISABLED POLICY	25
NOTIFICATION OF THE PRESENCE OF ASBESTOS CONTAINING MATERIALS	25
PARENT/TEACHER ORGANIZATION (PTO).....	25
P.E. ATTIRE	25
PHYSICAL EXAMINATIONS, IMMUNIZATIONS, and SPORTS PHYSICALS.....	26
POLICY ON USE OF ILLEGAL AND ILLICIT DRUGS	26
POLICY PROHIBITING GANG ACTIVITIES	26
PROMOTION/RETENTION	27
REPORT CARDS TO PARENTS/GUARDIANS	27
SCREENINGS.....	27
SEARCH AND SEIZURE.....	27
SEXUAL HARASSMENT	27

SIGN-IN & SIGN-OUT POLICY27

SNOW DAYS, DELAYED STARTS, EMERGENCY SITUATIONS, AND EARLY DISMISSALS28

SOCIAL MEDIA AND PASSWORDS28

SPECIAL EDUCATION PROGRAMS AND SERVICES28

STUDENT ACCIDENT INSURANCE.....28

STUDENT COUNCIL29

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION29

SUSPENSION AND EXPULSION29

TEACHER EASE.....29

TELEPHONE USE.....30

TUTORING/PROJECT SUCCESS.....30

WEBSITE and FACEBOOK.....31

8th GRADE STUDENT OF THE QUARTER:31

ABSENTEEISM/TARDINESS/VACATIONS/ UNEXCUSED ABSENCES

All students are to be aware that school begins at 8:40 a.m. Any student who enters the building after 8:40 a.m. will be considered tardy, and THESE STUDENTS MUST REPORT TO THE OFFICE BEFORE GOING TO THEIR CLASSROOM. If a student comes to school **after 10:30**, the student will be marked as half-day absent. Students with excessive tardiness will not be considered for perfect attendance honors.

If your child becomes sick at school, it is your responsibility to find arrangements for your child. We are mandated reporters, and it is potential child neglect if your child is not picked up in a timely manner. Students must be fever free of less than 100 degrees and have not vomited due to stomach issues for 24 hours before returning to school.

If a student is absent, a parent/guardian must call in the absence to the school office before 10:00 a.m. If a household does not have a phone, a written excuse must be presented to the teacher the day following the absence. Students may not call themselves in as absent. If the school is not notified by 10 a.m. of the student's absence, state law requires us to contact the parents/guardians. Those working parents/guardians who fail to notify the school may receive a call at work. Please call us to avoid this disturbance. In case of excessive absences or tardiness, the student will be reported to the LaSalle County Truancy Officer and may require a doctor's note when the child is absent. All unreported absences are considered unexcused absence.

It is especially helpful to have all of our students present during standardized testing periods. Please make every effort to avoid having your children out of school during these critical weeks.

Bus drivers should also be notified of the absence before the bus route begins (approximately 7:30 A.M.). Your bus driver will inform you of the best phone numbers to use prior to school. If you cannot get ahold of the driver, you may also contact the school office. We will do our best to relay the message to your child's bus driver.

Our policy is to offer students with "excused" absences a "day-for-a-day" in terms of making up work missed due to absences. Although this is our standard practice, each student's case is dealt with independently. Ultimately this time period will be left up to the teacher's discretion. Therefore, please be sure to call in your child's absence. Those absences considered "unexcused" may have a harder time making up the work, and missed work may result in a zero. The State of Illinois only permits a handful of valid reasons to miss school and authorizes each school to validate absences and tardy situations. For more information, contact the school office.

Students will be allowed two days per year for bereavement days. If more than two days are needed, please contact the school office to discuss the situation. These days will not affect perfect attendance requirements for Honors Day. The office must be notified early on of the bereavement absence; otherwise the students will be given an unexcused absence. Bereavement days do not exclude a child from extracurricular activities if the school is notified in advance.

Please note that for the 3rd through 8th grade students, unexcused absences affect eligibility for extracurricular activities. Please be sure to read the criteria.

Students who will need, during the course of the year, home or hospital instruction should be referred to the office of the superintendent or his designee. Parents or guardians making such a referral will be required to include a report from a licensed medical physician who will give an estimate of the duration of the temporary physical or health impairment which is causing the need for home or hospital instruction. It will then be the responsibility of the school district to determine the need for such instruction based on the estimated length of absence from school and the projected academic loss of your child.

VACATIONS: Family vacations should be scheduled during times that school will not be in session. Vacations during the school year (student attendance days) will disrupt the continuity of a student's learning and create educational difficulties. However, a student will be excused **3** days for a vacation. After 3 vacation days the student will be marked as unexcused. Teachers will attempt to provide assignments or alternative assignments if applicable. As a general rule, student work will be made available after the student's return. Please try to avoid having your children miss standardized testing dates.

AFTER/BEFORE SCHOOL PROCEDURE

After School

At the end of the school day, classes will be dismissed in an orderly fashion to the buses. For the safety of our students, all Rutland students not riding the bus home will be dismissed first. Those students involved in extracurricular activities will be dismissed after the rest of the students. If you need to have your child before the dismissal bell rings, an authorized adult must come into school and pick the child up. The student then becomes the responsibility of the authorized adult. If your child must leave school during the school day, please be sure to have the student come to the office with a note stating the time he/she is leaving and the reason for early release.

Before School

When students arrive on the bus in the morning, they are to go directly to their classrooms. Students not riding the bus are to use the main entrance and are not to enter the building before 8:30 a.m. Please enter and exit the parking lot with great caution anytime students might be present. Students should not be in the classroom without a teacher's permission.

Parents should not block the school driveway when dropping off or picking up students before and after school.

ALERT NOW

Rutland Grade School uses an automated calling system to notify its families and employees of emergency updates. Such occasions would be to cancel school due to inclement weather, notification of a school evacuation, or other major reminders. **It is crucial that you keep the office informed of any updated phone numbers you have.** Helping the school helps you.

BULLYING, INTIMIDATION, AND 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 school 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, immigration status, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

Complaint Managers:

Tom Jeppson
 3231 IL Rt 71 East
 Ottawa, Il 61350
 815-433-2949
 tjeppson@rutlandgs.org

Kathy Holtzman
 3231 IL Rt 71 EAst
 Ottawa, Il 61350
 815-433-2949
 kholtzman@wallacegs.org

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

BUS POLICIES

Students may play video games on the bus, (**see Electronics section for guidelines**). If a bus check or bus suspension is given, the parents/guardians will be notified. A form will be sent home stating the bus number, time of infraction, nature of infraction, and action taken. Parents/guardians are to sign the form and return it to school with their child on the next attendance day. A written warning of inappropriate bus behavior may precede the bus checks. Pending the severity of the bus infraction, multiple checks may be given. If a child receives a bus check, the first check may result in the child losing bus privileges for one day. If a second check is given, the child may lose bus privileges for three days. If a child received a third check, they may lose bus privileges for five days.

THE BUS DRIVER WILL BE IN CHARGE OF ALL DISCIPLINE ON THE BUSES AT ALL TIMES. THE SCHOOL RESERVES THE RIGHT TO ASSIGN SEATS.

TRANSPORTATION TO AND FROM SCHOOL IS A PRIVILEGE. Illinois state statutes provide that the school may withhold this privilege from any student who abuses the privilege by not following bus rules of proper conduct and safety.

CAFETERIA VOLUNTEERS

This group assists daily in the operation of the cafeteria. Volunteers work one day a week for a three-month period. If you volunteer, you will receive a letter listing the criteria for your responsibilities.

CELL PHONE USAGE

Students who bring cellular phones to school must keep them in their book bags and turned off. Students are not to use cell phones for making calls, text messaging, or taking pictures at school functions or on the bus. These rules apply at all school functions. Permission may be granted from a school employee to use one's cell phone only for making calls when returning home from a field trip, an away game, or if the office phones are not accessible. If a cell phone is confiscated, it will be turned off and be available for a parent/guardian to be picked up in the school office. Students will not be issued the phone. In order to use other electronic devices, you must have the permission of the adult supervisor. If electronic devices become a problem in any way, they will be confiscated.

CHECKS FOR PAYMENT

All checks in payment of consumable fees, hot lunches, milk, or other fees are to be made payable to Rutland School. **INSURANCE CHECKS SHOULD BE MADE PAYABLE TO THE INSURANCE COMPANY.** Please note that there is a \$25.00 non-sufficient funds fee in effect for checks made on insufficient funds.

CLASS PARTIES

Due to health concerns, a student/parent may bring in treats to share for special occasions, but they will need to be store bought and pre-wrapped. We will no longer accept treats that are homemade.

All classroom parties, birthday in particular, must be approved by the classroom teacher first. We ask that all parties meet the following criteria:

For *smaller items* (cupcakes and cookies), bring enough for the whole class (including napkins, plates, etc.)

For *larger parties* (pizza, McDonalds, etc...), be sure that:

- 1) a parent/guardian will oversee the food delivery and overall responsibility of clean up
- 2) the party is held in a classroom as a group
- 3) all students can afford it or the whole class's expenses are covered 100%

COMPLAINT AND SUGGESTION PROCEDURE

There are four basic channels for complaints built into our local school system: These steps need to be followed in order to provide a uniform approach which is fair to all individuals located at the various levels of communication. Please know that this is the process by which the staff and administration will address all issues. Skipping steps will result in being re-routed to the proper starting point.

1. The first channel is preferred as the primary communication network. All normal contact should be done at this level. For example:

- A. if a teacher is having a problem with a student, the parent/guardians should be contacted,
- B. if a parent/guardian has a problem with the student-teacher relationship, contact the teacher,
- C. if the bus driver is having a problem with a student, the parent/guardian should be contacted,
- D. if a student is experiencing difficulty on the bus, the driver should be contacted,
- E. if the coach is having problems with a player's attitude, the parent/guardian should be contacted, and
- F. if a parent/guardian disagrees with what the coach is doing, the coach should be contacted.

Many more examples could be cited, but the idea can be applied from the examples.

2. The second channel is to contact the principal and should be used only after the primary source of communication has been exhausted. In this way, both sides can be heard.

3. The third channel is directing the problem to the superintendent. This channel should be used only after channels one and two have been exhausted.

4. The fourth channel is the locally elected Board of Education, whose meetings are open to the public. The Board of Education can only render decisions as a group at a regularly scheduled monthly meeting or a special meeting called by the president of the board. Board members have no authority to act individually, and many times have undue pressure put on them to do so.

CONCUSSIONS

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association¹ before being allowed to participate in any athletic activity, including practice or competition.

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

CORPORAL PUNISHMENT

Corporal punishment WILL NOT be used by any teacher, administrator, or any other employee of Rutland School.

CURRICULUM

All students enrolled at Rutland School will have the same basic curriculum: Mathematics, Language Arts (Reading and English), Spelling, Science, Social Studies, Art, Physical Education, and Music. Health Education, Consumer Education, Career Education, Environmental Education, and Computer Literacy will be subjects within other subjects. Students and faculty have access to the Internet. Students are expected to follow the guidelines of the "Acceptable Use Policy."

Excuses from P.E. will be granted pursuant to a physician's written direction or by reason of an obvious health problem of the student. Alternate assignments may be given.

DISCIPLINE

Disciplining students at Rutland Grade School is always a difficult and unpleasant task. No one comes away happy: not the student, the parent, the administration, and in some cases not the Board of Education.

The major goal of a good discipline policy is to change behavior. At Rutland Grade School, the majority of consequences for discipline policy infractions are progressive. In other words, they gradually get more "severe" with each incident.

Don't be afraid to allow your child to learn from his/her choices and the sometimes difficult consequences of those choices. In all reality, it is the only way they will learn – saving a child from a consequence does not afford the child the opportunity to learn accountability and responsibility for his/her behaviors and choices. A decision to allow a child to learn from his/her behaviors or choices and the following consequences may be the best child raising decision you make. Please fight the urge to rush in on the 'white horse' to bail your child out of difficult times – especially if those experiences have been caused by your child's actions. Be there with love; be there with support, but don't bail them out or take away their opportunity to learn something very important. If a discipline situation arises, discuss the concepts of accountability and responsibility for one's behaviors, actions, and choices. Discuss the issue of consequences as a result of those behaviors, actions, and choices. This can be one of the most valuable learning experiences your child will ever receive from you.

******NOTICE: The Rutland Grade School Handbook addresses extensive information including expectations, rules, policies and procedures. However, not every detail or specific circumstance can be included; thus, circumstances and situations not directly addressed in the handbook will be handled on a case by case basis.**

We truly believe that everything we do, or don't do, is a choice that can affect the course of our lives and the lives of others.

Ethics refers to the standards of conduct, standards that indicate how one should behave based on moral duties and virtues, which themselves are derived from principles of right and wrong. There are two basic aspects to ethics:

1. The first involves the ability to discern right from wrong, good from evil, and propriety from impropriety.
2. The second involves the commitment to do what is right, good, and proper. Values, on the other hand, are core beliefs or desires that guide or motivate attitudes and actions.

A child educated only at school is an uneducated child. ~George Santayana

We are a **Character Counts School!** The Character Counts approach does not exclude anyone. We base our building and classroom discipline on the Six Pillars associated with Character Counts.

Six Pillars

Trustworthiness

Be honest~Don't deceive, cheat or steal~Be reliable – do what you say you'll do~
Have the courage to do the right thing~Build a good reputation~Be loyal – stand by your family, friends and country.

Respect

Treat others with respect; follow the Golden Rule~Be tolerant of differences~Use good manners, not bad language~
Be considerate of the feelings of others~Don't threaten, hit or hurt anyone~Deal peacefully with anger, insults and disagreements.

Responsibility

Do what you are supposed to do~Persevere: keep on tryin! ~Always do your best~Use self-control~
Be self-disciplined~Think before you act-consider the consequences~Be accountable for your choices.

Fairness

Play by the rules~Take turns and share~Be open-minded; listen to others~Don't take advantage of others~
Don't blame others carelessly.

Caring

Be kind~Be compassionate and show you care~Express gratitude~Forgive others~Help people in need.

Citizenship

Do your share to make your school and community better~Get involved in community affairs~
Be a good neighbor~Obey rules and laws~Respect Authority~Protect the environment.

If the school is to function as a learning center, it is important that all students conduct themselves in a responsible manner. Mutual respect and consideration of other students and for members of the staff will be expected. Common sense and following the instructions of those in charge should be the student's guide to proper conduct.

Remember, the best kind of discipline is self-discipline. Fighting, disruption of class, destruction of property, and disrespect or disobedience of school personnel will not be tolerated and will be dealt with as needed. Repeat offenses will be handled independently and will not be handled lightly. The punishment may get more severe with each offense.

SCALE FOR DISCIPLINARY ACTIONS

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

The following is a list of graduated consequences that may be imposed as or when necessary.

Parents/guardians will become more informed as the severity increases. If it is a greater offense some steps may be skipped. It will be decided on a case by case situation.

CONSEQUENCES:

1. Verbal warning or reprimand by the teacher or adult in charge.
2. A denial of privileges, study during free-time, silent inactivity, or loss of recess.
3. A personal or telephone conference between the teacher or individual in charge and the parent/guardian. The administrator may attend the conference.
4. After-school detention.
5. Proactive education activities
6. In- school suspensions.

7. Community service.
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

When and Where Conduct Rules Apply

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

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

REMOVAL FROM THE CLASSROOM

A teacher shall retain the right to remove a student from the classroom when that student:

1. Has been disruptive to the detriment of the successful learning of other students or to the successful teaching by the teacher;
2. Has failed to have completed assignments which are being discussed and/or are being graded, and which would cause that student an unfair advantage on the rest of the class to hear the discussion;
3. Has a potentially communicable disease or other condition which might cause a threat to the health, safety, or well-being of other students;
4. Has shown behavior not consistent with that of the class and where removal from the classroom would constitute denial of a privilege rather than denial of a right; or
5. Has been involved in a disciplinary action requiring that student's presence in the office to clear up the situation.

DETENTION POLICY

After school detentions are given for more serious problems or repeated offenses. In the case of after-school detentions the children are kept until four o'clock and parents/guardians must arrange for their child's transportation home.

1. When students receive a detention, they must serve it at the next scheduled detention period. PARENTS OR GUARDIANS ARE RESPONSIBLE FOR PROVIDING TRANSPORTATION HOME. The parent or guardian's signature on the detention sheet shall constitute the parent/guardian's acknowledgment of this responsibility. THE SCHOOL OR ITS EMPLOYEES SHALL NOT BE RESPONSIBLE FOR TRANSPORTATION. Students not picked up on time may be given an additional detention.

2. Students who cannot appear for detention on a specific day must show just cause in written form. This time must then be served at the next scheduled detention period (usually the next night). This shall be approved by the administration.
3. Students receiving a detention will report to the classroom of the teacher on duty immediately after dismissal from class at the end of the school day.
4. All students sent to the office for infractions due to misconduct or repeated failure to do school work may be assigned a detention.
5. Students who fail to appear at the assigned time and day to serve the detention will automatically have an additional detention assigned. A refusal to comply with an assigned disciplinary action may be brought to the school board and may result in a suspension.
6. Only a full detention period will be counted. Fractional parts of a detention period will not count as being served.
7. All Rutland Staff members may assign detentions.
8. Emergency early dismissals may cause detentions to be postponed. Parents/guardians will be notified.
9. All detention notices shall be in writing to the student. Notices are to be taken home, signed by the parent or guardian, and then returned to the school and handed in at the beginning of the next school day to the teacher who recommended the detention.

FAILURE TO DO SO MAY RESULT IN AN ADDITIONAL DETENTION PERIOD.

Student detention periods will usually be scheduled on Thursday for 45 minutes from school dismissal time. If students are participating in extracurricular activities, they may attend practice or the activity after the detention is served.

BUS CONDUCT FOR STUDENTS

1. Enter your school bus in an orderly manner and take your seat. Remain quiet.
2. Follow the instructions of your school bus driver. He/she is in charge at all times.
3. Remain in your seat while your school bus is in motion.
4. Help to keep your school bus clean and in good condition.
5. Keep your head and arms inside the bus at all times.
6. Be courteous to your school bus driver and to fellow passengers.
7. Be alert for traffic when leaving the school bus.
8. Learn emergency drill procedures and follow them at all times.

Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes the following:

1. Prohibited student conduct as defined in the Student Discipline policy (refer to the Six Pillars of Character Counts).
2. Willful injury or threat of injury to a bus driver or another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such behaviors as the administration deem to threaten the safe operation of the bus and/or its occupants.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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

DISCIPLINE OF STUDENTS WITH DIABILITIES

Behavioral Interventions

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

Discipline of Special Education Students

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

DRESS CODE

It is difficult to get unanimity of opinion as to what constitutes "appropriate" dress or "poor taste." In an effort to give parents/guardians and students' direction on appropriateness, the following examples of standards, which will be enforced, are offered. If you are in doubt about a specific item, contact the school for clarification. In general, clothes that are too tight, sloppy, excessively torn, expose the body inappropriately, constitute a health or safety hazard or are a distraction to others will not be acceptable.

- A. Cleanliness, neatness, and good grooming are always fashionable, and students will be encouraged by the school to maintain high personal pride in their dress and grooming practices.
- B. Current fashions and parental wishes regarding attire/grooming will be honored so long as the safety and health of the students is not endangered and/or as long as the attire is not in poor taste for the individual school setting.
 - 1. Students should wear their hair in a style that will not interfere with their ability to see clearly.
 - 2. Clothing and students should be clean and tidy.
 - 3. Students should avoid wearing any type of shoe or boot that will mark floors.
 - 4. During winter weather, students must wear appropriate clothing for outside recesses. If they do not wear boots for recess on days when snow is present, they may be required to stay on the blacktop or sidewalk.
 - 5. Emblems, symbols, patches, and/or slogans are permitted so long as they are not "suggestive" either by their message or location of the article on the clothing. Attire with emblems advertising alcohol, tobacco, or other non-appropriate items for minors will not be allowed.
 - 6. See-through wear, open midriff-type, or revealing clothing will not be allowed.
 - 7. Tank tops, as outer wearing apparel must be at least 2 inches wide at the strap,
 - 8. Shorts of a proper length and style may be worn during warmer weather.
 - a. Shorts/Skorts are to be longer than one's fingertips when standing normally
 - b. Skirts are not to be any shorter than two inches above one's knee
 - c. Pants are to be appropriate in terms of how they fit as far as length and around the waist. No low-riders or wearing one's pants low intentionally.
 - 9. Spandex or tight clothing (leggings) may only be worn under other clothing.
 - 10. Shoes that have laces should have them in place and be tied.
 - 11. No jewelry of any type will be worn during P.E. classes or athletic contests.
 - 12. Girls in grades 1-6 wearing skirts or dresses must wear a pair of shorts under their dress or skirt to participate in physical education class.
 - 13. Students are not allowed to wear hats or head coverings of any type in the building unless given special permission. All hats must be worn with the bill straight front or back.
 - 14. No shoes with rollers will be allowed. Students will either have to change their shoes or remove the roller.

The general rule is one's clothing should be modest and therefore not be revealing. Those students who are in violation of dress code rules will be asked to make a phone call to their parents. We hope that an alternative outfit can be arranged. We might be able to even provide alternative clothing if available.

Parents/guardians will be called either to bring the student proper attire or to take the student home if the student comes in improper attire. The faculty and staff will work collaboratively to determining whether questionable attire/grooming is appropriate. However, parents can appeal that decision by using the following these steps:

- A. Discuss the situation with the building principal.

- B. If a resolution is not satisfactorily reached with the principal, contact the superintendent.
- C. If a resolution is not satisfactorily reached with the superintendent, seek a place on the agenda at a board of education meeting.

ELECTRONICS

Students are allowed to bring electronics on the school bus and play games with the sound off that are rated E. E stands for a rating for everyone. Ratings that are not allowed are T (Teen) and M (Mature). If a student is caught with a game or device that is not rated E, it may be confiscated and a parent will need to pick up the game or device in the office. In addition, students are not allowed to take pictures without permission on school grounds or on the bus with any electronic device. If a student is caught taking pictures on school grounds or on the bus, the device may be confiscated and a parent will need to come to the office to pick it up. If someone chooses to bring an electronic device to school, it must be placed in the book bag during the school day, and the school is not responsible for the device or games that accompany the device.

EMERGENCY DRILLS (FIRE, TORNADO, AND SITE EVACUATION)

Safety drills including fire, tornado, and other emergency drills, will be held periodically to ensure that the students know the proper emergency procedures to follow. Please emphasize to your child that these drills are serious business that could someday save the lives of many students. Exit routes are posted in each room. Our primary school evacuation site is the Cross Bridge Church located across from Farm & Fleet on north Rt. 71. We may use other sites if/when necessary.

EMERGENCY FORMS

Emergency forms are required. Emergency forms include information needed in case of medical emergency or early dismissal, etc. Be sure to indicate any medical condition which might affect your child's treatment in case of an emergency. PLEASE BE SURE TO INCLUDE THE PHONE NUMBERS OF SOMEONE WHO IS AVAILABLE TO COME AND PICK UP YOUR CHILD IN CASE OF ILLNESS OR EMERGENCY DURING SCHOOL HOURS. PLEASE COMPLETE THIS FORM AND RETURN IT TO THE OFFICE IMMEDIATELY. Be sure to notify the school of changes in home or work phone numbers so the records can be updated as necessary. Only the persons listed on the district form will be allowed to pick children up from school. Some form of identification may be required. If anyone is to pick up the children who is not on the list, parents or guardians must notify the district.

ENTRANCE REQUIREMENT

Students entering Kindergarten must reach their fifth birthday by September first of this school year. Students entering first grade must reach their sixth birthday by September first.

END OF THE YEAR TRIP CRITERIA FOR 7TH AND 8TH GRADE: Junior high students must pay close attention to the following topics as they all work together to determine one's eligibility to attend the year-end trip.

1. Each student's cumulative year-end grade-point-average (GPA) must be a 2.0 or higher. Please note that one's eligibility is not solely determined from the 4th quarter grading period. It's the cumulative, year-end grade! However, the 4th quarter grades are equally factored into the cumulative totals at the end of the year.
2. Students must have made the classroom management reward program a minimum of 75% of the time.
3. The accumulation of service hours is equally important. At the beginning of each school year, the students are informed of how many hours will be required of them over the school year.. Those students without enough service hours are permitted to attend the trip; however, they are required to pay the full price for the ticket.
4. Next, hopefully you will not have any major discipline to deal with. However, if you do, please be advised that no one will be allowed to participate if you have more than one suspension (in or out of school). A suspension is a suspension. Where it is served is irrelevant.

5. Finally, your daily attendance is crucial for success in school. Therefore, any student with more than 7 unexcused absences will not be allowed to attend. Reminder, all unreported absences are considered unexcused absences.
6. All negative balances owed to the school must be paid in full in advance to attend the trip.

EXTRA CURRICULAR

Rutland Grade School is proud to offer a variety of extracurricular opportunities for its students. The following list outlines the sports, eligible students, and rules for participation. Academics will be the priority throughout the year. If a child becomes ineligible three times during one season, he/she will be removed from the team or activity. Students can join an extracurricular team/activity as late as up to one week after the first team practice. The beginning of the season is defined as the date of the first practice.

- Student Council - This activity may be open to both boys and girls from 5th grade through 8th grade.
- Soccer – This sport may be open to both boys and girls from 5th grade through 8th grade.
- Girls Volleyball – This sport may be open to all girls from 3rd grade through 8th grade.
- Boys Basketball – This sport may be open to all boys from 3rd grade through 8th grade.
- Girls Cheerleading – This sport may be open to all girls from 5th grade through 8th grade.
- Girls Basketball – This sport may be open to all girls 3rd grade through 8th grade.
- Scholastic Bowl – This activity may be open to both boys and girls from 5th grade through 8th grade.
- Track – This sport may be open to both boys and girls from 5th grade through 8th grade.
- Speech-This activity is open to both boys and girls from 5th through 8th grade.
- Boys Volleyball- This sport is open to all boys from 5th grade through 8th grade.

Physical examinations are required for all participants in inter-school athletics. Please have your sports physical completed on an IESA form if possible. Students must turn in a physical examination to their coach, sponsor, or office before they can engage in practice for any inter-school athletic activity. This includes basketball, track, soccer, volleyball, cheerleading, or any other activity which may be added. State law also requires that students participating in interscholastic sports show evidence of accident insurance coverage. If the family does not have hospitalization coverage, the student should take the optional accident insurance offered by the school's carrier. If you have questions about this, contact the school office for the full text of the Board of Education Policy and the School Code of Illinois.

EXTRACURRICULAR PARTICIPATION--ELIGIBILITY

Athletics and extracurricular activities are an important part of the school environment. However, the academic progress of the students is the primary purpose of the school. Each week an ineligibility check will be completed at the end of the week to determine the student's eligibility. Teachers will only allow ineligibilities to go into effect if a student has 3-5 grades per subject. A student's eligibility will be judged weekly in the area of academics. How a student conducts himself/herself may also remove him/her from being eligible to participate in an extracurricular activity. This includes but is not limited to one's behavior, self-control, and attitude.

A student will be ineligible to participate in any athletic, Student Council, or extra-curricular activity if he/she is failing any subject. The period of ineligibility is from Monday through the following Sunday. If a student is ineligible, the student will be given an ineligibility sheet to take home to be signed by their parent/guardian. This is to be returned to the homeroom teacher the very next school day from its issuance or a detention will be given. ***In order to attend or possibly partake in an extracurricular event, a student must have been in attendance for the full school day.***

RULES OF CONDUCT AT EXTRA-CURRICULAR ACTIVITIES (SEE ALSO SECTION 31)

1. Those attending extracurricular events are there to watch the game, cheer, or participate.
2. Students fourth grade and below are to be accompanied by a parent or responsible adult guardian.
3. Students fourth grade and below are to sit with their parent or adult guardian, unless they can prove through their behavior that they can be responsible to sit with the other students.
4. No students are allowed to leave the building where the event is being held once they have entered. If it is necessary for the student to leave early, a signed note from the parent stating time leaving and with whom the child is leaving must be given to the person in charge.
5. No one is allowed on the gymnasium floor except the game participants.
6. Students are not allowed to leave their seats while play is in progress.

7. Players, cheerleaders, and fans are to display good sportsmanship.
8. No card playing is allowed at extracurricular events.
9. Fans are not to throw anything on the floor at games.
10. No running around is allowed.
11. No horse-play in the cafeteria or gym.
12. The dressing rooms are off limits except for players.
13. Restrooms in the gym are to be used.
14. No one is allowed under the bleachers.
15. No unsupervised cheerleading practice is allowed in the cafeteria.

IN THE CASE OF VIOLATIONS OF RULES, YOU MAY BE ASKED TO SIT WITH YOUR PARENTS, BE REMOVED FROM THE EVENT, AND/OR BE SUSPENDED FROM FUTURE EVENTS.

RULES FOR EXTRACURRICULAR BUS RUNS

1. The last seat in the bus will be assigned only to responsible students or adult in charge.
2. Dismissal and loading is to be conducted and supervised by the adult in charge and/or bus driver.
3. Anyone who must be disciplined on the bus may be prohibited from riding the bus to future school functions. Being supplied with free transportation to extracurricular events is a privilege, not a right.
4. Students riding buses on extracurricular trips must have their rides home available within ten minutes after the bus returns. If a student's ride is not available within this time frame, the following are the consequences:
 - (a) Their names will be turned into the office on the first offense.
 - (b) On the second offense students may be excluded from the next scheduled event. A letter will be sent home to the parents/guardians on this.
 - (c) After a third violation, the student will not be allowed to ride the bus to any remaining extracurricular activities for the rest of that school year. Teachers and staff are NOT required to take students home.
5. Students who do not observe these rules will not be allowed to ride the bus to extra-curricular events.
6. Students who are not riding the bus home must be signed out on the coach's sheet by the parents/guardians.
7. Only those students that are on the team may ride the school bus to and from events. No other riders are allowed.

FAMILY RIGHTS AND PRIVACY ACT

Provisions: The parents/guardians of a student shall have access to the records kept on file by the school. The school shall establish procedures for requesting and granting access. Access shall be given within a reasonable period, but in no case more than 45 days after the request.

Rutland School Procedures:

1. Requests to examine student records must be in writing on the standard form devised by District #230.
2. Requests will be allowed upon completion of the standard request form. No waiting period is necessary, except for requests to see psychological reports.
3. Psychological records requested will be shown at the next scheduled visit of the school psychologist unless the period exceeds 45 days. In such cases, special appointments will be arranged between the parent requesting and the school psychologist.
4. The parent of a student must give written consent before the school releases a student's records.
 - a) The specific records to be released, b) The reason for the release, c) The names of the person(s) to whom such records will be released.
5. All requests for transfer of student records shall be in writing on the standard request form devised for use by School District #230.
6. Parents/guardians will be informed in writing that they have the right to review and question all student records at any time or before a transfer of records takes place.
7. Educational records are defined as any records, files, documents, or other materials directly related to a student and maintained by an educational agency or institution or a person employed by such agency or institution.

The following student records are on file:

1. Two copies of the student cumulative record file. One copy is kept in the office of the Superintendent, and a duplicate copy is kept by the homeroom teacher. This record contains sections on:
 - a. Student and family general information
 - b. Entrance and withdrawal record
 - c. Academic and attendance record
 - d. Achievement tests
 - e. Extracurricular participation
 - f. Materials sent from other school districts (kept only in teacher's record)
 - g. Speech therapist record
2. Parents/guardians and/or students will be afforded an opportunity for a hearing to challenge the contents of the student's records to insure that the information is not inaccurate, misleading, or inappropriate and to provide for the correction, deletion, or explanation of such information.
3. All administrators, teachers, psychologists, social workers, teacher aides, office personnel, nurses, and board members serving District #230 shall have access to student records which pertain to their jobs.
4. The policy of Rutland School for reviewing and expunging records shall be by mutual satisfaction of administration and parent at a meeting acceptable to both parties. Any challenges not satisfied shall be then turned over to the school board and their attorney at a special meeting of the Board of Education.

FEES AND ATHLETIC ADMISSION

Because the State of Illinois has provided funding for textbooks for the past several years, all textbooks are free to students at Rutland School. We do, however, have a *consumables fee* to cover the cost of workbooks, paper, etc., used by the students. The fee for this school year is **\$80.00 per year** for students in grades K- 8. Payment will be expected in full at the beginning of the semester if payment for the entire year was not made at the time of registration. Partial payment or waiver of fees will be accepted in cases of documented hardship. Arrangements for partial payments are to be made in the school office.

Students are responsible for the condition of their textbooks. If books are lost or suffer extreme damage, the parent will be billed for the book(s). Library books, reference materials, or school equipment issued to the student will also be the responsibility of the student and parents/guardians.

Family passes (persons living under one roof) for admission to home basketball and volleyball games are available for \$10 per sport or \$25 per year for all sports. This does not include away games or any tournament games.

FLOWERS & OTHER GIFTS

Unfortunately we do not allow for flowers, balloons, or other such gifts to be delivered to the school. Those gifts often become difficult to transport home. Therefore, we ask that you please forward all deliveries to the family's home address. We appreciate your cooperation in this manner.

FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (815) 433-2949.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

GRADES AND GRADING SCALE:

3-8 Art, and 3-8 Conduct are all graded on a scale of:

O – Outstanding, S – Satisfactory, and U – Unsatisfactory. K-2 grades will use a standard based report card and will not have a letter grade. Grade 3-8 use the following scale:

A+	(99 – 100)	C	(78-82)
A	(96 – 98)	C-	(75 – 77)
A-	(94 – 95)	D+	(72 – 74)
B+	(92 – 93)	D	(68 – 71)
B	(88 – 91)	D-	(65 – 67)
B-	(86 – 87)	Below 65 (Numerical Grades) - Failing	
C+	(83 – 85)	Grades below grade level will be noted on the report card	

Report cards will be sent out every nine weeks, with parent/guardian teacher conferences scheduled at the end of the first nine weeks.

Grades 3-8 qualify for Honor Roll, 3.0.

Honor roll is based on the grades for all subjects except art, and grade 3 computers.

Classes that do not meet all week will be weighted such as: PE .8, Computers .2, Health .2, and Music .2.

For honor roll purposes and for academic honors at the end of the year, the grade equivalents are:

A = 4, B = 3, C = 2, D = 1, and F = 0.

The permanent records carry an A, B, C, etc., which is determined by the average of the four 9-week grading periods. Students cannot qualify for honor roll if a student has a D or F in any subject.

GUM- No gum is allowed during school without teacher approval.

HEAD LICE POLICY

INVESTIGATE ALL REPORTED OR SUSPECTED CASES OF HEAD LICE.

If a student is suspected to have head lice:

I. The procedures for head lice checks are as follows:

A. Phase I - All Classrooms

1. A current class list is used to record the results for each student.
2. Disposable plastic gloves are worn and changed as needed, and/or tools, such as applicator sticks or pedicu-stix are used and discarded by trained examiners following each head check.
3. Each student's hair will be examined and the results noted as follows:
 - a. Head lice (insects) found
 - b. Head lice nits (eggs) found
 - c. No nits (eggs) or lice (insects) found
4. Absent students will be examined upon return to the classroom.
5. Parent(s) of a student found with the head lice or nits will be notified immediately. The student may then be removed from contact with other students and may be sent home for treatment. When unable to contact the parent(s) by phone, the student will be sent home at the end of the day. All students with head lice will be sent home with a letter regarding treatment of the student and the home environment and information about head lice. For re-admission to school the following day, parent(s) must show proof of appropriate treatment (i.e., note from physician, copy of prescription, or proof of purchase of an over-the-counter product).
6. If it is determined that this treatment has not been completed, the student will then be removed from contact with other students until the necessary treatment has been completed (i.e., use of pediculicide and removal of nits).

B. Phase II - Classroom Where Head Lice Has Been Found

1. Every two weeks, until no more cases are found, all students in the classroom will be checked for head lice and nits.
2. The procedures listed in Phase I will be followed in these classrooms.
3. The brothers and sisters of students found to have head lice or nits will also be checked every two weeks until no new cases are found in their sibling's classroom.
4. A follow-up phone call will be made or a letter sent home to the parent(s) of each student excluded the previous week to remind them about the second treatment for head lice between the 7th and 10th day if any doubt exists about remaining nits. Parents/guardians and staff will be notified about head lice policies/procedures early in the school year.

HOMELESS CHILD'S RIGHT TO EDUCATION

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

HONORS DAY

Recognition Day will be held on a date to be set near the end of the school year. Some of the awards to be presented on this day are as follows:

- High Scholarship Award in grades 3 through 8 (3.8 - 4.0)
- Scholastic Award in grades 3 through 8 (3.0 - 3.79) Scholastic and High Scholarship Awards are based on the following subjects: Reading, Spelling, English, Math, Science and Social Studies, Computers (4th -8th), Health (7th & 8th), P.E. (3rd - 8th).
- Athletic Awards in grades 3-8 based upon ending the year in good standing in basketball, cheerleading, volleyball, soccer, & track.
- Coaches' Award (male and female). Given to the eighth grade male and female student. To qualify for the Coaches' Award an eighth grade student must successfully/completely participate in three or more Rutland extracurricular activities offered during the school year. Selection is determined by a written vote from each coach and administration. Criteria to consider for each Coaches' Award include athletic ability, academics, attitude, sportsmanship, leadership, and overall character. **Quitting an activity automatically disqualifies a candidate for receiving this award.**
- Perfect Attendance Awards in grades K through 8. Tardiness may disqualify a student for perfect attendance.
- Alexander Guy William Muir Citizen of the Year Award is given to an outstanding 8th grader, based upon predetermined criteria and voted upon by all school employees who wish to cast a vote. (Award given at graduation.)
- Charles Fleming Scholastic Award to the 8th grader with the highest scholastic average for the year. (Award given at graduation.) This is based on the numeric percentage of the four 9-week grading periods during the 8th grade year.
- Gold Cord Award to 8th graders who have completed 70 hours of community service during their 7th and 8th grade years. (Award given at graduation.)
- Rosemary Sinon Art Award to the 8th grader who best exhibits artistic abilities. (Award given at graduation.)
- Lorraine and Martin Neurohr Award to the 8th grade student who has shown continual outstanding community spirit and has unselfishly participated and worked for the improvement of their school. (Award given at graduation.)
- Student Council Awards for those students who participated.
- Spelling Bee Winner and Runner-Up
- Wildcat Book Club- reading awards for students in grades K-8

- Pillar Award to an eighth grade student who exemplifies good character, maintains a good work ethic, exhibits a kind and caring attitude, and is a leader among their peers.
- Book-It All Stars

HOT LUNCH AND MILK PROGRAM

The school cafeteria will be available for those students desiring hot lunches. One milk is provided per hot lunch. Students also may bring sack lunches and may buy milk, if so desired. A peanut butter and jelly sandwich is available as a substitute for the main entree if desired.

The cost of a student's school lunch is \$2.60 Milk cartons cost .30 each. Each student will have his/her own debit account to use each day. Parents should fund this account as needed to cover the costs of each child's lunch. At the end of the school year, money will be left on the account for next year. If your child is a graduating 8th grader, fund balances may be refunded. If you think you're a candidate for the Free & Reduced Lunch program, be prepared to share with us some of the following:

- All of your W2's, paycheck stubs, business or farming papers (ledgers or tax books)
- A letter from your employer stating gross wages and your payment cycle
- Social security, pensions, or retirement information
- Unemployment, disability, or worker's compensation paperwork
- Welfare payments
- Child Support or Alimony paperwork
- Other income (such as rental income) paperwork
- No Income: A note explanation of how you currently provide for your household and when you expect an income
- Or your TANF card. These are the only indicators of proof-of-income that the state of Illinois allows us to accept.

It might be a good idea for parents/guardians to keep a record at home of lunches purchased. If possible, it is suggested that payment be made by check for recordkeeping purposes. This will also serve as a receipt for your records. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack. Students will not be allowed to charge more than 5 unpaid lunches. If lunches are not paid for, or if a free or reduced-price lunch application is not completed/approved, students will be served a peanut butter and jelly sandwich and milk and will be encouraged to bring a lunch from home.

Parents/guardians whose income falls under certain income guidelines may be eligible for free or reduced-price meals. Contact the office if you do not receive a free lunch application at enrollment.

Parents may log-in to teacherease.com to monitor the student's lunch account. When you register for school, if you supply an e-mail address, a welcome e-mail will be sent to you with a password that will allow you to log-in and monitor your child's lunch account.

INTEGRATED PEST MANAGEMENT

Rutland Grade School has adopted an Integrated Pest Management Policy. Parents/guardians who wish to be notified in advance of any application of pesticides should contact the district with a written request.

INTERNET USE POLICY

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

1. **Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.
2. **Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.
3. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 - c. Downloading of copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
 - n. **Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - o. Be polite. Do not become abusive in messages to others.
 - p. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
4. **Do not reveal personal information**, including the addresses or telephone numbers, of students or colleagues.
 - a. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - b. Do not use the network in any way that would disrupt its use by other users.
 - c. Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

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

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

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

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

Use of E-Mail – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

LOCK FEES

All students in grades 6 and 8 must purchase a school lock through Rutland School. Students in other grade levels participating in extracurricular activities will also need a lock to secure their belongings. The current price will be listed on the fee sheet at registration. This is only purchased once, as the lock may be used each year. No other locks will be allowed, as these locks are keyed and combinations are recorded so that authorized school personnel can open them in an emergency. The school reserves the right to open and inspect lockers at any time. Please remind your student to put their personal items, school uniforms, and valuables into their locker and lock it!

MEDIATION COORDINATOR

Mediation is a tool to peacefully negotiate conflicts. Students may be referred to the mediator to help solve their problems and reach an agreement on a workable solution.

MEDICINE

To enable the school to monitor the possession and use of prescription medicines by students on school property, it shall be the obligation of the parent/guardian whose child has been prescribed medication by a duly licensed physician to notify the administration of the type and dosage of the pharmaceutical product prescribed. All medications, including over the counter products, possessed by a student upon school property shall be accompanied by a parent/guardian with a letter, from a physician, of direction specifically stating dosage and time to be given. This information must be signed and dated. Any medication or drug found in the possession of a student on school grounds in absence of proper documentation and letter of direction as aforesaid shall be reported to the administration.

No employee of Rutland Township School District #230 shall be required by the Board of Education to administer medications to students. The Board of Education and/or its employees shall assume no liability for

the administration of medications, the administration of the wrong medication, the wrong dosage of a medication, or the failure to administer proper medication.

All medications (including prescription or non-prescription) that absolutely must be given at school in order for the student to remain at school, must be brought in by an adult. This medication must be accompanied by the “school medication authorization form” and must be signed by the parent and the student’s physician. This medication also must come in its original prescribed container with the name of the student and the name of the medication clearly labeled on it. The school medication authorization form will be provided in your registration packet and extra copies are available in the office.

MEDICAL CANNABIS

Designated Caregiver Administration of Medical Cannabis The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student’s parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if: Both the student and the designated caregiver possess valid registry identification cards issued by IDPH; 2. Copies of the registry identification cards are provided to the District; and 3. That student’s parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis. Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited. After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

MEDICAID REIMBURSEMENT

This is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to your child, if Medicaid eligible, are partially reimbursable. Unless you object in writing, the school will claim Medicaid/KidCare reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future; other medical insurance plans are not affected in any way. If you do not object to this release of information related to Medicaid claims, you do not need to do anything.

NON-DISCRIMINATORY SEX EQUITY AND DISABLED POLICY

It is the policy of Rutland Township Community Consolidated School District #230 not to discriminate on the basis of sex in its educational and extracurricular programs and activities or its employment policies as required by Illinois PA 79-597 and Title IX of the 1972 Education Amendments. Inquiries regarding compliance with the Illinois Sex Equity Rules and Title IX may be directed to Tom Jeppson, Principal, Rutland Township Community Consolidated School #230, 3231 Illinois Rt.71, Ottawa, IL 61350, 815-433-2949, or the Director of the Office for Civil Rights, Washington, D.C. It is the policy of Rutland Township Community Consolidated School District #230 that no otherwise qualified disabled individual shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity as required by Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Section 504 may be directed to Tom Jeppson, Principal, Rutland Township Community Consolidated School #230, 3231 Illinois Rt. 71 East, Ottawa, IL 61350, 433-2949, or the Director of the Office for Civil Rights, Washington, D.C.

NOTIFICATION OF THE PRESENCE OF ASBESTOS CONTAINING MATERIALS

Rutland Township Community Consolidated School District #230 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CRF 763) for the

school facility. Copies of the Management Plan are available for inspection during normal business hours in the school office.

PARENT/GUARDIAN-TEACHER CONFERENCES

Conferences are encouraged. All parents/guardians wishing personal conferences will be notified at the end of the first grading period as to a designated time for their personal meeting with their child's teacher or homeroom teacher. Fall conferences are strongly encouraged!

PARENT/TEACHER ORGANIZATION (PTO)

The Rutland PTO is an organization that serves as a support group to the school. It provides financial assistance for various school projects and social activities for students and the community. Open house, field trips, assemblies, playground equipment, athletic uniforms, and swimming lessons are some of the things sponsored. This group is an extension of the PTO and handles all the concessions at athletic events.

All parents/guardians and other interested parties are encouraged to participate in this organization. Your involvement in school activities is not only very important to your children, but it is equally important to the Board of Education, faculty, and staff at Rutland School. This is a community school, and your interest and input are appreciated.

P.E. ATTIRE

All students in grades 7 through 8 grades must have navy blue shorts and a yellow T-shirt for P.E. All students need tennis shoes to be used for inside PE only. In addition, students are expected to wear other tennis shoes for outdoor PE. They will not be allowed to wear their inside PE shoes.

PHYSICAL EXAMINATIONS, IMMUNIZATIONS, and SPORTS PHYSICALS

All students entering kindergarten and 6th grade or enrolling in Illinois for the first time must present to the school a written form showing a complete physical examination. Dental examinations are mandated for children entering kindergarten, second, and sixth grades. **Students in kindergarten must also show proof of a completed vision exam.** All students must show proof of immunizations against certain communicable diseases. Exemptions from these requirements may be made under certain statutes of Illinois law. See the superintendent if you wish to apply for an exemption.

Notification of physical and immunizations must be presented by the first day of pupil attendance. Admission shall be denied until proper notification has been made. (*Ill. School Law*).

PLAGIARISM- Cheating, plagiarism, and/or academic dishonesty in any form will not be tolerated at Rutland Grade School. Any student who engages in such behavior is subject to academic consequences up to and including loss of class credit.

POLICY ON USE OF ILLEGAL AND ILLICIT DRUGS

Rutland Grade School does provide an age-appropriate, developmentally based drug and alcohol education and prevention program for our students. These programs address the legal, social, and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. It is stressed to the students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

The illegal use, possession, or distribution of drugs or alcoholic beverages on school property, going to or from school, or at any school activity is prohibited. Any student who is taking a prescribed or patent medicine for illness or other medical reason must follow all the guidelines in the Parent/Student Handbook under the section entitled Medicine (Section 15).

Any student who distributes illicit drugs or alcohol on school property, on buses, at bus stops, or at any school sponsored function that could be located at other sites will be suspended from school and school related activities and will immediately be subject to expulsion. The student's parents or guardians will be notified along with the appropriate law enforcement agency.

Students who use, possess, or are under the influence of illicit drugs or alcohol will be suspended from school and will immediately be subject to expulsion. Parents/guardians and police will be notified. Appeals from the disciplinary procedures are heard first by the principal, second by the district superintendent, and third by the school board.

Students and parents/guardians will be encouraged to seek counseling in the area of drug and alcohol abuse. Students and parents/guardians will be given information regarding local agencies that offer that type of counseling. The students and parents/guardians are to understand that the compliance with the standards of conduct listed above is mandatory.

POLICY PROHIBITING GANG ACTIVITIES

Rutland school has adopted a policy prohibiting gang activities. According to the policy, no student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which may be viewed as evidence of membership or affiliation in any gang;
2. Shall commit any act or omission, or use any speech, either verbal or non-verbal, showing membership or affiliation in a gang; or
3. Shall use any speech or commit any act of omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 - a. soliciting others for membership in any gang;
 - b. requesting any person to pay for protection or otherwise intimidating or threatening any person;
 - c. committing any other illegal acts or other violation of school district policies;
 - d. inciting other students to act with physical violence upon any other person.

If a student violates the policy, parents/guardians will be notified and conferences will be held. Further violations may eventually lead to suspension or expulsion. Rutland school is a safe school zone. As such, persons guilty of gang activity or the use or sale of drugs and/or weapons are subject to increased penalties when prosecuted. Rutland School officials may call upon local law enforcement authorities for assistance and prosecution of individuals if deemed necessary.

PROMOTION/RETENTION

A student's achievement of the skills for the grade to which he or she is assigned will be assessed and evaluated before determining the succeeding grade placement. In general, students in grades 3-8 who receive a cumulative grade of F for the year in one or two classes will have an opportunity to make those grades up in summer school. Students who fail to complete summer school successfully or who receive failing grades in three or more academic classes may be recommended for retention. Parents of students at risk of retention will be notified during the 3rd quarter. A retention watch program will be put in place at this time with a final decision for retention being made at the conclusion of the 4th quarter. Recommendations for retention of students in Kindergarten and grades 1 and 2 will be made by the teacher based on assessments of the student's reaching standards and/or readiness for the next grade.

For honor roll purposes and for academic honors at the end of the year the grade equivalents are:

A = 4, B = 3, C = 2, D = 1, and F = 0.

The permanent records carry an A, B, C, etc., which is determined by the average of the four 9-week grading periods.

REPORT CARDS TO PARENTS/GUARDIANS

Report cards will be issued home quarterly. Parent-teacher conferences will be scheduled in the fall. However, conferences are recommended whenever a teacher or parent/guardian deems it advisable. Other forms of teacher communication will be sent to parents/guardians at any time that a teacher feels parents/guardians should be immediately informed of negative aspects in their child's scholastic or character development. Such notes are to be signed and returned to the school in the same manner as the report card.

SCREENINGS

All students enrolled in school for the first time in the district may be given a speech and language screening if needed. Any students who are identified as needing speech and language services shall be given a case study evaluation to

determine the specific need for such services. Notification of referral for screening is not required in any other way than through this letter. Notification of case study and placement of children for direct service, however, is required and will be forthcoming for any children being considered for such placement.

Students will have a vision and hearing screening from the LaSalle County School Health Service. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Vision and hearing screening is mandated in the state of Illinois.

SEARCH AND SEIZURE

School authorities may search a student and/or the student's personal effects or student's possessions (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law of the district's student conduct rules.

SEXUAL HARASSMENT

Sexual harassment is prohibited. Students who believe that they are the victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the principal or another complaint manager.

SIGN-IN & SIGN-OUT POLICY

All visitors who come to the school for any reason must use the main entrance when entering the building. Here you will be properly checked in and you must sign in with the office. Visitors MUST NOT enter classrooms or other areas within the building without permission; classes will not be distracted. Our school personnel can help retrieve/deliver anything for you. Please wait at the office.

If your child must leave before dismissal time, please send a note with your child and have them give the note to their teacher stating the time they are leaving and the reason for early release. If you are taking your child home during school hours, you MUST sign him/her out on the form on the clipboard in the office. This includes anyone taking your child from school for any reason (example: grandparents, relatives, youth workers, etc.)

SNOW DAYS, DELAYED STARTS, EMERGENCY SITUATIONS, AND EARLY DISMISSALS

In the event of inclement weather, please listen to WCMY, 1430 AM, for announcements concerning possible school closing or late bus routes. We will make an attempt to make a decision as early as possible concerning this; however, we do not want to make our decision too early in case the situation changes. Generally, all such decisions are made earlier, but can be made as late as 7:30 A.M. All messages related to school hour changes will be made through Alert Now as well as the radio.

In the event the roads start drifting during the day, we may decide to close early, so listen to the radio for this as well. If the students think that you may not be home, they will be given a chance to call you and check. Your child should be given instructions as to where to go if you are not home. This information should be given to the school and bus driver as well. In the case of older children who might be trusted at home by themselves, it is a good idea to give the child his or her own key to the house or to let him or her know where a key is kept. Calling the school in cases where school might be dismissing early will add to some of the confusion, but it is much better to add to this than to have a child go home to an empty house. When school is dismissed early or closed due to weather conditions, all extracurricular activities and practices will be canceled.

SOCIAL NETWORKING PASSWORD & WEBSITES

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

SPECIAL EDUCATION PROGRAMS AND SERVICES

Special education programs and services are available in our district or in other districts within our special education joint agreement (L.E.A.S.E.). The services which are available are for all types of disabilities and/or exceptionalities.

Requests for referrals of students for special education programs and services may be made by parent/guardian as well as local school personnel. The necessary referral forms are available from the office of the principal, superintendent, or school psychologist. Parents/guardians may also request a copy of the "Rules and Regulations to Govern the Administration and Operation of Special Education" from the superintendent.

STUDENT ACCIDENT INSURANCE

Please be aware that the school does not carry accident insurance on students or visitors. Student accident insurance is not compulsory but is recommended for those who have inadequate home coverage. Insurance forms will be sent home with students at the beginning of the school year. Insurance also covers students in practice for athletics, participation in athletics, or in attendance at or in transit to and from athletic events or other school sponsored events if transported by school transportation.

All students participating in inter-school athletics must carry student accident insurance unless a proof of insurance plans is verified. This includes basketball, track, volleyball, soccer, cheerleading, or any other activity which may be added. Checks for student insurance are to be made payable to the insurance company, not to the school. Call the school for details if necessary.

STUDENT COUNCIL

Participation in Student Council is encouraged for students in grades 5 through 8. Our goal is to give back to our school and community. Students will be allowed 4 strikes, and will be removed from the organization on the 5th strike. A strike includes missing Friday Fun due to behavior, being given "Project Success" for late homework, or any behavior problems during student council meetings. A suspension will lead to automatic removal from student council. There will be an academic check of grades before an event, and a student may be ineligible to participate if they have a failing grade. Members of Student Council are required to participate in at least 1 of the 2 main fundraisers during the school year in order to attend the year end celebration. **ALL SCHOOL RULES APPLY REGARDING CONDUCT AT THE ACTIVITIES.**

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

SUSPENSION AND EXPULSION

A. Students may be suspended by the superintendent or principal for actions of gross disobedience or misconduct for a maximum of ten days per suspension. Actions that break civil law may involve a call to the Sheriff's Office. Gross disobedience or misconduct includes but is not limited to the following:

1. Actions disruptive to the educational process of the school.
2. Actions which could result in physical harm to others.
3. Actions that distract bus drivers that could present a dangerous situation to drivers or occupants.
4. Disrespect to adults representing or employed by the school district.
5. Destruction of school property or to the property of district employees or other students.

B. Procedure for suspension: Parents/guardians will be notified of the reason for a suspension. Should someone want to review the reasons for a suspension, he/she should contact the secretary of the Board of Education. A meeting with a parent or guardian will be required prior to returning to school. Reviews shall be conducted according to the procedure outlined in Section 5/10-22.6 of the Illinois School Code.

C. Summary Suspension Without Prior Hearing

If there is an ongoing continuous danger to persons or property, the administration is hereby granted the authority to suspend pupils for conduct defined in paragraph A without prior notification to the parents or guardian of the pupil.

Immediately following such misconduct, the administration shall notify the parents or guardian of the pupil in accordance with the procedure for suspension set forth in paragraph B.

D. Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

E. Suspension From Riding School Bus

Under the provisions of Section 10-22.6(c), the administration is hereby granted the authority to suspend pupils guilty of gross disobedience or misconduct on the school bus from riding the school bus, such suspension to continue until it has been reviewed by the school board. Gross disobedience or misconduct on a school bus shall be that conduct defined in paragraph A which occurs on a school bus. The procedure for suspension of pupils from riding the school bus shall be the same as that set forth in paragraphs B and C.

F. Expulsion

Expulsion of pupils guilty of gross disobedience or misconduct as defined in paragraph A shall take place only after the parents or guardian of such pupil 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, return receipt requested, at least 5 days prior to the meeting and shall state the time, place, and purpose of the meeting. The notice must also set forth:

1. The specific act or acts of misconduct.
2. Advice that the hearing is private.
3. Those acts which the board has determined to be gross disobedience or misconduct as set forth in paragraph A.
4. Advice that evidence, including written and oral testimony, can be presented in refutation of the charges.
5. Advice that the pupil may be represented by counsel.

The board, at the meeting, shall state the reasons for dismissal and the date in which the expulsion is to become effective.

TEACHEREASE

TeacherEase is our grading and lunch software. When parents register for school and give an e-mail, they will receive a welcome e-mail from TeacherEase. The welcome e-mail will give a password and directions on how to log-in to teacherease.com. After following directions, parents may log in and monitor lunch accounts, or students' grades for students in grades 3-8.

TELEPHONE USE

Students need permission from school personnel before using the school phone. The school office phones are available if a student should need to make an emergency phone call. Cell phones are not needed at school, and we appreciate your cooperation in this manner.

TUTORING/ PROJECT SUCCESS

We will offer a tutoring program available to help students with homework and other assignments after school on a regular basis. Teachers who become concerned about an individual student's academic work will notify parents and make referrals to the principal. Students may be assigned to the tutoring program to receive specific help with assignments and/or homework management. In addition to the tutoring program students may also receive a notice to attend Project Success. Project Success will take part after school on Thursdays until 4:00. A student will be required to attend Project Success if a student receives 3 late assignments. Project success will conclude at 4:00 P.M. . If a student is assigned a time to visit Project Success, a referral slip will be given for parents to sign and must be returned to school the following day. If the slip is not returned, the principal or teacher will call to verify that the referral came home. It will be necessary for parents to pick their students up at school following their assignment to each tutoring program session or project success session

WEBSITE and FACEBOOK

Items posted on the Rutland Grade School website or Rutland Grade School Facebook page are considered the property of Rutland Grade School. You are not able to copy or replicate pictures or other documents that are posted on our website or Facebook page.

8th GRADE STUDENT OF THE QUARTER:

Throughout the year we will honor exemplary students. However, should there be a quarter that no one stands out we reserve the right to not honor a student. Student of the Quarter honors are not automatic. Student of the Quarter criteria is:

1. Willingly performs extra duties without being assigned
 2. Participates in extra-curricular school programs
 3. Helps new students become acclimated
 4. Sets an example by obeying school rules
 5. Gets along well with most students
 6. Presents good manners on most occasions
 7. Puts forth good effort in completing quality homework on time
-

The Rutland student handbook is evaluated throughout each year. At the completion of the year, the Rutland staff meets to review suggested changes. This review is a two-part process.

- Meeting #1 was held on **4/30/2019** by the Rutland Student Handbook Committee. Those present:
 - School employees: Laura Parks, Mrs. DeFore, Jennifer Foremann
 - Parents: Tracy Lehmann and Brittany Edgcomb
- Final Review & Approval: District Board of Education meeting

2019-2020 RUTLAND GRADE SCHOOL CALENDAR HIGHLIGHTS

August 19	Teachers' Institute Day (No students)
August 19	Open House and Supply Drop-Off 5:30 – 6:30 pm
August 20	First day of school (11:45 Dismissal)
Aug. 21 – Aug. 30	2:20 dismissal schedule
September 2	Labor Day (No School)
September 13	Half-day In-service (11:45 Dismissal)
October 11	Teachers' Institute Day (No students) LaSalle County Institute
October 14	Columbus Day (No School)
October 31	Half-day In-service (11:45 Dismissal)
November 6	P/T Conferences 3:30-7:00 (2:20 Dismissal)
November 7	P/T Conferences 3:30-7:00 (2:20 Dismissal)
November 8	No School
Nov. 27 – Nov. 29	Thanksgiving Vacation (No School)
December 18	Christmas Program 7:00 (2:20 Dismissal)
December 20	2:20 Dismissal
Dec. 23 – Jan. 3	Winter Break (No School)
January 6	School resumes with a half day In-service (11:45 dismissal)
January 20	Martin Luther King's Birthday (No School)
February 14	Half-day In-service (11:45 Dismissal)
February 17	President's Day (No School)
March 2	Casmir Pulaski Day (No School)
March 23 – March 27	Spring Break (No School)
April 1 – May 1	State of Illinois I.A.R. Testing (specific dates tba)
April 11	No School
April 13	No School
May 1	Half-day In-service (11:45 Dismissal)
TBA	Variety Show
May 22	Tentative Teachers' Institute Day (No Students)
May 25	Memorial Day (No School)
May 27	Tentative Graduation 2:20 Dismissal & Graduation @ 7:00 pm
May 29	Tentative Honors Day @ 9:15 am
TBA ****	Field Day & Great America Trip
TBA ****	Last day of school (11:45 Dismissal)
**** Denotes Dates	Determined based on the number of snow/emergency days
All Tuesdays	School dismissed at 2:20 for Staff Professional Development

MID-TERM AND REPORT CARD SCHEDULE FOR 2019-2020

	End of Midterm	End of Quarter	Report Cards Distributed
1 st Quarter	September 13	October 18	October 25
2 nd Quarter	November 19	December 20	January 10
3 rd Quarter	February 7	March 6	March 13
4 th Quarter	April 17	May 21*	May 29*

*subject to change based on number of weather / emergency days used