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This handbook may be amended without notice at any time during the year by action of the Board of Education.

Malden Community Consolidated School District #84
P.O. Box 216, 250 East St.
Malden, IL 61337
Phone: 815/643-2436 or 815/643-2471
Fax: 815/643-2132

MALDEN GRADE SCHOOL FACULTY AND STAFF

Mr. Michael Patterson	Superintendent
Mrs. Sherry Bishop	Kindergarten/Yearbook/PST
Mrs. Terry Vandermoon	First/Second Grade
Mrs. Ashley Busche	Third/Fourth Grade
Mrs. Michelle Hult	Third/Fourth Grade Classroom Aide
Mr. Nathan Jones	Fifth Homeroom/P.E/BB Coach, VB Coach/Asst. Track Coach
Ms. Laurie Cunniff	Sixth Homeroom & Jr. High Reading/ Language Arts/PST/Speech
Mr. Chris Schuchard	Seventh/Eighth Grade
Mrs. Sheila Pinter	Office Assistant/ Treasurer
Mrs. Jacquelyn Ribas	General Music/Band
Mrs. Mary Jane Thornton	Art Consultant
Mr. Michael Patterson	Special Education/PreK Supervisor
Mrs. Shelia Kelly	Title I Aide
Mrs. Audrie Lundquist	Speech
Ms. Amy Nichols	Special Education./Track/Asst. VB Coach
Mrs. Joanne Bejster	Classroom Aide/Bus Driver Scholastic Bowl Coach
Ms. Tiffany McKenney	Stepping Stones Classroom Aide
Mrs. Rachel Barona	Stepping Stones Pre-Kindergarten/ECE
Mrs. Valarie Keener	Stepping Stones Parent Coordinator
Mrs. Ronda Hollars	Bus Driver
Ms. Brenda Dye	Secretary/Bookkeeper/Cheerleading Coach Student Council Advisor
Mr. James Drake	Custodian/Bus Driver
Mrs. Wyndi Stacey	After School Program Coordinator
Mr. Norm Vandermoon	Bus Driver
Mrs. Tammy Helm	Library Aide
Ms. Anne Baker	A.M. and P.M. Crossing Guard
Mr. Nate Jones	Boys Basketball Coach/Volleyball Coach

Staff assignments may be changed by Board and Administration to best meet legal and educational needs of the Malden Community Consolidated School District.

BOARD MEMBERS

Mr. Jeremy Mount, Board President
Mr. Scott Fox, Board Vice President
Mrs. Ashley Peach, Board Secretary
Mr. Steve Foster, Board Member
Mr. Arthur Burden, Board Member
Mr. Kyle Bickett, Board Member
Mrs. Mary Joiner, Board Member

Regular meetings of the Board of Education are held on the third Thursday of each month at 7:00 p.m. The Board meetings are held in the Malden Grade School Library.

The Malden Grade School Student Handbook is only a summary of Board of Education policies governing the district. Board policies are available for public viewing at the district office or website.

INTRODUCTION

WELCOME FROM THE PRINCIPAL

On behalf of the faculty and staff, I take pleasure in welcoming you to Malden Grade School. This handbook has been designed to acquaint you with school policies, rules, and regulations. It will help familiarize you with information you will need throughout the school year. Please review this handbook carefully and keep it available for reference.

As a parent please become active in monitoring your child's academic and extracurricular experiences. Please take advantage of parent/teacher conference times and other methods to communicate with teachers on a regular basis.

As a student please become actively involved in your educational experience, including academics and extracurricular activities offered at Malden Grade School. It is my sincere hope that you experience success here. The Board of Education and administration are proud of our school, faculty, staff, students, and record. You too can find your place here and make your mark on the school record.

MISSION STATEMENT

The mission of the Malden Grade School District is to provide a quality education, which maximizes each student's potential in a safe, caring environment and promotes life-long learning.

VISION STATEMENT

Malden Grade School where Teamwork Leads to Individual Achievement.

PHILOSOPHY AND BELIEFS OF BOARD OF EDUCATION

The Board is committed to a philosophy of service to children based on the beliefs that:

- Humanness and civilization depend on the transmission through education, of knowledge, skills and values, from generation to generation and on the development of self-awareness from human interaction;
- Education is a major element in the preservation and expansion of human freedom, justice and equality of opportunity;
- Democracy depends on the wisdom of its citizenry, it is essential for all citizens to exercise wisdom and to be committed to enhancing the wisdom of each and every citizen;
- Education is a major element in the maintenance and improvement of life in the community, state, nation, and world and in the improvement of the life of each individual;
- The primary purpose of education is to help students to learn knowledge, skills and values, and to develop a self-critical mind;
- Educational programs must promote (a) critical thinking skills, (b) the vital qualities of maturity of intellect and emotion so as to insure success, (c) growth of individual responsibility for one's actions, (d) sensitivity to values, (e) acceptance of the dignity and equal moral worth of all humans, and (f) respect for authority and the law in order to contribute to a well-ordered society;
- All educational programs must be a commitment to helping students acquire organized knowledge, develop intellectual skills, appropriate values, develop aesthetic appreciations, and begin the task of becoming life-long learners;
- The best and most efficient learning by students takes place when there is continuity and relatedness in what they are learning;
- Students will better use their talents and acquired skills to serve and improve society when provided with appropriate learning opportunities;
- The creation and maintenance of a learning climate, which the student sees as both challenging and rewarding;
- The education of each individual is a responsibility shared by the student, home, and community;
- Quality education programs can only be developed and provided in an environment in which all share in the concern for the best possible education for all students.

ENROLLMENT INFORMATION

RESIDENCY

Students whose guardian lives within the district shall attend Malden Grade School unless exempted by attendance in an optional setting. Students who are labeled as homeless will not be denied enrollment. Nonresident may attend only with permission of the Board of Education, Superintendent of Schools, and payment of current tuition rate.

IMMUNIZATION AND PHYSICAL EXAMINATIONS

All students entering Kindergarten and Sixth Grade are required to show evidence of an Illinois physical exam and current immunization records by the 15th day of October. Proof of dental exams is required, unless appropriate waiver is provided,

during the student's Kindergarten, Second Grade, and Sixth Grade years. All children entering Kindergarten, or upon first entry into an Illinois school beyond Kindergarten, are required to have an eye examination. Proof of an eye examination by an optometrist or medical doctor who performs eye examinations, as specified in the IL Department of Public Health administrative rules, must be supplied to the school. Forms for your physician, dentist, and optometrist to complete can be picked up at the school office or are also available at your doctor's office. All necessary medical forms must be completed and included in the student's office file by October 15. A student may not attend school after October 15 until meeting the requirements in compliance with Illinois School Code.

Intermittent checks will be made of all students to avoid the presence of head lice. Any child found to have head lice or excessive nits (eggs) will be excluded from the classroom until treatment is complete and nits are removed from the hair. A parent or guardian will be notified immediately to take the child home. For readmission to school, parent(s) must show proof of appropriate treatment (proof-of-purchase of an over-the-counter product, not from physician, or copy of prescription) and the student(s) must also be checked by school personnel. If parents are aware of any lice infestation in their children, they should call the school office as soon as possible.

BIRTH CERTIFICATE

A certified copy of the student's birth must be provided by parent/guardian when registering a student. State law requires the Principal to notify local law enforcement agency of failure to obtain certified birth certificate.

BUS TRANSPORTATION

Free daily bus transportation will be provided for any district student who resides one and one-half miles from school or where a documented serious hazard exists. Transportation procedures are followed as outlined in District Policy 4:110 and Administrative Procedures. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard.

TEXTBOOKS AND SCHOOL SUPPLIES

Textbook and workbooks for all grades will be provided by the school for a rental fee of $50 per student. The rental fee will help to defray the cost of workbooks, the cost of some supplies furnished by the school, and a portion of the cost of textbook use. Any parents who are not financially able to make such payments may file a waiver of fees form.

At the time of registration, parents will receive a list of required school supplies for each grade level. Please check with your child each nine weeks to be certain he/she has adequate school supplies, particularly pencils and paper. Parents will be notified if students lack needed supplies.

In cases where textbooks/chromebooks are extensively damaged by rough usage, the student will be required to pay for repairing or replacing the books.

Malden Grade School faculty will attempt to ensure that all textbooks, workbooks, and materials used as part of the curriculum will be anti-bias in content. Parent(s)/guardian(s) may contact the school office to arrange to review instructional materials.

Chromebooks- Students will be responsible for replacement if damaged by rough use.

WAIVER OF STUDENT FEES

Students whose parents are unable to afford student fees may receive a waiver of the fees, including milk and book rental. However, these students are not exempt from charges for lost and damaged books, materials, supplies and equipment.

At the beginning of each school year, the school district's waiver of school fees policy will be given in writing to each student's parent (s) or guardian(s). A fee waiver application form shall be included with the notification. The notification shall be in English or the home language of the parent(s) or guardian(s). A student shall be eligible for a waiver if the following prerequisites are met:

1. The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Aide to Families with Dependent Children).
2. The student is currently eligible for Free or Reduced Price Meals pursuant to Ill. Rev. Stat., ch. 122, para. 712. 1 et esq.
3. The student's family is currently eligible under the guidelines of family-size income levels prescribed annually by the Secretary of Agriculture. Also consideration will be given by the Superintendent to additional factors such as:
    1. Illness in the family
    2. Unusual expenses such as fire, flood, storm damage, etc.
    3. Seasonal unemployment

HOMELESS ASSISTANCE
The district will provide for assistance to "homeless child" as provided in the McKinney Homeless Assistance Act and State law. A child regarded as homeless shall be immediately enrolled even if the parent(s)/guardian(s) is unable to produce records normally required for enrollment. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. Please contact homeless liaison, Brenda Dye at 815-643-2436, with questions.

SCHOOL PROPERTY AND EQUIPMENT
School authorities may inspect and search school property and equipment owned or controlled by the school, including lockers, desks, and parking lots, as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

LOCKERS AND LOCKER SEARCHES
All students will be assigned a hall locker. Junior High students may be assigned two (2) lockers for their use. Although lockers are used by the students, the lockers remain the property of the school and may be searched with or without pupil consent or knowledge. All student property (including book bags, coats, etc.) should be placed in the lockers rather than in the classrooms or restrooms. Students may use their own combination (rather than keyed) locks on their lockers; however, the lock combination must be filed in the office.

No open drinks may be placed in lockers. A closed bottled or sealed canned drink may be kept in the locker for the student's lunch that day. Students are not to store extra food or drinks in their lockers. Food and drinks are not to be brought back to the locker from the lunchroom. Individual teachers may allow bottled water or sports drinks to be brought into the classroom. Otherwise students have access to the hallway water fountain. Drinks kept in lockers should be for drinking at lunch time only.

Band instruments will be neatly stored within their homeroom classroom.

STATEMENT OF GOOD STANDING
Students transferring from an Illinois public school to Malden Grade School during the regular school term must present a "statement of Good Standing Form" from the previous school. The form indicates the academic status of the transferring student and whether or not the student is on a current suspension or expulsion from their previous school.

BOOSTER CLUB
All parents are encouraged to become active members of the Malden Booster Club. Proceeds of fundraisers impact all Malden students. Please be involved and contribute you time and talents.

Mission Statement:
Our mission is to promote cooperation between parents, to connect with teachers and staff and to raise funding to make Malden Grade School the most enjoyable place to learn.

Purpose:
The purpose of this organization is to support the school through activities and funding to purchase items that the children and school would otherwise do without. Meetings are to be held on the first Tuesday in the months of September, November, February, and April at 7 p.m.

ATTENDANCE POLICY PROCEDURES

SCHOOL HOURS

Pre-school (Stepping Stones)	Morning	8:30 a.m.- 11:30 a.m.
	Afternoon	12:00 p.m.- 2:30 p.m.

Kindergarten – Eighth Grades . . . . . .8:00a.m. – 3:00p.m.
Wednesdays- all grades……8:00 a.m.- 2:30 p.m.
The District maintains a full-day kindergarten with an instructional program that fulfills the District's curriculum goals and objectives and the requirements of the State law. The District also offers a half-day kindergarten for those parents who request a half-day program. Parents are responsible for arranging their own child's transportation home at 11:30a.m. if opting for a half-day program.

School is in session from 8:00a.m. until 3:00p.m. Students who do not ride the bus are requested not to be on the school grounds prior to 7:30a.m. Parents transporting students to school should enter the back drive at the south end and drop the students off on the west side by the playground. Students who walk or ride their bikes to school should report to the playground area after parking their bikes in the area provided at the southend of the school. During inclement weather

students are to report to the gym bleachers. Students may enter the building by the west door or the south door for breakfast students. Students may not enter by the south door or the gym door to avoid tracking on the gym floor.

CROSSING GUARD

Students living on the south side of Main Street and the Burlington Northern Train Tracks, who walk or ride a bicycle to school, will be supervised in safely crossing tracks and Main Street by the crossing guard when coming to school in the morning and when going home in the afternoon. The morning duty time for the crossing guard will be from 7:30-8:00a.m. each day of school attendance. The afternoon duty time for the crossing guard will be the half hour immediately following time of dismissal, depending on regular, early, or emergency school dismissals. These students are required to use the walkways across the railroad tracks and across Main Street in the middle of the village. Unless parent(s)/guardian(s) have signed a legal Waiver and Release Railroad Crossing form and returned this form to the Superintendent, these students need to follow all directions of the crossing guard on duty. The crossing guard position is jointly provided by the district and the Village of Malden for the safety of our students.

ATTENDANCE

Success in school is dependent upon punctuality and regular attendance. When a student is absent, the parent or guardian must call the school office between 7:30 A.M. and 9:00 A.M., stating the reason for the student's absence. Voice mail is available when no one is available to answer the phone. If a parent does not call The School Code of Illinois requires the school to contact the parent to verify an unreported or unexcused absence. The final responsibility to see the student is legally in school rests with the parent or guardian. Students and parents must act in compliance with the Illinois School Code, Chapter 122, Articles 26-1 and 26-2, which governs compulsory school attendance laws, excessive absences, and truancy.

The next day in attendance, the student will report directly to classes and will not need an admit slip. After five consecutive school days of absences (disregarding weekends or holidays) due to illness, students must have a note from a doctor to re-enter school. The administration will require a physician's statement for any student illness after ten (10) or more accumulated days of absence for the current school year. Failure to provide a statement from a physician for each day of absence after that time may result in the following action to be taken:

a) Assigning an unexcused absence for student failing to follow school attendance policy.

b) Notification to district superintendent and the regional superintendent that the student is truant and in violation of the school attendance policy.

An unexcused absence is assigned when a student fails to follow the school attendance policy. The student must make up all assignments missed as a result of the unexcused absence.

PERFECT ATTENDANCE

Attendance is based on minutes of instruction received. The 45-minute lunch/recess is not included in determining instruction time. Listed below are the mandatory criteria for full days of attendance for Perfect Attendance and State Aid determination:

300-Minute Guidelines for Attendance

Grades K-1:	Grades 2-8:
240+ minutes = Full day attendance	300 + minutes = Full day attendance
120-239 minutes = 1/2 day attendance	150-299 minutes = ½ day attendance
0 – 119 minutes = 0 attendance	0 – 149 minutes = 0 attendance

Attendance tickets are a separate attendance incentive and not related to the above section. Students have to be in school for every minute to earn a ticket. It is possible for a student to have school perfect attendance but not earn all the tickets.

EXCUSED ABSENCES

The following reasons are considered excused absences:

1. Illness of student
2. Serious illness or death in the family
3. Family trips, if prior arrangements are made and approved by the Superintendent
   Written information should be given to Superintendent prior to the first day of the trip.
4. Medical and dental appointments

A physician's statement will be required after five (5) consecutive (disregarding weekends and holidays) school days of absence from school. Students who are to be excused from P.E. and recess for more than two (2) days must have a written physician's excuse.

Students who have been deemed unable to attend school due to a physical condition by a physician may be eligible for homebound instruction. Parents should contact the school superintendent for information about homebound instruction.

TARDIES
Students accumulating three tardies to a single class or during a single week may be required to serve an after school tardiness detention on a cumulating time basis.

TRUANCY
A "Truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Through absence notification (parent/guardian calls the school to notify of authorized absences or Principal designee reaches parent/guardian by phone within 2 hours of first class to request reason for absence) school personnel will determine if reason for student's absence is valid or not.

After 9 days of student absences without valid reasons, the Superintendent/Principal will conduct interviews of the student, parent, and any other school personnel who may have helpful information. The following supportive services may be offered to truant or chronically truant students: parent-teacher conferences, student counseling through school social worker, or information about community agency services.

If truancy continues after supportive services have been offered, the Superintendent/Principal may request the resources of the truant support services of the Bureau-Henry-Stark Regional Office of Education and/or the juvenile officer of the Bureau County Sheriff Department.

STUDENTS ARRIVING LATE OR LEAVING EARLY
Students arriving late or leaving early for appointments or illness must sign in or out at the office. Students who are tardy must sign in at the office, and a record of tardies will be kept in the attendance books. Parents should make every effort to ensure that their children arrive at school on time so that their children do not miss any of the day's instruction. Parents will be notified by letter if students are tardy more than 5 times during the year. In Grades K-4 follow-up procedures for tardy students will be provided by the classroom teacher.

STUDENT ILLNESS
Students with elevated temperatures, contagious illnesses and/or other symptoms of illness (diarrhea, nausea, flu, etc.) should remain home until they are **free of symptoms for twenty-four hours**. A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District's policies. Necessary procedures will be implemented by administration and school personnel with direction and assistance as needed from Bureau County Health Department, Illinois Department of Public Health (IDPH), and Illinois State Board of Education (ISBE).

MAKEUP WORK
After an absence, the **student is responsible for obtaining any missed assignments** and homework from the classroom teacher the day following the absence. Students will be provided homework as soon as possible. Parents should not expect that teachers provide homework the day of the absence due to other teacher duties. Obtaining missed assignments and homework should be done during the first week after returning to school. Students may have one day to make up missed work for each day missed. It is the student's responsibility to turn-in missed assignments by the appropriate time.

MEDICAL EXCLUSION FROM PHYSICAL EDUCATION/RECESS PARTICIPATION
A parent may have their child excused from P.E./recess participation for medical reasons for two days by writing a note to the teacher. A physician's note is required for any further exclusion from P.E./recess participation. A medical note will be needed resume P.E/recess participation if a medical excuse was used to exclude them originally.

AFTER SCHOOL DISMISSAL PROCEDURES
Parents must notify the school by 9:00 A.M. by written note, phone call, or in person to the school office with any changes to their child's usual destination after school. This procedure helps to provide for the safety of our students. All notes changing a child's destination after school must be signed by the parent/guardian unless verbal permission has been given by the parent/guardian. Students must also have signed or verbal permission given to the office from their parent/guardian to ride home after school with anyone other than their own parent/guardian.

<u>BUS RIDERS</u>:
1. Students will line up in two (2) lines (one for each of the bus routes) in the hallway across from the main office.
2. Students will wait quietly in line until the bus drivers dismiss them to walk to their bus.

<u>WALKERS</u>:
1. Walkers should leave the school building by way of the east doors and walk directly home.
2. Students should remain on the school sidewalks or along the side of the street when the

sidewalk is unavailable (due to snow, standing water, etc.).

STUDENTS WHO HAVE RIDES HOME:

1. Parents who are picking up their children after school should be parked on the east side of the school near the library entrance and should wait until the students leave the building.

If a parent picks up their child early or is dropping an item off, the parent must check in and wait in the office untile school personnel delivers the child. Parents/guest are not to enter the classroom without prior communication with the teacher. This often creates a distraction for students.

NONDISCRIMINATION THE BASIS OF SEX OR DISABILITY

All students are offered access to all school district programs, clubs, and activities within the limits of their capabilities and legal constraints. The school district has agreed to fulfill all requirements of Title IX and Section 5 extending equal opportunity to all students and employees, where access is not possible, equivalent activities will be provided.

Questions regarding program access should be directed to the Superintendent. Unresolved issues will be forwarded to the Superintendent.

EDUCATIONAL OPPORTUNITIES

GRADES, HONOR ROLL, ACADEMIC AWARDS

Report cards are issued every nine (9) weeks. Grading scale and Honor Roll requirements are as follows:

Report Card Grades		**Points for Determining Honor Roll**	
A = 100-93	C = 76-73	A+ =4.25	C+ =2.25
A- = 92-90	C- = 72-70	A =4.00	C =2.00
B+ = 89-87	D+ = 69-67	A- =3.75	C- =1.75
B = 86-83	D = 66-63	B+ =3.25	D+ =1.25
B- = 82-80	D- = 62-60	B =3.00	D =1.00
C+ = 79-77	F = 59-0	B- =2.75	D- =0.75
			F =0

Honor Roll will be made up of students with a grade point average of 3.0 with no more than 2 C's and no D's or F's in any graded subject/class. High Honor Roll will be made up of students with a grade point average of 3.5 with no grades lower than B's in any graded subject/class. Students with straight A's will have an asterisk following their names on the High Honor Roll. Subjects that are included in determining the Honor Roll are: Reading, Spelling, Language Arts, Math, Science, Social Studies, and Health.

Letter grades will be assigned for Music, Band, and Physical Education. Any student who receives an F in Music, Band, or Physical Education will not be entered on the Honor Roll. Grades in Music, and Physical Education will be a part of eligibility.

If a student moves into the Malden Grade School District midterm (any time after beginning of 9 weeks grading period), grades for the current 9 weeks will be the responsibility of the previous school district, unless Malden Grade School teachers believe sufficient assessment has been shown in academic classes to provide a grade average. If needed grades cannot be obtained in a timely manner from the previous school district to be able to record at the time report cards are released to parents, no grade will be assigned to this student for the current 9 weeks only. Parents will then be responsible for obtaining any grades for their records from the previous school district. Any student will be eligible for Honor Roll and High Honor Roll for grades recorded on that student's report card by Malden Grade School teachers for any 9 weeks term.

The final grade assigned by the teacher cannot be changed by the Superintendent/principal without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score;
- The teacher agrees to allow the student to do extra work that may impact the grade;
- An inappropriate grading system used to determine the grade; or
- An inappropriate grade based on an appropriate grading system.

HOMEWORK

The purpose of homework is to enrich the school experience, strengthen basic skills, and improve student study habits. Classroom teachers will determine when homework is due and how grades will be penalized if work is late. After an

absence, in Third through Eighth grades, it is the student's responsibility to check with the teacher for assignments missed and to turn-in when complete.

PROGRESS REPORTS
Student Progress Reports are sent to parents midway through each grading period by the teacher responsible for the subject grade. They are sent to notify parents of students who are:
1) doing very commendable work;
2) failing or nearly failing;
3) having behavior problems.

PARENTS/TEACHERS CONFERENCES
Parent/Teacher conferences are routinely scheduled for all families in the fall. Teachers will contact parents specifically for other conferences as needed throughout the school year and in the spring. The Problem Solving Team will also arrange meetings with parents as needed. In the event that parents feel that additional conferences are needed, parents should make arrangements in advance with the child's teacher for a specific appointment (day, time, and location).

SCHOOL VISITATION RIGHTS
The School Visitation Rights Act permits employed parent(s)/guardian(s), who are unable to meet with educators because of a work conflict, the right to time off work to attend necessary educational or behavioral conferences at their child's school. At request of parent/guardian the Superintendent/Principal will provide written Verification of School Visitation.

LIBRARY
Malden Grade School has a centralized school library, which is available for use by all students. A library aide is employed by the school for overall organization and library usage for each grade level. If a school library book is lost or seriously damaged, the school will request payment from the student responsible for the loss or damage.

ENGLISH LANGUAGE LEARNERS
The superintendent/Principal will develop and maintain a program for English Language Learners as needed.

COUNSELING SERVICES
Malden Grade School may refer students to attend counseling sessions with a certified counselor. This will be at no cost to the families. Parents/guardians have the right to refer their child for services and also to decline services if their child is referred by the school.

SPECIAL EDUCATION SERVICES
Students who are not currently receiving services, but may be in need of special services, are referred by teachers and/or parents to the Building Based Team. These students are then tested to determine the best ways to meet their individual educational needs. Some of these services are provided by the local district, such as Speech and LD (Learning Disabilities). Other services are provided at other school sites. All students have the right to a free, appropriate public education.

ANNUAL NOTIFICATION REGARDING SCHOOL DISTRICT ACCESS TO MEDICAID OR OTHER PUBLIC BENEFITS OR INSURANCE PROGRAMS TO PROVIDE OR PAY FOR IEP SERVICES

1. With a parent's consent, the School District may access Medicaid or other public benefits or insurance programs in which the parent's child participates, and provide the child's personally identifiable information to Medicaid or other public benefits or insurance programs in order to provide or pay for IEP services, to the extent permitted under the other public benefits or insurance programs;

2. The School District may not require a parent to sign up for or enroll in public benefits or insurance programs in order for the parent's child to receive IEP services;

3. The School District may not require the parent to incur out-of-pocket expenses such as the payment of a deductible or co-pay amount incurred in filing a claim for services, other than any cost that the parent would otherwise be required to pay;

4. The School District may not use a child's benefits under a public benefits or insurance program if that use would decrease available lifetime coverage or any other insured benefit; or result in the family paying for services that would otherwise be covered by the public benefits or insurance program and that are required for the child outside of the time he/she is in school; or increase premiums or lead to the discontinuation of benefits or insurance; or risk loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures;

5. A parent's refusal to allow the School District to access Medicaid or other public benefits or insurance programs does not relieve the District of its responsibility to ensure that all required IEP services are provided to the child at no cost to the parent. Likewise,the withdrawal of consent or refusal to provide consent under 34 C.F.R. Part 99 and Part 300 to disclose personally identifiable information to Medicaid or other public benefits or insurance programs does not relieve the School District of its responsibility to ensure that all required services are provided at no cost to the child.

6. A parent has the right under 34 C.F.R. Part 99 and Part 300 to withdraw his/her consent to access Medicaid or other public benefits or insurance programs and/or to disclose his/her child's personally identifiable information to Medicaid or other public benefits or insurance programs at any time.

504 SERVICES
Students who do not qualify for special education services still may qualify for a 504 Plan for physical/health or mental impairment which substantially limits one or more major life activities. Parents should contact school administrator to request 504 Application to make a determination of whether the child has a disability under Section 504.

SPEECH/LANGUAGE SCREENINGS
Students at Malden Grade School will be screened for speech and language abilities at the request of any teacher or parent. Parents of any student screened will be notified of the results in writing.

TESTING
All students will be given achievement and ability tests throughout their school career. The MAP (Measures of Academic Progress) will be given in the Fall and Spring (and more frequently if teacher wishes to track a student's progress more closely) to First through Eighth grades. IAR will be given to Third through Eighth grades in the Spring. Results are made available to parents. All students grades K-8 will also take AimesWeb testing. Testing serves as a means to study and evaluate student progress and plan for curricular improvements.

FINE ARTS PROGRAMS
Music classes are provided twice a week (Monday and Thursday) for all students, Kindergarten through Eighth grades. Students are expected to exhibit good conduct and follow the same school rules during music class.

Art classes are provided one or two Fridays a month for all students, Kindergarten through Eighth grades. Students are expected to exhibit good conduct and follow the same school rules during art class.

Band in grades Fifth through Eighth is an optional course for students. To insure reasonable stability and avoid situations of exodus that could be harmful to the stability of the program, the program demands that the choice to participate ties the student into such as a semester at a time. The music instructor should be notified prior to the end of the semester, by the parent, that their son/daughter would be exiting the program. Along with the **commitment** to participate in band, is the additional responsibility to participate in performances and contests with the band, unless religious beliefs dictate otherwise. This requirement does not include beginner's band, as the purpose here is one of adjustment and to test whether further participation would be of a positive nature to the program, student, parent, and music instructor, etc. ***Failure to comply with the compulsory semester commitment may result in a failure in band for the remainder of the semester involved.*** Any departure from this rule will be a result of approval by the student, parent, music instructor, administration, and Board of Education.

Fine Arts Programs for the community will be held two evenings a year, in winter and spring. Students are expected to attend all performances unless a written note is provided by the parent to the teacher, barring emergencies by the day before the scheduled performance.

JUNIOR HIGH PHYSICAL EDUCATION REQUIREMENTS
Daily physical education is mandated by Illinois School Code, Chapter 122, Article 27-5.
A written note from a parent may excuse a student for up to two (2) days. A written notice from a physician is required for longer than two days or exemption from P.E. Exemption may also be accepted due to religious reasons when appropriate written policy is given to the Superintendent.

Junior High Students must have availible an appropriately fitting separate set of red shorts, separate pair of white socks, and solid white, gray, or tan short-sleeved (no tanks or sleeveless) unimprinted shirt or Malden Mascot logo for Physical Education class only, as well as a pair of gym shoes. Shirt and shorts must have the student's name on the inside tag or the outside. Only sweatpants and sweatshirts may be worn over gym clothes as needed on cooler days. Sweatshirts and sweatpants must follow dress code guidelines. Track sweats may not be worn during P.E. times. Arrangements with local vendors for these clothing items have been made for those families who would like to purchase P.E. clothes at a good price.

Students who do not have their Physical Education clothes or gym shoes with them at school will be given a warning the first time and will earn a 15 minute working detention for succeeding times in each nine week period when they do not have these clothes or shoes for the Physical Education Class period. **P.E. clothes must be washed weekly.**

For all grades, Kindergarten through Eighth grades, an appropriate pair of shoes (preferable tennis style shoes) must be available to wear during PE activities. These may be the shoes the student wears to school or may be brought from home for the day if the student is wearing sandals or dress shoes that are inappropriate for running and kicking activities.

SEX EDUCATION EXEMPTION

Health Education is also part of the physical education program. A unit on sex education appropriate for junior high students is included. Parents may submit a written request to exempt their son or daughter during the presentation of a sex education unit or program. The parent should submit the exemption request at the time of enrollment or during the first week of school.

FIELD TRIPS, PERMISSION SLIPS, AND CHAPERONES

Field trips are planned in advance by each teacher and the Superintendent. Field trips are considered a part of the educational curriculum of the school. Field trips are not elective for the students. All students are expected to be in attendance on all field trip days and to attend these trips. Under no circumstances should curriculum related field trips be used for disciplinary purposes by parents. All students are expected to ride the bus to and from a field trip with the rest of the class as part of the regular attendance day. Only relevant school personnel, students and designated chaperones may ride the bus to field trips. Electronic devices and accessories may not be brought on field trips without teacher permission. The school will not be responsible for any damaged or missing student items. The Junior High end-of-year field trip is not considered a curriculum related field trip.

Permission slips are sent home by your child's homeroom teacher. These slips include the date, destination and other information about the trip. Your signature is required on this form and must be signed and returned to the school by the specific deadline on the permission slip. No student will be allowed to participate if the permission slip is not signed by the parent or if verbal permission from the parent is not obtained.

Chaperones for field trips will be requested as needed. The need for additional help will be determined at the discretion of the classroom teacher. Only parents, guardians, or grandparents may accompany students as chaperones. They will be assigned students to supervise by the teacher(s) in charge. Chaperones must follow all of the school rules while on a field trip and will need to pay their own admission cost. If parents, guardians, or grandparents wish to attend a field trip as a non-designated chaperone, they will be required to provide their own transportation and admission cost for the trip. They may accompany their own child who will already be assigned to a specific chaperone for the trip and will remain as a part of that group.

A student may be denied permission by the school administration to participate on a field trip if the student may have potential behavior problems that could result in additional liability problems for the teacher supervising student in a public setting and away from the school facility. The administration will arrange an in school educational experience for any student denied permission to attend a field trip for the above reason.

PROMOTION/RETENTION POLICY

Malden Grade School District #84 is committed to encouraging and assisting the educational development of each student. Students will not be promoted solely based upon age or social promotion. Promotion will be determined on the basis of student attendance, student performance at the expected grade level in the basic skills, and successful completion of the curriculum.

Consideration for retention may be made for students who accumulate more than 27 school day absences during a school year. After 18 days of absence during the school year, the Superintendent/Principal, with assistance of teaching staff, will conduct interview with student, parents, and any other persons who may have information concerning the cause of student's absenteeism. Available supportive services, including but not limited to parent/teacher conferences, student counseling, or information about community agency services, will be offered to the family. If truancy continues after supportive services have been offered, the Superintendent/Principal will request the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the Bureau Henry Stark Regional Office of Education.

Students in kindergarten through second grade with an end of the year average of unsatisfactory in Reading at the enrolled grade level will be considered for retention. Students in third through eighth grade with an end of the year average of one F or Two D's in Reading and/or Mathematics will be considered for retention. The classroom teacher will have the primary responsibility for each student, subject to review and approval by the Superintendent.

The administration shall develop standards for satisfying the criteria for promotion, and shall develop and maintain appropriate remedial programs to assist students determined not to qualify for promotion to the next level.

AWARDS

Students are encouraged to be successful at school. An Academic Awards Banquet will be held in the spring of the year. Awards and recognition at this time will include but may not be limited to:

Academic Honors Letters	Band and Music Awards
National Junior Honor Society	Scholastic Bowl Recognition
Speech Contest	Spelling Bee
Student Council	

Scholastic, Citizenship, and Perfect Attendance Awards will be presented at the close of the school year. Awards include, but are not limited to:

Reading	Science
Language Arts	Social Studies
Spelling	School Service
Math	

Awards presented to eighth grade students at the graduation ceremony may include but may not be limited to:

Valedictorian	Salutatorian
Student Council President	Malden Grade School Most Improved Student
Malden Booster Club Citizenship Award	Malden Federation of Teachers Award
Malden Veterans Club Award	American Legion Awards
Sue Piper Eden Sportsmanship Awards	Audrey Marciniak Humanitarian Award
Presidential Academic Excellence	Bonnie Genslinger Scholarship

A written explanation of these awards and how they are earned can be picked up in the school office.

STUDENT RECORDS

Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

The District maintains two types of school records for each student: permanent record and temporary record. These records may be integrated.

Permanent Record

The permanent record shall include:

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
- Attendance record
- Accident and health reports
- Record of release of permanent record information in accordance with 105 ILCS 10/6(c)
- Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

The permanent record may include:

- Honors and awards received
- School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

Temporary Record

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

- A record of release of temporary record information in accordance with 105 ILCS 10/6(c)
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of

punishment or sanction
Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit
Completed home language survey.

The temporary record may include:

Family background information
Intelligence test scores, group and individual
Aptitude test scores
Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
Elementary and secondary achievement level test results
Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
Honors and awards received
Teacher anecdotal records
Other disciplinary information
Special education files, including the report of the multidisciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearings and appeals
Verified reports or information from non-educational persons, agencies, or organizations
Verified information of clear relevance to the student's education

Maintenance and Access
A students' permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

The District will maintain the student's temporary record for at least 5 years after the student transferred, graduated, or permanently withdrew. Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

The Principal is the records custodian for his/her respective building and is responsible for the maintenance, care, and security of a student's permanent or temporary records. Upon a student's graduation, transfer, or permanent withdrawal, the Principal or designee shall notify the parent(s)/guardian(s) and the student when the student's permanent and temporary school records are scheduled to be destroyed and of their right to request a copy. Before any school student record is destroyed or information deleted from, the parent/guardian must be given reasonable prior notice at his or her last known address and an opportunity to copy the record and information proposed to be destroyed or deleted.

After receiving notice of time schedule for destroying permanent or temporary records a parent/guardian or student, if student has succeeded to the rights of the parent/guardian shall send a written request to the Principal for copies of the records.

The District charges $.10 per page for copying information from a student's records. No parent(s)/guardian(s) or student shall be precluded from copying information because of financial hardship.

FERPA
The Family Educational Rights and Privacy Act (**FERPA**) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

   The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copyrights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges $.10 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

   These rights are deemed to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/l0-22.3c and 10/5a, and 750 ILCS 60/214(b)(15).

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

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

   Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

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

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

   Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information concerning the parent's/ guardian's child.**

   Throughout the school year, the District may release directory information regarding students, limited to:

   Name
   Address
   Gender
   Grade level
   Birth date and place
   Parents'/guardians' names and addresses
   Academic awards, degrees, and honors
   Information in relation to school-sponsored activities, organizations, and athletics
   Major field of study
   Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.

A photograph of an unnamed student is not a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

6. **The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

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

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

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

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

Questions regarding student records should be addressed to the Superintendent. Concerns, which cannot be resolved, will be forwarded to the Board of Education of the Bureau-Henry-Stark Regional Office of Education.

Parent(s)/guardian(s) will be notified in writing of any survey created by a third party that may be given to any district students. Notification will include information concerning the survey, an opt-out option, and the option to review any survey instrument or instructional material.

STUDENT RIGHTS AND RESPONSIBILITIES

CITIZENSHIP RIGHTS

The U.S. and Illinois Constitutions and State laws have established that students are entitled to citizenship rights, as provided for persons of their age and maturity. However, these rights must be exercised with the same restraint, which the courts impose upon other citizens.

1. The right of free expression is fundamental in a free society. Though the student has this right, the right must be exercised in a responsible manner so as not to interfere with the rights of others nor disrupt the educational process.

2. No student shall be deprived of an education. Those students who cannot function because of physical or mental disabilities in the traditional school setting shall have access to alternative programs of instruction as necessary and outlined in students Individualized Educational Program or 504 Program. Individuals wishing to file a complaint alleging violation of rights accorded parents/eligible handicapped students may do so.

3. Using the specified proper channels, students shall be permitted to voice their opinion on the development of school policy.

4. Fundamental to the workings of democracy is the right that no student shall be deprived of their rights without due process of law. Education is not a privilege but a right to which all citizens are entitled. The school shall follow a system of due process, which is compatible with the special characteristics of the school community.

5. Educational and extracurricular programs, activities, services, and benefits will be provided to students without discrimination on the basis of sex or race. No student shall be limited in the exercise of any right, privilege, advantage, or opportunity on the basis of sex or race. The grievance procedure shall include a coordinator for the district who will respond to the grievance or complaint of illegal discrimination.

STUDENT CONDUCT

Students are expected to use mature judgment concerning behavior in the classroom, on the school grounds, on school buses and at school-related extra curricular activities. Language, gestures, and actions, which are deemed to be profane, vulgar, or in bad taste shall result in disciplinary action.

STUDENT RESPONSIBILITIES

Parents, teachers and administrators have a duty to protect the rights of students while maintaining an atmosphere conducive to the teaching and learning process. In no way do student rights allow students to disrupt the educational process or to be in violation of school regulations or state law. There are certain responsibilities required of students in the school:

1. To become informed of, as appropriate by age, and follow the rules and regulations established by the Board of Education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students, teachers and staff.
3. To respect the rights of others to pursue a course of study without undue interference.
4. To recognize the rights and human dignity of fellow students. This includes refraining from inappropriate libelous, slanderous or obscene remarks, notes and letter in either gesture, verbal or written form. Students must refrain from name-calling, fighting, harassment, belittling, or engaging in deliberate attempts to embarrass or harm another student. Parents will be informed of any inappropriate or unacceptable verbal or written forms used by students.
5. To dress in a manner that meets reasonable standards of health, cleanliness and safety, and is in accordance with the school dress code.
6. To be punctual and present in school to the best of one's ability.
7. To show respect for the knowledge and authority of their teachers. Students will not defy authority or engage in disruptive or disobedient behavior. Students shall recognize that the authority and duty to govern school matters rest with the Board of Education and is rightfully administered by the Superintendent/Principal and faculty.
8. To participate fully in the business of learning and maintain the best possible level of academic achievement. This includes reporting to scheduled classes on time, paying attention, completing assignments to the best of the student's ability, and requesting help when needed.
9. To respect school and community property, which includes taking reasonable care of books, instructional materials, desks, chairs, physical education equipment, and all other school property.
10. To obey city, state and federal laws.
11. To be responsible for one's actions.

COMMUNITY SERVICE

At times throughout the school year there may be opportunities for students to engage in community service activities at Malden Grade School. Whenever possible, community service activities will be tied to cross-curricular learning. Community service activities will be performed under the following guidelines:

1. Students will only engage in community service activities if they choose to volunteer.
   No Malden Grade School staff member can require a student to perform a community service activity. These activities are separate from any restitution activities that may be set up as consequences for such discipline purposes as an act of vandalism as listed in other sections of this handbook.
2. Teachers or administrators will supervise any students engaged in community service activities.
3. Junior High students that are on the ineligibility list will not be allowed to volunteer for any community service activity until off the ineligibility list.

SAFE SCHOOL ENVIRONMENT

As part of K-8 health program students will be given age appropriate information on recognizing and avoiding child sexual abuse.

Written notice shall be posted and made available to school building employees, students, and their parent(s)/guardian(s) at least 2 business days before a pesticide application in or on school building or grounds occurs.

Printed information concerning sex offenders living in Bureau County will be available during school registration in August and during Fall parent-teacher conferences. Parent(s)/guardian(s) can also access sex offender information at www.familywatchdog.us.

DISCIPLINARY POLICY AND PROCEDURE

The handbook is used as a guide and the administration and board reserve the right to make discipline decisions based on individual needs and circumstances.

SUSPENSION AND EXPULSION OF STUDENTS

The school code of the State of Illinois will be followed in all cases of suspension and expulsion of students:

A. MAINTENANCE OF DISCIPLINE - from section 24.24 of the State of Illinois School Code. Teachers and other certified educational employees shall maintain discipline in the schools. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians. The assignment of in-school or out-of-school suspension is at the discretion of the administration.

Students will be able to make up missed work with a grade reduction during a suspension. All such work is due at 8:00 a.m., on the day the student returns to school following the suspension. Long-term homework assignments are due on the assigned date.

B. INTERNAL SUSPENSION – will be served during the school day under supervision of administrative staff. Students will not attend classes, but will be allowed to complete homework assignments.

C. EXTERNAL SUSPENSION - means the temporary exclusion of a pupil from a classroom or from the school building. Section 10-22.6 of the School Code authorizes the Board of Education "to suspend or by regulation to authorize the superintendent of the district to suspend pupils guilty of gross disobedience or misconduct for a period not to exceed 10 days or until the board meets, whichever comes first, and no action shall lie against them for such suspension." Suspensions are served the day following the disciplinary action is taken.

Students may not attend or participate in any extracurricular activity on the day(s) of serving an external or internal suspension or the day following the end of the suspension.

C. EXPULSION - means the permanent exclusion of a pupil from the pupil's school of the district. Section 10-22.6 of the School Code read. "To expel pupils guilty of gross disobedience or misconduct, and no action shall lie against them for such expulsion. Expulsion shall take place only after the parents have been requested to appear at a meeting of the board to discuss their child's behavior. Such a request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board, at such meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective."

When a student is serving an assigned out-of-school suspension or has been expelled from school by the Board of Education, he/she is not allowed to be on school property unless under the supervision of his/her parent for official administrative purposes. Unaccompanied students will be considered trespassers, and the proper authorities shall be notified.

DUE PROCESS

Within 24 hours of the disciplinary occurrence of Suspension longer than 10 days or Expulsion, a student will be entitled to all rights as listed in Illinois School Code, allowed due process to at least include:

1. A Hearing before the Board of Education
2. Presentation of a defense.
3. Explanation of the circumstances.
4. Providing proof of innocence.

When determining the response for a specific breech of discipline, school personnel will consider the nature of the act, the student's previous school history, his/her age and maturation, and mitigating circumstances, and the affect of his/her actions on the welfare of the school community.

No student will be expelled from school before receiving the opportunity for a hearing before the Board of Education or before a hearing officer appointed by the Board. Prior to any expulsion, the parent shall be given written notice of the time and place for the expulsion hearing. A student may be expelled from school for a period of time that exceeds ten (10) days, but not in excess of two (2) years.

CORPORAL PUNISHMENT

Corporal punishment will not be used at school.

APPEAL PROCESS

The appeal process follows the chain of command for the school. The matter should be handled with the teacher first. Should no resolution be reached, the Superintendent should be contacted. If there is still no resolution, the matter will be resolved by the Board of Education within 48 hours. Information concerning the disciplinary occurrence will be presented to the Board members by school personnel. The Board members will make a decision concerning how the disciplinary occurrence should be handled by majority consensus.

JUNIOR HIGH BEHAVIOR RULES (OBJECTIVE, OBSERVABLE BEHAVIORS)

1. Follow directions.
2. Keep hands, feet, and other objects to yourself.
3. No swearing or teasing (written, verbal or physical).
4. No yelling or screaming.
5. Be in your seat with ALL materials - on time.
6. Do not leave the room without permission.

7. Speak only with permission.
8. No public displays of affection – on school bus, grounds, building, and school sponsored activities.
9. No sexual harassment - verbal, written or physical.
10. No verbal, written or physical threats.

ELEMENTARY DENTENTION SYSTEM

Elementary teachers are authorized to issues detentions. When detentions are issued, parents will be notified of the infraction and the time and date the detention will be served.

JUNIOR HIGH DETENTION SYSTEM

1.After each detention is earned by a student beyond the first detention, additional follow-up will occur:

1st detention -15 minutes
2nd detention - 30 minutes
3rd detention - 60 minutes

Students who receive more than 3 detentions may face discipline that ranges from warnings to expulsion depending on the circumstances.

2. Detention notices will be mailed to parents.
3. The signed notice must be returned the next day by the parent or the parents will be called.
4. Students will serve detentions on the following school day after a detention is earned and make arrangements for transportation home.
5. Detentions must be served before the student participates or attends any other after school event (unless the student must attend a funeral or has proof of a medical or dental appointment).
6. Parents may provide transportation to any event that conflicts with the detention after the detention is served.
7. A student who earns an out-of-school suspension will be ineligible for the period of time covered by five consecutive calendar days following the serving of the suspension. If a student receives a second out-of-school suspension during a season they will be removed from the team.
8. All Junior High behavior and conduct rules are in effect anywhere in the school and on the school grounds, buses, field trips, games, playground and recess periods.

When in the opinion of the authorized administrator, a student poses an immediate threat to himself/herself, others, or school property; he/she may suspend a student immediately. In such an event, a written notice will be sent by certified mail to the parent. A parent shall be advised in writing of any subsequent disciplinary decision.

ACADEMIC DETENTIONS

Completion of homework is important to maintaining acceptable academic grades. Failure to complete homework is the most consistent reason for low grades and for student failure to meet eligibility guidelines. Failure to complete homework and turn it in on a timely manner, as directed by classroom teachers, violates the Junior High Behavior Rules of 1) Following directions and 5) Be in your seat with ALL materials - on time.

Students on Friday's Ineligibility List will be given an Academic Detention for the following week. An Academic Detention will require a student to come to After School Study Hall from **3:00-3:30** p.m. on the following Monday, Tuesday, and Thursday. Administration and Junior High teachers will supervise homework and provide academic assistance during After School Study Hall on a rotating basis.

COMMUNITY SERVICE DETENTION OPTION

1. After first warning, for succeeding times in each nine week period when a student does not have clothes or shoes for Physical Education class, student will be given a detention with the possibility of requesting a community service option in lieu of a regular detention. To fulfill the community service option the student will spend 15 minutes after school helping with a cleaning activity that is beneficial to the school environment. If the parent/s and student do not wish to use the community service option, then the student will serve a regular detention as listed on page 23.
2. After first warning, for succeeding times in each nine week period when students leave books, book bags, clothing, and other materials on the floor of the hallway, a safety hazards for other students and staff, student will be given a detention with the possibility of requesting a community service option in lieu of a regular detention. To fulfill the community service option the student will spend 15 minutes after school helping with a cleaning activity that is beneficial to the school environment. If the parent/s and student do not wish to use the community service option, then the student will serve a regular detention as listed on page 23.

ROLE OF SUBSTITUTES AND OTHER SUPPORT STAFF IN DISCIPLINE
All school personnel, including substitutes, certified, and non-certified staff**,** may assign warnings and detentions to students who are not following the established rules or may recommend to the classroom teacher that a detention was earned.

IMPROPER AND UNACCEPTABLE CONDUCT
Listed are the following acts of improper conduct and the consequences for these acts:

A. **BULLYING BEHAVIOR -** will not be tolerated. Whether in verbal or physical form, attempts to bully; impose fear, physical harm, and/or emotional stress on another student(s) is unacceptable behavior that will result in appropriate disciplinary actions (detention, suspension or expulsion). Behavior that is determined to be bullying in nature, usually occurs over time, is used to control and/or intimidate the targeted victim(s) and usually cannot be resolved with peer mediation. Bullying behavior occurring outside of the school day may still be determined to disrupt the educational process and therefore may result in appropriate disciplinary actions (detention, suspension or expulsion). **Aggressive Behavior Reporting Letter will be sent home to parent(s)/guardian(s) of a student who engages in aggressive behavior, including such behaviors that could be construed as bullying. See Board Policy 7:20.**

B. **CHEATING** – engaging in academic dishonesty, including intentionally plagiarizing, wrongfully giving or receiving help during academic work and testing, and wrongfully obtaining test copies or scores is unacceptable. It results in the complete lost of credit for that particular piece of work for all parties involved and all parents will be informed.

C. **FIGHTING -** is unacceptable. When a staff member, a student or students allege that a fight has occurred, the issue will be resolved by the classroom teacher or Superintendent. Penalties may range from detention for the smaller offense, to suspension for more serious offenses. Acting in self-defense means not contributing in any way to the start. There should also be an attempt to retreat and to neutralize a hostile situation without escalating it.

D. **THEFT -** is unacceptable. Persons taking property of others will be disciplined on the basis of the severity of the offense. If the seriousness of the case warrants, juvenile authorities will be notified. Also, restitution will be necessary.

E. ALCOHOLIC BEVERAGES, SMOKING, DRUGS, NON-MEDICAL INHALANTS/SPRAY PRODUCTS OR TOBACCO PRODUCTS – are not allowed on bus, in school buildings, or anywhere on school grounds. Discipline may range from warning to expulsion for up to two years depending on the circumstances.

F. **VANDALISM -** is unacceptable. Destruction or defacing property will require a parent conference, payment for damages, possible suspension or other forms of restitution, such as a working detention, on an individual basis.

G. **MISUSE OF SCHOOL EQUIPMENT** – Use of electronic equipment/chrome books without permission from staff member in authority and/or misuse of all equipment and school property resulting in damage to the school property will require a parent conference and restitution, including full replacement cost of property that cannot readily be repaired. Possible detention, suspension, working detention could be determined on an individual basis.

H. **IMPROPER DISPLAYS OF AFFECTION OR CONTACT-** are unacceptable. Improper displays of affection or contact are not acceptable behaviors at any school activity and will result in appropriate disciplinary measures.

I. **MATCHES, LIGHTERS AND EXPLODING DEVICES** (i.e.: firecrackers, pop and snappers, etc.) are unacceptable. They should not be brought to school under any circumstances. Parents will be notified immediately if these items are brought to school, and appropriate disciplinary action taken.

J. **WEAPONS - (BOTH REAL AND TOY), LASER POINTERS/PENS** – are prohibited. They are not to be brought to school under any circumstances. These weapons (both real and toy) include, but are not limited to; explosives, firearms, knives, firecrackers of any kind or any other object that can be considered a weapon. Parents will be notified immediately if any of these items are brought to school and appropriate disciplinary action (including possible expulsion) will be taken. Toy weapons should not be brought to school for show and tell or as part of a Halloween costume. Gun Free Schools Act of 1994 imposes a mandate upon states requiring expulsion for a period of not less than one year for students who are determined to have brought a firearm to school. Modification of this requirement by the Superintendent is possible for individual students on a case-by-case basis. Police referrals will be made for violators of the district gun policy.

K. **SEXUAL HARASSMENT** – is prohibited. Sexual harassment is defined as the following: Any unwelcome act or comment, sexual in nature that is considered offensive, whether intended. Any conduct of sexual nature by anyone, including students, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile or offensive educational environment; (c) depriving a student of education aid, benefits,

services, or treatment; or (d) making submission to or rejection of unwelcome conduct the basis for academic decisions affecting a student. This includes verbal, written or physical conduct, as well as intimidating, humiliation, embarrassment or discomfort. Appropriate disciplinary action (detention or suspension based upon the severity of the offense) will be taken for any instances of sexual harassment. The district maintains two **Complaint Managers** (one male and one female) who should be notified by parent(s)/guardian(s) or student(s) when raising complaints of discrimination and sexual harassment. Current names and contact information is listed in **Board of Education Policy 2:260 Uniform Grievance Procedure, available through the school office or Board members.** Parent(s)/guardian(s) or student(s) may choose either Complaint Manager to report the complaint.

L. **GANG ACTIVITY –** is prohibited. No student shall engage in any gang activity, including, but not limited to:
   1. Wearing, using, distribution, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang,
   2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang, and
   3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

   Such activities will result in immediate notification of parents and appropriate disciplinary action taken that may include one or more of the following:
      a. Removal from extracurricular and athletic activities,
      b. Conference with parent/guardian,
      c. Referral to appropriate law enforcement agency,
      d. Suspension for up to 10 days,
      e. Expulsion not to exceed 2 calendar years.

M. **VERBAL, WRITTEN OR PHYSICAL THREATS** - will not be tolerated. Appropriate disciplinary action (detention, suspension or expulsion) may be taken for instances of threats being made.

N. **GAMBLING** – is not permitted. Playing cards and dice can only be used under the direction of a teacher.

O. **OBSCENITY –** will not be tolerated. Obscene, profane, or vulgar language, either written, verbal, or expressed by symbols will result in disciplinary action including detention or suspension

P. **WRITING OR DRAWING ON SELF/OTHERS** - will not be allowed. Such activities will result in appropriate disciplinary penalties.

Q. **OTHER IMPROPER CONDUCT** - The Superintendent reserves the right to administer disciplinary penalties for other types of improper conduct not listed above.

PARENTAL ROLE IN STUDENT DISCIPLINE

Parents are equal partners with the school in maintaining discipline for all students. Working with the school and supporting the school at home will greatly benefit both the school-wide maintenance of discipline and the overall maturity and growth of each student. There may be times when parents become aware of situations that may be occurring at school that could be harmful to a student or students. It is important that parents bring this information to the attention of teachers or administration so that the situation can be dealt with in the best interest, health, and safety of all students.

The District has established and maintains a Parent/Teacher Discipline Advisory Committee. Members of this Discipline Advisory Committee include junior high teachers, two board members, two parents, two junior high students, and school administrator. The role of the Discipline Advisory Committee is to assist in the development of guidelines on student discipline, temporary classroom exclusion of disruptive students by the teacher, and school searches. At least annually the Discipline Advisory Committee will make a report to the Board of Education recommending changes or additions to the District's discipline policies. Approval by the Board of Education shall be required for adoption of any policy changes. Any parent or community member interested in participating on the Discipline Advisory Committee is encouraged to notify the Principal of his/her desire to serve.

DRUG/TOBACCO/ALCOHOLABUSE

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted on school busses, in school buildings or on school grounds at any time. This policy extends to all school sponsored and related activities as well as field trips, athletic, and music trips, whether held before or after school, evenings or weekends.

Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

If a staff member finds a student to be illicitly using, possessing or distributing drugs or look-alike drugs in violation of this policy, the student will be suspended for a period of up to ten (10) days for the first offense and/or expelled. In addition, parents and juvenile authorities shall be notified promptly.

In all cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution. Second offenders may be recommended to the School Board for expulsion.

If there is reason to believe that a student is using drugs/alcohol illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his/her parents.

Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto the school buses or school property and submit such drugs to the proper authorities for analysis. Organizations sponsoring activities on the school's facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

Bureau County Sheriff Department K-9 Unit will be invited by the Malden CCSD #84 administration to perform illegal substance searches within school buildings and grounds at random times throughout the school year. During these times staff will conduct classroom lock downs with all students. Anyone found to be in possession of illegal substance/s will be turned over to the proper authorities.

BEHAVIORAL INTERVENTIONS POLICY FOR STUDENTS WITH DISABILITIES
SCHOOL DISTRICT #84

The purpose of this document is to outline the policy of School District #84 on the use of behavioral interventions with students with disabilities. It is the fundamental principal of this policy that nonadversive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable.

The use of positive interventions is consistent with the educational goals of enhancing students' academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary, and approached with caution and restraint. The use of restrictive interventions should maintain respect for the student's dignity and personal privacy, and adhere to professional practices. All students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing behavioral interventions. It is the intent of School District #84 that behavioral interventions for a student with disabilities will incorporate procedures and methods consistent with generally accepted practices in the field of behavioral intervention. Interventions that are considered nonrestrictive are preferred because of both the low risk of negative side effects, and the high priority placed on behavior change. Nonrestrictive interventions may be used without the development of a written Behavior Management Plan within the student's Individual Education Program (IEP).

Restrictive interventions may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. These interventions should only be used when a Behavior Management Plan has been developed by the IEP Team and included in the student's IEP. Restrictive interventions shall be used for the minimal amount of time necessary to regain control of the individual's behaviors. Corporal punishment is an illegal intervention and shall not be used. In addition, expulsion with loss of services is also considered illegal for students identified with a disability.

When confronted with an emergency situation in which immediate intervention is needed, such as to protect students, other individuals or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's Behavior Management Plan. The emergency situation selected shall be the least intrusive to reasonably respond to the situation. When an emergency intervention has been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented with a copy sent to the parent or guardian.

School District #84 shall maintain a Behavioral Intervention Committee to implement and regularly review the district policy on the use of Behavioral Interventions.

This policy has been developed based on a review of the document entitled "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities" prepared by the Illinois State Board of Education dated

June 30, 1994. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777—0001. A complete copy of the Behavioral Interventions Policy and Procedures for District #84 may be requested from Mr. Michael Patterson.

RECIPROCAL REPORTING ACT

PA 88-376 addresses violence and criminal activities in school.

1. Each school district shall designate a person to communicate with local law enforcement.
2. The school and law enforcement designees will meet as needed to share information.
3. The school designee will report all activities occurring on school property, off school grounds, or against school personnel.
4. The State's Attorney will provide the school with a copy of any delinquency dispositional order involving weapons offenses.
5. Local law enforcement will notify school designee of all arrests related to but not limited to weapons, criminal gang activity, or drugs.

ALTERNATIVE EDUCATION PROGRAM

Students who are involved in conduct that is disruptive, serious, repetitive and/or cumulative; have been suspended at least twice, have been arrested and remanded to court for acts related to school activities; or who have been remediated at least once by the school may be eligible for an Alternative School program for Disruptive Youth. Transportation is provided by the district.

BUS TRANSPORTATION

DAILY BUS RULES

To ensure the safety of all of our students who ride the bus, daily bus rules are to be followed:

1. Be on time at the designated bus stop; help keep the bus on schedule.
2. Do not approach or move toward the bus until it has come to a complete stop and the door has been opened.
3. Do not leave your seat or stand up while the bus is in motion.
4. Keep hands and head inside the bus at all times.
5. Do not throw anything on or out of the bus window.
6. Treat bus equipment with care and respect.
7. Never tamper with bus or any of its equipment.
8. Assist in keeping the bus safe and sanitary at all times.
9. No animals are allowed on the bus without permission of the bus driver or Superintendent.
10. Keep books, lunches, packages, coats and other objects out of the aisles.
11. Do not leave books, lunches, or other articles on the bus.
12. Do not discharge from the bus until it is fully stopped and the driver has given you permission.
13. No pushing, shoving, or fighting.
14. Windows should neither be raised nor lowered without the permission of the driver, NEVER lowered below the safety line.
15. Students must never touch emergency door at the rear of the bus unless an emergency does exist or if they are directed by the driver or someone with authority.
16. Eating of candy, gum, or other foods or drinking is not permitted on the bus.
17. No loud voices, profanity or teasing.
18. Respect should be shown to all those riding on and driving the bus.
19. No activities will be permitted that distracts the bus driver and/or endangers the safety of the other students on the bus, the bus driver or the bus.

BUS SUSPENSION PROCEDURES

A student who is not following the listed bus rules will receive a verbal warning from the driver.
Students who do not comly with bus rules may be suspended from bus services for up to a year depending on the circumstances.

KINDERGARTEN BUS RIDERS

To ensure the safety of our Kindergarten students when they return home on the bus from school each day, we are asking that an adult come to the door and be visible to the bus driver. This will inform the driver that the student has adult supervision. As the winter progresses, this will be a very important reassurance for both parents and our school.

STUDENT TRANSPORTATION ON FIELD TRIPS

The same rules apply for these events and must be followed whether it is our bus being used. All students will be under the direct supervision of the driver, members of the faculty, or a designated person who may be riding on the bus.

SCHOOL REGULATIONS

CHAIN OF COMMAND
Any questions or concerns should be directed to the teacher first. Call the school before 8:00 A.M. or after 3:00 P.M. to schedule appointments with the individual teachers. If resolution does not occur, the matter should be discussed with the Superintendent. Should there still not be a resolution, the matter will be discussed with the Board of Education.

DIRECTORY OF PERSONS TO CONTACT FOR VARIOUS TYPES OF PROBLEMS
Listed below are the staff members who should be contacted for help with various types of problems. Note that the **FIRST** person you should contact in **ANY** situation is always the person who has been most directly involved with your particular problem. This list is an effort to generalize about the most common types of problems - it doesn't cover every situation. If, after reading over this list you still don't know whom to contact, contact the Superintendent.

FOR PROBLEM ABOUT.	CONTACT. . . . .
The lessons taught in a particular classroom; The behavior of students in a particular classroom; The organization and/or instructional techniques used in a particular classroom; The grades or evaluation of a student's performance in a particular class or subject.	The Classroom Teacher
Student behavior and activities during non-classroom hours (before and after school, lunch break, recess).	The Teacher or Aide on Duty
Rules, regulations, and procedures that apply to the entire school district; The facilities in a school.	The Superintendent
The manner in which a student has been disciplined.	The Staff Member who disciplined the student
The discipline or penalties given a student.	The Teacher or Aide on Duty
The overall evaluation of a student's academic progress.	Classroom Teacher
The level or composition of the groups or classes to which a student is assigned.	Other teachers who work with the student
Student's overall outlook, attitude, potential.	Superintendent
Physical, mental, social or emotional problems that affect a student's performance in school	Homeroom Teacher, Superintendent, School Support Services
The curriculum used throughout the entire school district; County-wide, State-wide, or Nation-wide educational program (such as Special Education).	Superintendent, Special Education Supervisor
For a problem or information concerning Title IX compliance	Superintendent, Title IX Coord.

CHECK CASHING
The school office will be unable to cash personal checks or handle personal banking. Checks written out for field trips, hot lunch, St. Council events, etc. should be written out separately. PLEASE DO NOT combine the totals on one check.

TELEPHONE USE
To avoid interruptions of classroom procedures, parents are requested to limit telephone messages for their child to emergency situations only. Only **emergency calls** can be made from the school by students.

VISITORS
Parents and visitors are welcome at Malden Grade School. However, all visitors must report to the office before proceeding to a classroom. Parents should call first to make an appointment and schedule a specific mutually agreed upon time to meet with a teacher.

We also ask that small children not accompany parents into classrooms for visits unless approved by school administration. Children not enrolled at Malden Grade School may not visit during the school day. To avoid visiting during testing times, parents should call to schedule a visit.

ACCESSIBILITY
Accommodations will be made for the attendance of parents/guardians with disabilities at parent conferences, school programs, and meetings, as well as for all public members to attend extra-curricular and community events.

SAFETY DRILLS
Fire/Evacuation Drills will be conducted at regular intervals. It is essential that when the fire signal is given, everyone obeys directions promptly and clears the building by the prescribed routine as quickly as possible. Directions to fire drills are posted near each room exit. Students should go directly to the exit indicated. Students in any grades when in classrooms or hallways north of gym, accompanied by their teachers, must assemble on the outside basketball court area west of the building. Students in any grades when in classrooms or hallways south of gym or in gym, accompanied by their teachers, must assemble in the grass outfield near the baseball diamond west of the building.
Tornado/Shelter-in-Place Drills will be conducted at least once in the spring of each year. Directions to tornado drills are posted near each room exit. Students should go directly to the area indicated and assume the safety position. Students should remember that tornado drills are a necessary precaution and must quietly follow directions promptly and remain quiet until an all clear is announced. Although it is hoped that we never experience such a storm, a prepared student body will fare better if a tornado occurs.
Bus Evacuation Drills will be conducted at least once in the fall of each year. When riding a school bus the safety of all students and adults are the responsibility of the bus driver. It is important that students and adults listen quietly and promptly follow directions given by the bus driver.
Law Enforcement Drills will be conducted at least once a year with assistance and direction from Bureau County Sheriff Department. Trainings with the sheriff department will be done at times when students may or may not be in attendance.

TRADING, BUYING, OR SELLING
No trading, buying or selling of any items, such as sports/trading cards, food, etc., except those sponsored by the school and the Booster Club will be permitted.

DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS
Permission must be obtained from the Superintendent/Principal for distribution of all non-curricular non-school-sponsored materials by students, staff, or community members on school property or at any school-related activities.

COLLECTIONS
Any collections of money made at the school must receive the approval of the Superintendent.

BIRTHDAYS/HOLIDAY PARTIES
The celebration of faculty, staff and student birthdays will be limited to a single dessert item or non-consumable items (pencil, erasers, stickers, or bookmarks). Requests to bring foods into the classroom must be made with the teacher in advance. The teacher shall approve all outside treats, both consumable and non-consumable, brought into the classroom. Treats that are distributed for birthdays/holiday parties must be store packaged and produced in a health department inspected kitchen. Teacher directed cooking projects are allowed upon approval of the Superintendent. Homemade items may be distributed/sold during after school and weekend events. Students and families may continue to bring homemade food items in lunch boxes.

Flowers and balloons should not be delivered to the school for individual students. Birthday decorations should also not be brought and displayed for individual students in the school. Invitations and treats from home that do not include all of the students in a class should not be distributed at school.

STUDENT DRESS (GR K - 8)
One of the characteristics of a good school is the dress and appearance of the students. Student dress is expected to be neat, clean, hygienic, properly mended and in good taste, showing proper respect for the learning environment. The midriff, back and all underclothings (boxers, straps, etc.) must be covered at all times. Clothing should be of an appropriate length (not too short or low cut) and fit well (not too tight). No clothing or items displaying alcohol, drugs, tobacco, obscene products, any other inappropriate materials, and suggestive or derogatory messages will be permitted. Items that will not be allowed

include straps less than 2 inches, see through lace, revealing clothing, hanging chains, studded jewelry of any type, etc. If pants sag so that underclothing shows, a belt should be worn. Students who wear leggings must have appropriated coverage to prevent a distractive educational environment. The appropriateness of clothing or items will be determined at the discretion of a teacher and the Superintendent. If students are inappropriately dressed, appropriate clothing and belts will be available at the school office. The superintendent may also take a student home to change into appropriate clothing or allow a student to call home and have a parent bring a change of clothes to school.

No sunglasses, tube tops, halter-tops, or short shorts can be worn during school and school activities. Hats and scarves may not be worn in the building but may be allowed during outside events with the Superintendent's discretion. As a safety issue no flip flops may be worn at school during school days. All of these student dress rules are in effect for **all** school sponsored activities including field trips, games, Student Council events, etc.

HALLWAY BEHAVIOR

It is essential that students respect the rights of others in the hallways. Proper behavior between classes includes:

1. If talking is necessary, noise should be kept to a low level.
2. Walk, at all times. This is extremely important to the safety of all students and staff.
3. Close lockers as quietly as possible.
4. Locker doors must be shut at all times, except when students are getting materials.
5. Do not touch displays of artwork in the hallways.
6. Personal items must be stored in lockers.

PLAYGROUND RULES

1. Rocks are to be left in the play area. Throwing rocks is not permitted.
2. Do not climb on the tops of any of the playground equipment.
3. Sit in the swings. Wrapping or winding the swings around the top is not permitted.
4. Stay on the concrete basketball court and grass area north of the storage shed or in the playground north of the storage shed or in the playground north of the school building. Stay away from the prairie grass and the school building. You must be able to see the teacher and they must be able to see you.
5. The trees are not play equipment. Stay off of them! Do not climb or hang from the branches.
6. Stay out of the mud and water puddles.
7. Use the slide correctly:
   -One person at a time may be on the ladder
   -One person at a time may go down the slide
   -Slide steps are not the place to have a conversation; go down the slide as soon as you reach the top
   - Go down on your bottom only feet first
8. Poles of swings and slides are not climbing equipments. Do not climb poles.
9. Enter the building in an orderly fashion.
l0. Do not throw items (balls, rocks, lunch bags, etc.) at the shed or school building. Do not kick or hit the shed. Do not throw items at the baseball scoreboard.
11. Stay off of all the track equipment.
12. No hard balls are allowed.
13. No fighting, tackle football, throwing of rocks, snowballs, etc.
14. The directions of the school personnel on duty should be followed at all times.

GYM RECESS RULES

1. No footballs or hard balls are allowed.
2. No kicking balls in the gym during recess.
3. Gym shoes should be worn at all times.
4. Use of other equipment will be at the discretion of the supervising teacher.
5. No scooters

GUM, FOOD, OR OTHER NONFOOD OBJECTS

Gum chewing is not acceptable unless approved by school administration and will result in a working detention removing gum from surfaces on a cumulating time basis. Spitting will not be permitted on school grounds or buses. Gum chewing or eating of food is not permitted on field trips or on bus or school-sponsored activities, on the playground in the classroom, gym or other parts of the building when school is in session unless under the direct supervision and permission of the teacher. To maintain students' safety, chewing of toothpicks, pen caps, straws or other nonfood items will not be allowed.

BICYCLES/SKATEBOARDS/SKATES/ROLLERBLADES/SCOOTERS/ROLLERSHOES
Students may ride bikes to school. The school is not responsible for any damage or theft of bikes. All bikes should be parked in the bike rack. Riding of bikes during school hours is not permitted. Skateboards, outdoor skates, rollerblades, scooters, and roller shoes are not permitted at school.

TOYS/WATER BALLOONS
Unless a part of the regular classroom program or activities, toys and water balloons must not be brought to school.

SPORTS EQUIPMENT
Approved sports equipment may be brought to school for use before school and during recess times. Personal equipment must be marked with student name. Students are not to bring or use hard balls, regular golf balls, baseball bats or any other possible harmful sports equipment. No footballs are allowed in the gym.

ADMINISTRATION OF MEDICATIONS
The purpose of administering medications in school is to help each child maintain an optimal state of health that may enhance his/her educational plan. The medications shall be those required during school hours that are necessary to provide the student access to the educational program. The intent of these guidelines is to reduce the number of medications given in school, yet assure safe administration of medications for those children who require them.

Guidelines:

I. Parents/Guardians, if at all possible, should administer all dosages of medication for their child at home. Medication may be taken at school only for the following conditions: Control of convulsive disorders (such as epilepsy), control of hyperactive behavior (such as neurological problems), control of long term and chronic disease (such as cystic fibrosis), and only when the student's health would be jeopardized without the medicine. Only those medications, which are necessary to maintain the child in school and must be given during school hours will be administered.

II. Al1 medications, including non-prescription drugs, given in school must be prescribed by a licensed prescriber on an individual basis as determined by the child's health status. "School Medication Authorization Form" must be completed and signed by the parent/guardian and the physician. Medication must be in the original prescription container from the pharmacy or physician's office and properly labeled with:

- Child's Name
- Prescription Number
- Medication Name/Dosage
- Administration Route and/or Other Directions
- Date and Refill
- Licensed Prescriber's Name
- Pharmacy Name, Address and Phone Number
- Name or Initials of Pharmacist

Non-prescription medications shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.

III. A program for administration of medications to children in school will be developed and managed by the superintendent. The Superintendent must be informed and approve of each medication order before the medication is administered at school. The Superintendent may, in conjunction with the licensed prescriber and the parent/ guardian, identify circumstances in which the student may self-administer medication. Medications must be stored in a locked drawer or cabinet in the school office. Medications requiring refrigeration shall be refrigerated in a secure area. All personnel supervising the Self-administration of medication or administering the medication in the absence of a registered nurse shall receive instruction by the Superintendent in the proper procedure. Each dose of medication shall be documented in the student's individual medication record, which shall include date, time, dosage, route and the signature of the person administering the medication or supervising the student in self-administration. In the event a dosage is not administered as ordered, the reason therefore shall be entered in the record.

All permission/request for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber and the parent/guardian.

IV. Students may be allowed self-administration of asthma medication and Epinephrine auto injector

(medical device for immediate self-administration by a person at risk of anaphylaxis.)
A parent is responsible for notifying the school office and classroom teacher of his/her child's need for this medication. All other medications must be administered by office or certified staff.

The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication by the end of the school year, the Superintendent shall dispose of and document that the medication was discarded in the presence of a witness.

V. Field or other Trips way from School - The following instructions shall appear on all parental permission forms required for field trips and outdoor education experiences:

All medication to be administered during this field trip/outdoor education experience shall be clearly marked with the:

Student's Name
Prescription Number
Medication Name/Dosage
Administration Route and/or other directions
Date and Refill
Licensed Prescriber's Name
Pharmacy Name, Address and Phone Number
Name or Initials of Pharmacist

or if sending over-the-counter medications, the container is to be affixed with the manufacturer's original label indicating the ingredients and the student's name.

TECHNOLOGY

ELECTRONIC/ELECTRICAL EQUIPMENT AND MATERIALS

Students may not bring any electronic/communication devices or accessories, including but not limited to: cell phones, smart watches, smart fitbit, iPods, PDAs, CD's & CD players, MP3 players, DVD's, tape players, recorders, radios, cameras, gigapets, pagers, electronic games or any other electrical or battery operated equipment to school, extra-curricular activities, school bus, or field trips. Parents may contact the school if special circumstances arise where a phone may need to be stored at the school until after school hours. Violation of this rule will result in punishment ranging from detention up to expulsion depending on the severity of the infraction.

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

Every student and their parent must read and sign the **District's Authorization for Electronic Network Access** before being allowed to access the District's electronic network and the Internet. Copies will be made available to parents during registration and to students within the first week of beginning a school year. Parents and students are responsible for familiarizing themselves with this information. Students may not be asked to provide a social network password as reference in board policy 7:140.

PRINTERS

Printing is limited to school projects only. Color printing may **NOT** be used without direct permission from a teacher.

The user and parent (if user is a minor) may be responsible for any costs to repair damage caused by any unacceptable use involving the District's electronic network that results in virus/worm/Trojan horse or other infection, damage to equipment or software, and/or legal actions.

SCHOOL INFORMATION

EMERGENCY CLOSING OF SCHOOL

At times during the school year, weather-related early dismissal may occur. Early dismissal will be announced on Princeton radio station WZOE (1490 AM) and BCR Alerts. Be sure that your children know what to do in the event of early dismissal. Weather-related school cancellations will also be announced on WZOE, and BCR Alerts prior to 7:00 A.M.

LOST AND FOUND

A lost and found bin is located in front of the office. If your child has misplaced any school items, please encourage him/her to check the Lost and Found. To assist in the identification of lost articles, please plainly label all of your child's books,

school clothes, and equipment. Periodically, all lost and found items will be displayed so that lost items can be identified and claimed. All unclaimed items will be donated to charity at the end of the year.

BREAKFAST/LUNCH PROGRAM

All students eat lunch at school, unless on school field trip or signed out by parent. Students are expected to bring a lunch from home or purchase hot lunch at school. Students may bring a closed drink to go with their lunch for the current day only. Students may not bring extra drinks to store in their locker. Parents will be notified by phone call or letter if their child consistently does not bring a lunch or purchase a hot lunch. The lunch and lunch recess schedule is as follows:

Grades K – 4	10:55a.m. – 11:40 a.m.
Grades 5 – 8	11:38 a.m – 12:23p.m.

Students are not to be in the classrooms during the lunch period. They are restricted to the lunchroom, outdoor playground area, or, if it is an "inside day", in the gym. Students are not allowed to leave the school grounds without permission from the Superintendent. All food is to be eaten in the lunchroom.

A cold breakfast will be offered for all students. The breakfast will include assorted dry cereal plus either a cereal bar, breakfast cookie, pop tart, or granola bar. A juice cup or fruit and milk will also be available. The price of the breakfast will be established by the Board of Education on an annual basis. Students will report to the cafeteria at 7:30 a.m. to receive their breakfast and eat in the cafeteria. Students will finish their breakfast in the cafeteria by 7:55 a.m.

HOT LUNCH/BREAKFAST ORDERING INFORMATION

Hot lunches/breakfast must be ordered and paid for in advance; both the order form and money are due by 11:00 a.m., on the Friday BEFORE each upcoming week. It is the responsibility of the family to order the hot lunches/breakfast. Payment may be made by cash or check written to Malden Grade School. Students may order hot lunch/breakfast in advance for a particular day, week or the whole month. A pint carton of milk is included in the cost of hot lunch. Extra milk may be purchased separately at the cost of .40 cents.

School lunches sent from home should not require detailed food preparations requirements. Students should be able to prepare their lunch with minimal assistance

How to Order:

1. A monthly lunch menu will be sent home by mail to each family at the end of the prior month.
2. Indicate the total amount for each day you want to order hot lunch/breakfast for your child (including the cost of any extra servings of the main course) at the bottom of each day on the calendar.
3. Add these totals together and send the order form and payment to the school by Friday, 11:00 A.M., BEFORE each upcoming month.
4. Place an X through the day(s) on the calendar that you don't want to order.
5. Parents should order hot lunch/breakfast individually for each of their children.
6. All hot lunches/breakfast must be ordered and paid for in advance, and both the order form and money are due by 11:00 AM on the Friday before each upcoming month. As a result, students are not to charge lunch/breakfast if they forget their lunch or have not ordered lunch in advance. Students may also not charge milk but must pay for their milk on a daily, weekly, or monthly basis if they have not ordered milk for the year.
7. All students must turn in a monthly lunch menu even if they will not eat hot lunch or eat everyday all month.

If you have questions about the hot lunch/breakfast program, please call the school at 643-2436.

NOTE: Due to the hot lunch/breakfast program provider needing to order and pay for all of their foods in advance, there can be no refund for a hot lunch/breakfast that has been ordered for a child not attending for any reason.

FREE AND REDUCED-PRICE LUNCH/BREAKFAST

Information on eligibility and filing for free and reduced-price lunch services is available when parent(s)/guardian(s) register child/children at school office. Parent(s)/guardian(s) may also contact the school office at any other time for this information. Questions or disputes may be addressed to Sheila Pinter, 815-643-2436. Free/Reduced lunch students must complete a lunch menu even if they plan on eating every day.

ACCIDENTS

All accidents, which occur at school, must be reported to the school office immediately. Students and teachers should report the particulars as soon as possible. Only under special circumstances should a student leave the building because of injury unless leaving with the parent or his/her designee. When possible and in most cases, the parent will be notified by the office when their child is injured

ASBESTOS
Pursuant to Section 763.84 and Section 763.93 of the EPA Asbestos in Schools Regulations, you are hereby once again informed that the presence of asbestos material does exist in the Malden Grade School District No. 84. Such material is periodically inspected, maintained and encapsulated as needed by trained technicians. The location of such materials in the District and the management plans for the same are located in the Superintendent's office.

EXTRA-CURRICULAR ACTIVITIES

STUDENT ACTIVITIES
Boys and girls, grades 5-8, are eligible to participate in interscholastic sports.

Bureau Valley Elementary Conference (BVEC) Activities include:

Girls Volleyball	Speech
Boys Basketball	Boys & Girls Track
Cheerleading	Scholastic Bowl
Girls Basketball	Music Festival
Art Contest	

Non-conference Extra-Curricular Activities include:

Student Council	Spelling Bee

CODE OF CONDUCT
Students must follow all activity requirements:

- as outlined by Board of Education policy and the student handbook,
- Bureau Valley Elementary Conference (BVEC) requirements,
- those set by the activity coach/sponsor and approved by the principal, must be met,
- will not be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff,
- not to act in an unsportsmanlike manner,
- not to violate the District's policies or procedures on student discipline,
- not to falsify any information contained on any permit or permission form required by the activity or sport.
- A $5 washing fee will be issued for uniforms turned in without being washed.

A copy of the coach's/sponsor's expectations will be provided to each participant **by the** coach/sponsor.

SPORTS PHYSICALS
Students participating (practicing or competing) in athletics are required to have a current year sports physical examination before participating in the school's athletic programs: volleyball, basketball, cheerleading, and track.

ATHLETIC INSURANCE
Any student who is participating in athletics must carry school accident insurance, must be covered by family insurance, or parents must sign a waiver.

AGREEMENT TO PARTICIPATE
Students wishing to participate in athletics must read and sign "Agreement to Participate" form in which he/she agrees to follow code of conduct rules and understanding of "risks of injury" in participation. Parents of all students must also read and sign the form to show an understanding that all sports can involve "RISK OF INJURY".

HAZING PROHIBITED
Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. Students engaged in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extra-curricular activities
2. Conference with parent/guardian
3. Referral to appropriate law enforcement agency

Students engaging in hazing that endangers the mental or physical health or safety of another may also be subject to:

1. Suspension for up to 10 days
2. Expulsion for the remainder of the school term.

Junior High students will be instructed on the dangers of teen dating violence as references in board policy 7:185.

ELIGIBILITY
Eligibility rules apply to all school-sponsored sports, cheerleading, speech, music, spelling bee competitions, Student Council activities, or other extracurricular competitions or election of officers, Student Council representatives, and members of organizations. Eligibility shall be determined on a cumulative weekly basis for each nine-weeks period.

All work (regular, makeup and/or extra work) is due by 3:00 P.M., on the Thursday preceding the weekly eligibility check that is made each Friday. MAINTAINING ELIGIBILITY IS THE RESPONSIBILITY OF THE STUDENT.

Students receiving 2 D's or an F in any of the following academic areas will be considered ineligible:

1.Reading	5.Social Studies
2.Language Arts	6.Skills
(Spelling and Grammar)	7.Physical Education
3.Math	8.Health
4.Science	9.Music

Students will be notified of academic eligibility by 3:00 P.M. each Friday. Parents will be mailed a copy of the eligibility notification at the end of the day each Friday. Both students and parents will be notified in writing of any D's or F's. Green Grade Alerts (for any student carrying a D in one subject) will be sent to both parents and students. These grade alerts do not reflect ineligibility, but are simply notification of their low academic status.

Eligibility or ineligibility begins on Sunday following the Friday eligibility check and continues through the following Saturday. Eligibility over holidays is determined by the last eligibility check before the holiday period.

Ineligible athletes or cheerleaders may be permitted at the discretion of the coach to practice, but will not participate in competitions or ride the bus to an away game for a period of one (1) week. After three (3) consecutive weeks of ineligibility, the student will no longer be a participant in that activity.

ALCOHOL, TOBACCO, AND CONTROLLED SUBSTANCES
The consumption of alcoholic beverages, using tobacco products, or other drugs is hazardous to your health and is also illegal. Reported possession of ANY of these substances whether ON or OFF school property by students involved in extra-curricular activities, will be investigated. Any student found to be in violation would be subject to disciplinary action up to and including suspension from extra-curricular activities for the remainder of the school year.

First Offense:
1. Punishable with a minimum thirty-calendar day suspension from competition.
2. Student is required to attend all practices during the period of suspension.
3. If a student attends a school approved "Alcohol, Tobacco and Substance Abuse Program", at the parent's expense, the penalty may be reduced.

Second Offense:
1. Will result in a permanent removal from all academic/athletic team membership and participation for one calendar year.

All coaches will address the subject of steroid abuse prevention with all 7th and 8th grade athletes on their team.

TRANSPORTATION FOR BEFORE/AFTER SCHOOL EVENTS
Parents may provide their own transportation for their own child before and after a school event; however, a written, dated, and signed permission slip must be completed by that child's parents or they must sign an event permission sheet. Parents providing transportation to the contest must meet at the school and follow the bus to the event unless special arrangements have been made with the school administration. Students may be transported by adults other than their own parents after(not before) a school event, if their own parent has completed a written, dated and signed permission slip or the parents of the student being transported signs an event permission sheet.

For the safety of our students, we do not wish to allow any Malden Grade School students to walk home after dark following a school event (e.g.. sports activity, Student Council activity, or Scholastic Bowl activity). A parent either needs to supply transportation for his/her child or meet his/her child at school and walk home with him/her.

SCHOOL ATTENDANCE BEFORE EXTRA-CURRICULAR EVENTS

A student may attend or participate in any and all school events or functions after an excused absence (i.e. funeral or medical appointment, other than illness. A student must attend one (1) full-day after an illness prior to attending or participating in an extra-curricular activity. Students who are serving an internal or external suspension may not attend or participate in any school activity on the day(s) of that suspension. Students must make every attempt to return to school after an appointment.

ATTENDANCE AT ATHLETIC EVENTS

Students of Pre-Kindergarten age through 4th grade who attend the games must come with an adult and must sit with that person. Students who attend extracurricular activities are expected to conduct themselves in a proper manner. Failure to do so may result in the suspension of the privilege of attending such activities. Students will not be allowed to leave the building and return during the time an extracurricular activity is in progress. Students who leave games will not be readmitted.

AWARDS

An Athletic Awards Banquet will be held in the spring of the year. Awards and recognition at this time may include but may not be limited to:

- Boys Basketball Awards
- Eighth Grade Favorite Sport Trophy
- Sports Letters for 1st Time Participation
- Volleyball Award
- Cheerleading Awards
- Girls Basketball Awards
- Track Awards

DISTRICT CALENDAR