REED-CUSTER COMMUNITY UNIT SCHOOL DISTRICT 255U
2019-2020 SCHOOL YEAR
BOARD OF EDUCATION

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Chris Cavanaugh, Vice-President
Jesse Morris, Secretary
Devin Dransfeldt

Michael Grace
Amanda Hohenstein
Kris Van Duyne

DISTRICT STAFF
Mark Mitchell, Superintendent ................................................................. 458-2307
Danielle Valiente, Director of Teaching and Learning .................................. 458-2307
Mark Hulbert, Assistant Superintendent of Operations ......................... 458-2307
Tim Ricketts, Principal - High School ........................................................ 458-2166
Mike Smith, Assistant Principal – High School ....................................... 458-2166
Chuck Anderson, Reed-Custer Athletic Director ....................................... 458-4130
Shane Trager, Principal – Middle School .................................................. 458-2868
Chad Klover, Assistant Principal/Athletic Director – Middle School ....... 458-2868
Matt Peterson, Assistant Principal – Elementary School ....................... 458-2145
Heather Faletti, Principal – Elementary School ....................................... 458-2145
Carrie Hill, Special Education Coordinator .............................................. 458-2307
Luciana Kelaiditis, Duane Dubbert, Technology Support ......................... 458-4137
Marilyn Montana, Head Food Service Manager ....................................... 458-4114
Kathleen Jones, R.N., District Nurse ....................................................... 458-2145

BOARD MEETING SCHEDULE

Executive Session will begin at 5:30 p.m.
Open Session will begin at 6:30 p.m.

July 17, 2019
August 21, 2019
September 18, 2019
October 16, 2019
November 20, 2019
December 18, 2019
January 15, 2020
February 19, 2020
March 16, 2020 (Monday)
April 15, 2020
May 20, 2020
June 17, 2020
Student Attendance Days........................................................................................................... 174
Institute Days (No Students) ................................................................................................. 4

<table>
<thead>
<tr>
<th>August 12 &amp; 13, 2019</th>
<th>January 6, 2020</th>
<th>May 26, 2020</th>
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P/T Conferences /Evening Sessions

<table>
<thead>
<tr>
<th>(RCHS) September 11, 2019</th>
<th>October 23, 2019</th>
<th>February 13, 2020</th>
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<tbody>
<tr>
<td>(RCMS) October 9, 2019</td>
<td>October 23, 2019</td>
<td>February 13, 2020</td>
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<tr>
<td>(RCES) October 23, 2019</td>
<td>February 12, 2020</td>
<td>February 13, 2020</td>
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Early Dismissal/PT Conferences

(RCHS Only) Sept. 11, 2019
(RCMS Only) October 9, 2019
(RCES, RCMS, RCHS) October 24, 2019 & February 13, 2020

Early Dismissal Days/Staff Development Days

<table>
<thead>
<tr>
<th>Sept. 11, 2019</th>
<th>Oct. 9, 2019</th>
<th>Nov. 20, 2019</th>
<th>Dec. 4, 2019</th>
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<tbody>
<tr>
<td>Jan. 29, 2020</td>
<td>March 11, 2020</td>
<td>April 9, 2020</td>
<td>May 6, 2020</td>
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Emergency/Snow Days ...................................................................................................................... 5*

*Used only if earlier days are cancelled

<table>
<thead>
<tr>
<th>May 27, 28, &amp; 29, 2020</th>
<th>June 1 &amp; 2, 2020</th>
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Quarters/Terms

First Quarter/Term: 43 Days

Second Quarter/Term: 43 Days
(Oct. 16 – Dec. 20, 2019)

Third Quarter/Term: 44 Days
(Jan. 7 – Mar. 12, 2020)

Fourth Quarter/Term: 44 Days
(Mar. 13 – May 22, 2020)***

August 12 & 13, 2019- Teacher Institute

August 14, 2019- First Day of School for Students

May 22, 2020- Last Day of School for Students (If no emergency days used.)

May 26, 2020- Last Day of School for Faculty (If no emergency days used.)

***June 2, 2020 – Last Day of School (If all emergency days used.)

HOLIDAYS, VACATION DATES, TEACHER INSTITUTES

Aug. 12 & 13, 2019................................................................. Teacher Institute
Aug. 14, 2019.................................................................................. First Day for Students
Sept. 2, 2019.................................................................................. Labor Day
Oct. 14, 2019.............................................................................. Columbus Day
Oct. 25, 2019............................................................................. No School
Nov. 11, 2019.............................................................................. Veterans Day
Nov. 27 – Dec. 1, 2020......................................................... Thanksgiving Vacation
Jan. 6, 2020................................................................................. Teacher Institute
Jan. 20, 2020.............................................................................. Martin Luther King Day
Feb. 14 & 17, 2020...................................................................... No School
March 2, 2020............................................................................. Casimir Pulaski Day
March 23 – March 29, 2020................................................... Spring Break
April 10, 2020.............................................................................. Good Friday
May 1, 2020............................................................................... No School
May 25, 2020.............................................................................. Memorial Day
May 26, 2020............................................................................. Teacher Institute
### GRADING PERIODS

<table>
<thead>
<tr>
<th>Period</th>
<th>Grades 1 - 12</th>
<th>Kindergarten</th>
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<tbody>
<tr>
<td>1st Quarter</td>
<td>Aug. 14 – Oct. 15, 2019</td>
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<tr>
<td>2nd Quarter</td>
<td>Oct. 16 – Dec. 20, 2019</td>
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<tr>
<td>3rd Quarter</td>
<td>Jan. 7 – Mar. 12, 2020</td>
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<tr>
<td>4th Quarter</td>
<td>Mar. 13 – May 22, 2020*</td>
<td>August 14 – November 6, 2019</td>
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<tr>
<td>1st Trimester</td>
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<td>November 7, 2019 – February 20, 2020</td>
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<tr>
<td>2nd Trimester</td>
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<tr>
<td>3rd Trimester</td>
<td></td>
<td>February 21, 2020 – May 22, 2020</td>
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### SCHOOL IMPROVEMENT / EARLY DISMISSAL DAYS

<table>
<thead>
<tr>
<th>Dates</th>
<th>RCHS &amp; RCMS</th>
<th>RCES</th>
<th>EC &amp; PreK</th>
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<tbody>
<tr>
<td>Sept. 11, 2019</td>
<td>11:20 AM Early Dismissal</td>
<td>11:50 AM Early Dismissal</td>
<td>No Attendance</td>
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<tr>
<td>Oct. 9, 2019</td>
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<tr>
<td>Nov. 20, 2019</td>
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<td>Dec. 4, 2019</td>
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<td>Jan. 29, 2020</td>
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<td>March 11, 2020</td>
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<tr>
<td>May 6, 2020</td>
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### BUILDING OPEN HOUSE / CURRICULUM NIGHTS

**Reed Custer Connection**
- Grades K-2: Tuesday, August 27th, 5:30-7:00 PM
- Grades 3-5: Wednesday, August 28th, 5:30-7:30 PM

**Middle School**
- 6th Grade Smart Start: Monday, August 12th, 5:30-7:00 PM
- 7th & 8th Grades: Monday, August 12th, 6:30-7:30 PM

**High School**
- Freshman Orientation/Open House: Wednesday, February 26th, 6:00 PM
PARENTAL RESPONSIBILITIES

Good conduct in school originates in the home. It is the obligation of the parents, by their teachings and by their examples, to develop in their child(ren) attitudes of respect for the school, the teachers, and Principal, and for other children. To help their child(ren) develop good behavior habits, the parents must:

1. Instill in their child respect for authority, for the rights of adults and of other child(ren), and for private and public property.
2. Know their child(ren)’s friends.
3. Know where their child(ren) is/are when they are away from home.
4. Teach their child(ren) to obey the teacher and other persons in authority.
5. Confer privately with the teacher or Principal if action taken is not understood or if there is a question regarding its appropriateness.
6. Confer personally with a teacher or Principal when requested.
7. Insist that their child(ren) be prompt and regular in school attendance.
8. Carry out the recommendations made by the school in the best interests of their child(ren).
9. Talk with their child(ren) about school activities. Take an active interest in their child(ren)’s progress in school and in his or her report card.
10. Safeguard the physical and mental health of their child(ren); take them for periodic health examinations.
11. Attend meetings of the parent-teacher organizations, if at all possible.
12. Attend special school programs, if at all possible.
13. Arrange for a time and place for their child(ren) to do homework assignments and supervise him in completing them.
14. Encourage their child(ren) to participate in wholesome activities in the school and community.
15. Understand and comply with the rules of the school concerning student conduct.
16. Parents shall demonstrate good sportsmanship at all school functions and will be responsible for the behavior of their child(ren) at such functions.
17. Parents are responsible for reimbursing the school district for lost, damaged or unreturned school property; this includes sports equipment/uniforms, band equipment/uniforms, library property, calculators, computers, etc.

MASS COMMUNICATION SYSTEM

The school district uses a mass communication system to improve communications between the schools, families and district employees. Normal communications such as the announcement of parent teacher conferences, upcoming meetings, progress reports being sent home, etc. will be sent by telephone at 8:00 P.M. Weather related school closings, will be communicated by 5:45 A.M. on the day of the closing. It is extremely important that all parents/guardians be certain that the school district have at least one telephone number that is current. It is also advisable to have a second number listed (cell phone, grandma or grandpa, etc.) that would likely be answered during the daytime for any emergency that may present itself such as an unanticipated early release, lockdown, etc. In emergency situations such as these an email can also be sent if we have a valid email address on file. Please keep phone numbers and emails on file current.

PARENTS RIGHTS

Parents are encouraged to visit classes as observers. Appointments for such visits are a courtesy to the teacher and will result in less disruption of the educational program. If a parent wishes to confer with the teacher, an appointment should be made for a time outside of school hours.

1. All visitors are required to register at the Principal’s office before proceeding to their destination. Visitors will receive visitor badges.
2. Students not enrolled at Reed-Custer will not be permitted to visit classrooms while school is in session. Other educational visits will be permitted at the discretion of the Building Principal.
3. Confidential parent conferences are very important to good communications. These conferences with a teacher or Principal should be limited to one set of parents at a time. If several parents share a common concern special arrangements should be made through the Building Principal.

4. If a parent needs to take his/her child from school, that parent should make the request to the Building Principal. In the case where only one parent or a guardian has legal custody, a court order or a copy of the divorce decree indicating custody must be on file in the school before the school can refuse to release a child to either parent.

5. Parents may request homework for an absent child, but such requests should be made by 11:00 a.m. to allow the teacher(s) sufficient time to gather the materials. Materials may be picked up in the main office at the end of the day.

6. From time to time parents may have some concerns about the use of certain instructional materials or about rules and/or practices. The procedure for handling these concerns is as follows:
   a. Concerns about the use of certain books, instructional materials, rules, or procedures, should be first directed to the teacher, sponsor, or coach. If the parent is not satisfied with the response of the teacher the parent may then request a meeting with the Building Principal.
   b. Concerns about athletic activities should first be directed to the coach. If the parent is not satisfied with the response of the coach the concern should then be directed to the Athletic Director.
   c. Concerns about building or district rules, procedures or practices should be directed to the Building Principal.
   d. Concerns about instructional materials, courses or programs that are not resolved at the Principals' level may be appealed to the Superintendent.
   e. Matters other than instructional that are not resolved at the Principal's level may be appealed to the Superintendent.
   f. All matters not resolved at the Superintendent's level may be appealed to the School Board. These requests must be made 48 hours prior to the Board meeting in order to be on the agenda.

7. Parents can contact the building principal to review the professional qualifications for any of their child’s teachers.

<table>
<thead>
<tr>
<th>TYPE OF CONCERN</th>
<th>ORDER OF CONFERENCES</th>
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<tbody>
<tr>
<td>INSTRUCTION……………….</td>
<td>Teacher, Principal, Superintendent, Board of Education</td>
</tr>
<tr>
<td>CLUB………………………</td>
<td>Sponsor, Principal, Superintendent, Board of Education</td>
</tr>
<tr>
<td>SPORTS………………………</td>
<td>Coach, Athletic Director, Principal, Superintendent, Board of Education</td>
</tr>
<tr>
<td>BUILDING/DISTRICT………</td>
<td>Principal, Director of Operations, Superintendent, Board of Education</td>
</tr>
<tr>
<td>RULES/PROCEDURES………..</td>
<td>Teacher, Principal, Superintendent, Board of Education</td>
</tr>
<tr>
<td>TRANSPORTATION…………….</td>
<td>Principal, Dir Assistant Superintendent of Operations, Superintendent, Board of Education</td>
</tr>
</tbody>
</table>

**CHILDREN’S PRIVACY PROTECTION AND PARENTAL EMPOWERMENT ACT**

The sale or purchase of personal information concerning children without parental consent and the distribution or exchange of children’s personal information that one has reasons to believe will be used to abuse a child is prohibited. Persons who broker, solicit, or facilitate the sale of personal information concerning children are required to disclose to parents, upon request, the source and content of personal information on file with regard to their children, and to disclose to parents, upon request their children.
STUDENT RESPONSIBILITIES

The student attends school so that he or she may develop his or her individual capacities to their fullest, and become, for his/her own benefit and that of others, the best person that it is possible for him to become. To do this, the student must:

1. Accept responsibility for his/her own actions.
2. Approach his or her studies with a seriousness of purpose of realization that learning is its own reward.
3. Develop good study habits and make a sincere effort to do his or her best in his studies.
4. Be well prepared for his or her classes each day, both physically and mentally.
5. Make the most of all educational opportunities provided by the school.
6. Develop a basic attitude of consideration and thoughtfulness for the rights, welfare, and the happiness of other people.
7. Be regular in his or her attendance and punctual in arriving at school and at class.
8. Dress appropriately and practice habits of personal cleanliness.
9. Choose his or her friends and companions carefully.
10. Understand and comply willingly with rules and regulations established by the schools.
11. Participate with enthusiasm and in a dependable, self-reliant manner, in the civic, athletic and social activities of the school.
12. Act in a manner which will reflect credit on him/herself, his/her parents, and his/her school.
13. Respect the authority of teachers and other members of the school staff.
14. Remember that the real measure of the individual is what he or she does.
15. Learn the National Anthem, school song, and the Pledge of Allegiance.
16. Keep his or her locker locked at all times.
17. Know what times to have parents pick him up following school functions.

HOMEWORK

Every child should have his/her own quiet corner and a regular time for reading and studying at home. Homework is purposeful when it provides needed practice in newly developed skills, helps train a youngster to work independently, and enriches and extends school experiences. One of the teacher's objectives in preparing homework assignments is to promote initiative responsibility, and self-reliance.

Parents should talk about school with their students each day, check on homework assignments, and discuss assignments with their children; however, after discussing the assignment, parents should allow the child to complete the assignment independently.

STUDENT CONDUCT AND DISCIPLINE

Rules and regulations relating to the conduct of students during school hours and after school activities shall be formulated under the direction of the Superintendent of Schools.

It shall be the policy of the Reed-Custer School District 255U to operate with a minimum number of rules necessary for a good educational program in a friendly atmosphere that is conducive to good study habits and good citizenship. It shall be the responsibility of the teachers and administrators to see that those rules are fair and reasonable and that they are necessary for the successful operation of the school. Reed-Custer Schools will insist, however, that all rules that have been formulated and approved by those in authority shall be obeyed. Each teacher and administrator shall assume the responsibility of enforcing the rules in each school building and on campus, at any school sponsored function, or on any school sponsored trips.

Any organized group must have rules and regulations to govern its activities and that is true of the school. The general rules listed are formulated for the purpose of making the students stay in school as pleasant and profitable as possible and without any intention of encroaching on any reasonable right as an individual. These rules are formulated on the reasonable assumption that one individual should not be allowed a privilege that cannot be given to everyone.
The maintenance of good discipline is essential to the educational process and is a dual responsibility of the home and school. The adjustment of the individual to an appropriate pattern of behavior must be achieved in a manner that will not hinder the education of others. In order to help the student grow toward self-discipline, accept self-responsibility, and learn to appreciate the rights of others, patterns of appropriate behavior must be maintained.

When a student does not operate within reasonable guidelines as established by the Board of Education, it becomes necessary to discipline in other ways, to deny certain privileges, to remove from class, to temporarily suspend in-school, after school, or out of school, or to recommend permanent expulsion from the school situation.

USE OF METAL DETECTORS

The School Board recognizes its responsibility to maintain order and security in the schools. Furthermore, the School Board recognizes its responsibility to prevent any behavior, which is inconsistent, and inappropriate with the educational mission. Accordingly, school authorities are authorized to conduct hand-held metal detector scanning of students and their personal effects, in accordance with board policy.

CONDITIONS WHICH FAVOR THE DEVELOPMENT OF GOOD SCHOOL DISCIPLINE

1. An adequate home which:
   a. Assumes the primary responsibility for the discipline of the child.
   b. Is aware of the child's responsibilities and obligations in the school as well as in the community and establishes home conditions, which are favorable to success in school.
   c. Recognizes that school personnel must necessarily concern themselves primarily with group training and group behavior.
   d. Cooperates with school authorities and participates in conferences regarding the behavior, health, and academic progress of the child

2. A responsible student who:
   a. Respects constituted authority, including not only school rules and regulations but also the laws of the community, state and nation.
   b. Uses respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community.

3. A responsible school in which the professional staff:
   a. Encourages the use of good guidance procedures.
   b. Maintains an atmosphere conducive to good behavior.
   c. Exhibits an attitude of respect for students that has a positive influence in helping students develop good citizenship traits.
   d. Plans a flexible curriculum to meet the needs of all students.
   e. Promotes effective training or discipline based upon fair and impartial treatment of all students.
   f. Develops a good rapport among the teaching staff and between the administration and the teaching staff.
   g. Endeavors to involve the entire community in order to improve the quality of life in that community.

RULES AND REGULATIONS

The rules and regulations included in Parent and Student Handbook are guidelines for students, parents, teachers, and counselors. For any deviation from the guidelines the approval of the Principal must be obtained.

The administration may waive the rules and regulations based upon an emergency or unusual situation. All such decisions shall be made in accordance with the purpose and intent of the policies and procedures of the Board of Education.
ENFORCEMENT OF RULES AND REGULATIONS

When self-discipline fails, regulations for management of school behavior, including those adopted by the Board for each individual school, must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards.

The School Board of District 255U has a legal responsibility according to the Illinois School Code to enforce standards of behavior and administer punishment. To be effective, consequences for students should be a logical consequence of the offense. It should be prompt. It should be applied consistently.

SCHOOL DETENTION: Students may be detained before school, after school or on Friday evening as a disciplinary measure. The teachers will make a reasonable attempt to contact the parents or guardian to provide notification of the detention. All detentions will be served in accordance with the rules and regulations of each building.

IN-SCHOOL SUSPENSIONS: In-school supervisors are an alternative approach for isolating disruptive students in a supervised environment that requires behavioral change and that encourages attention to schoolwork. The suspension can range from a few class periods to not more than five (5) consecutive school days. Physical arrangements depend largely on how long the isolation is expected to last. Consideration of the use of in-school suspension will be determined by several factors, which will include: the nature of the violation, the available facility for isolation, and the arrangement for supervisory personnel. Students can be committed to in-school suspension for a predetermined period of time. Their return to the regular classroom may be conditioned on completing particular tasks, such as academic assignment, or on noticeable improvements in attitude and behavior.

All school work assigned to the student while he or she is on in-school suspension MUST be completed and turned in at the appropriate time.

SUSPENSIONS:

In accordance with Section 10:22.6 of the School Code of Illinois, the Building Principal, or designee, may suspend students from all school attendance and activities. Such suspension is for gross disobedience and gross misconduct and may be short term (1-3 days) or long term (4-10 days) in length. Written notification which describes the nature of the violation and details of the disciplinary action taken by the school is given to the Superintendent and the parents. During the period of suspension, the student is not permitted to be on school property or attend any school activity. School work missed while a student is suspended may be completed by the student and turned in to the teacher. Suspension days count toward the total days absent, but will not eliminate a student from class regardless of the duration of the suspension.

EXPULSIONS:

The School Code of Illinois, Section 10:22.6 indicates the Board of Education may expel students from school. The Superintendent and Principal are authorized to recommend to the Board of Education that a student be expelled from school for gross disobedience and gross misconduct.

Prior to any expulsion, the parents will be requested to appear at a meeting with the Board of Education to discuss the proposed expulsion. A student who wishes to return to school following the expulsion period must apply in writing to the Board of Education for re-admittance. The student should contact the Principal for information concerning re-admittance. Students pending expulsion and expelled students shall not be permitted to be on school property or attend any school activity.

NOTE Regarding Review of Suspensions: After a student has obtained the sixth suspension in any school term, the Superintendent may call a disciplinary conference involving the student, parents, and Principal to discuss the record of the student. The Superintendent will determine whether the student will be considered for expulsion or be allowed to remain in school.
OTHER REMEDIES: The Superintendent, Principal, and administrative personnel or any teacher of the school corporation shall be authorized to take reasonable action in connection with student misbehavior. Reasonable actions might include:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning students alternative work.
4. Rearranging class schedules.
5. Requiring a student to remain after regular school hours for counseling with the teacher.
6. Instituting Loss of Privileges, including extracurricular activity, dances, driving to school, etc.

CORPORAL PUNISHMENT: Reed-Custer School District does not use corporal punishment.

GUIDELINES FOR DETERMINING LENGTH OF PENALTY TIME

The Board of Education approves the following guidelines for determining the length of penalty time for various infractions. When unusual circumstances are present, it may be advisable to reduce or exceed these suggested guidelines. In addition, any violation of state or local law will be promptly reported to the appropriate law enforcement authorities. In making the decision concerning the length and severity of the penalty the following variables (factors) will be considered: age, previous discipline record, cooperative attitude, staff input, premeditation, and related special education characteristics. Students may be suspended or expelled for gross disobedience and gross misconduct. Gross disobedience and gross misconduct are defined as follows:

NO MORE THAN THREE SCHOOL DAYS FOR THE FOLLOWING FIRST OFFENSES*:

- Closed Campus Violations-Leaving the school premises without authorization during the student's scheduled class hours or lunch hour.
- Continued Class Disturbances-Repeatedly involved in behavior which disrupts the education process of the other students in the classroom.
- Forgery-Falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
- Gambling-Gambling for money or valuables.
- Indecency in Behavior-Offences against commonly recognized standards of propriety.
- Insubordination/Disrespect-Willful failure to respond or carry out a reasonable request by authorized school personnel. To insult, call derogatory names, dishonor, or in other manner abuse verbally or in writing any member of the school staff, student body or district staff.
- Littering-Willfully littering on school property or on private property en-route to and from schools.
- Loitering-Being in or about any school building, or in specifically restricted areas of a school building at unauthorized times or without the specific authorization of school personnel.
- Obscenity-Use of obscene or profane language in verbal or written form or in pictures, caricatures or obscene gestures on any school property.
- Repeated Truancy and Tardiness -Unauthorized absence or lateness to school or classes over any period time.
- Sexual Harassment - Any type of physical or sexual harassment.
- Unauthorized Distribution of Printed Material-Distribution of unauthorized materials on school property.
- Unauthorized Petition-Presentation or distribution of petitions which contain obscenities, libelous statements, and which are not within the bounds of reasonable conduct.

*Subsequent instances of the same offense may result in more severe disciplinary action.
NO MORE THAN TEN SCHOOL DAYS FOR THE FOLLOWING OFFENSES**:

- Arson - Willful and malicious burning of, or attempt to burn any part of any building or any property of Reed-Custer School District 255U.
- Bus Misconduct - Violation of bus rules and regulations.
- False Reports - Falsely reporting incidents, making false accusation, or giving false testimony to school personnel, which would affect the welfare of others.
- False Reports of Fire or Bombs - Initiations of a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.
- Fighting - Involvement in hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship (i.e., dance, athletic event, etc.). The issue of self-defense, if involve, must be proven by the student accused.
- Gang Related Activities: Any activity related to gang issues.
- Inciting Other to Violence or Disobedience - By words, acts, or deeds giving encouragement to demonstrations or protests, which disrupt the normal educational process of the school.
- Possession, Use, or Sale of Fireworks or Explosives - Possession, use or threatening to use any fireworks, explosive, or other such instruments capable of inflicting bodily injury.
- Repeated Violation of the Code for Student Conduct - Continued violations of the student conduct code.
- Shake Down and/or Strong Arm - Extortion or borrowing or attempting to borrow any money or items of value from a person in the school, unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.
- Theft - The act of taking or acquiring the property of others without their consent.
- Threatening or Intimidating Acts - Verbal or by gesture threatening the well-being, health, or safety of any person on school property or en-route to or from school.
- Unauthorized Sale or Distribution - Selling or distributing or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the Building Principal to any person on school property.
- Use/Possession of Alcohol - Possession, use, distribution, or sale of alcoholic beverages or related material in school or on school property.
- Use/Possession, or Under the Influence of any Unlawful Drug or Behavior-Altering Substance - Use or transfer of any stimulating, depressing, or behavior-altering substance without a medical prescription, including any form of hallucinogenic drug, marijuana, misuse of inhalants or alcohol.
- Vandalism - Willful destruction of property belonging to another. This shall also include tampering with or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or school property.

**Subsequent instances of the same offense may result in more severe disciplinary action.

AUTOMATIC EXPULSION:

- Possession of Weapons - Possession, use or threatening to use any weapon or instrument capable of inflicting bodily injury. Firearm weapon possession will result in an automatic one year or two years expulsion according to federal law. The term weapon is defined as firearms, which are any weapons, which expel a projectile, by action of an explosion and any "destructive device" including bombs, grenades, rockets, missiles or mines.
DISCIPLINE AREAS OF SPECIAL EMPHASIS

1. SUBSTANCE ABUSE REGULATIONS

If the appearance and behavior of a student indicates the possible use of controlled substances or cannabis and/or alcohol, staff members must notify the school administrators of their concern immediately.

Direct involvement or participation in the sale and/or distribution of alcoholic beverages, marijuana, prescription drugs, counterfeit drugs (look-alike), or other controlled substances, as defined by the laws of the state on or about school property or at school-sponsored events will result in the following:

a. The parent shall be notified and a parent/student/administrator conference immediately scheduled.

b. The student shall be suspended out of school for ten (10) days pending an expulsion hearing before the Board of Education.

c. The Principal will file a report with the police.

d. Any student of this school district involved or participating in the possession and/or consumption of alcoholic beverages, marijuana, prescription or non-prescription drugs, counterfeit drugs (look-alike), or other controlled substances as defined by the laws of this state or under the influence of same, on or about school property or at school-sponsored activities will result in the following:

   GRADES K-3

   a. Parents contacted and a parent/student/administrator conference immediately scheduled.
   b. The student will be examined by the school nurse and sent home for health reasons.
   c. Recommendation to seek family counseling.
   d. Second offense reported to the Department of Children and Family Services.

   GRADES 4-12

   a. Parents contacted and a parent/student/administrator conference immediately scheduled.
   b. FIRST OFFENSE-SUBSTANCE ABUSE: The student will be suspended from school for six (6) to ten (10) days. The student may elect to be suspended for a total of five (5) days under the following condition: That the student undergoes a physical evaluation by a registered agency to determine the extent of their involvement with the substance. It is also recommended that the student follow up on any recommendations made by the agency counselors. Failure to arrange for this evaluation during the five (5) day suspension will automatically result in the student serving the additional five days. Written results of the evaluation must be presented to the Building Principal.
   c. SECOND OFFENSE-SUBSTANCE ABUSE: The student will be suspended from school for six (6) to ten (10) days and a recommendation will be made that the student be considered for expulsion from school. The foregoing, however, will not apply in the event that the student possesses or consumes a prescription drug prescribed for that student by a licensed physician and registered with the school administration as required by the section on medication.

2. MISUSE OF INHALANTS: The misuse of inhalants is wrong and harmful. Accordingly, this district will provide age-appropriate drug and inhalant education. Inhalants generally include ordinary household products such as but not limited to, hairspray, glues, cleaning fluids, gasoline, felt markers, white-out erasing fluid and other products that when inhaled may create a high sensation. All students are prohibited from possession, use, distribution, purchase, or sale of any inhalant for misuse in school buildings, on school busses, and on all other school property at all times. This policy also extends to all school-sponsored and related activities, as well as field trips and athletic and music trips whether held before or after school, evenings, or weekends.
Furthermore, students will not be permitted to remain in school or attend extra-curricular activities while under the influence of prohibited inhalants. Students who possess, use, distribute or sell any inhalants will receive an out-of-school suspension.

3. **PHYSICAL ATTACK:** Physical attack upon any person may be grounds for expulsion from school.

4. **FIGHTING:** In the case of fighting, all of the participants in the fight in question shall be liable for the consequences of violations of this section. Self-defense shall not be a defense under this section unless the student can prove that in the event of an unprovoked attack, the student first sought the assistance of available school personnel and the student used only such force as was necessary to prevent serious bodily harm to his or her person.

5. **WEAPONS:** Mandatory expulsion may be levied on any student who is found to be carrying a weapon to and from, or within the Reed-Custer Unit School District 255U Schools or to, from, or in attendance at any school-sponsored activity.

6. **VANDALISM AND ARSON:** Any student who has initiated or taken part in any act of vandalism or arson as described in this Policy Handbook may be expelled. Further, it shall be the policy of this Board of Education to seek to recover damages from the parents of any minor, or from any person who has initiated or taken part in any act of vandalism as described in this policy.

7. **GANG ACTIVITIES:** Illinois School Code strictly prohibits secret societies or organizations that choose its membership rather than upon the free choice of any student who is qualified by the rules of the school. This school code strictly prohibits the membership or soliciting of any person to join any of these prohibited organizations. Reed-Custer School District 255U will not condone gang activities. Any use of hand signs, wearing of gang symbols, or any other gang-activities are strictly prohibited at school or school-sponsored activities. All such actions will result in disciplinary actions.

8. **TOBACCO:** Students are not permitted to smoke or use any form of tobacco products at any time on Reed-Custer school property or at any school-sponsored event. Students using tobacco products any place on campus or in a school building will be suspended from school. Students are not permitted to carry tobacco products with them during school. Students in possession of tobacco products on school property will be suspended from school and the local police will be notified if the student is under the age of eighteen.

**AGENCY AND POLICE INTERVIEWS**

The School District will cooperate with law enforcement agencies regarding student search and interrogation. A district certified employee will be present at all searches and interrogations. The administration will notify the parent/guardian of the student as soon as possible and furnish a written memo to the Superintendent.

**DCFS INTERVIEWS**

As mandated by State law, the school district will provide DCFS investigators and local law enforcement authorities reasonable access (without a court order) to a suspected victim of child abuse or neglect for the purpose of interviewing the student at school. The principal or designee may insist upon his or her presence during the interview. After the interview has been conducted, the principal or designee may notify the student’s parent/guardian when authorized to do so by DCFS (generally when the parent/guardian is not the subject of the investigation).

**SCHOOL LOCKER AND DESK POLICY**

A student's school locker and desk are the property of the school and must be used for the purpose intended: as a storage area for books, school supplies and outdoor garments. If school officials have a
reasonable suspicion that the student has placed illegal or dangerous materials or substances in the locker, school officials may then search the locker without the student's knowledge or consent. In brief, students should not keep anything in their lockers that they would not want anyone to find.

Students should always double-check their locker to make sure it is locked: don’t share their locker combination with anyone; avoid bringing large amounts of cash or valuables to school; label property; and don’t leave property, such as backpacks, unattended. Law enforcement officials who wish to search lockers should possess valid search warrants, EXCEPT in the case of emergency searches or at administrative request.

SEXUAL HARASSMENT

5. “Sexual harassment” or misconduct which includes any unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature including:
   a.) Deliberate touching of another’s body and/or sexual parts without consent;
   b.) Deliberate sexual contact of another without consent;
   c.) Obscene or indecent behavior, which includes, but is not limited to, display of sexual behavior that would be reasonably offensive to others;
   d.) Such conduct that has the purpose or effect of substantially interfering with an individual student’s performance or creating an intimidating, hostile, or offensive educational environment.

A student shall report a complaint of sexual harassment to the following individuals in the listed order of preference:

1. Counselor or Social Worker
2. Assistant Principal
3. Principal
4. Superintendent

TESTING INFORMATION

Tests are an integral part of the evaluation of student achievement. In order to provide an optimum learning environment, the following rules will be enforced during all tests:

1. Absolute silence by all students during the test until all papers are collected and the teacher indicates the test is completed.
2. When appropriate, teachers are to provide a blank cover sheet for each student during tests.
3. Students are to keep their eyes on their own papers during the tests.
4. No assistance from books, notes, crib sheets, other students, etc. is allowed during the test, unless clearly specified by the teacher.
5. Questions concerning the test are to be directed to the teacher.

CHEATING GUIDELINES (MIDDLE SCHOOL & HIGH SCHOOL)

GENERAL INFORMATION: All students have a responsibility to do their own work on all assignments and tests in order to receive the maximum benefit from the instructional program. Unless the teacher gives specific instructions to the contrary, all class and homework assignments and all tests are to be completed by the student. Copying of homework is not permitted. A student who gives assistance on a test, provides an assignment to be copied by another student, or completes an assignment for any other student will be guilty of cheating.

DISCIPLINE PROCEDURE

Cheating of any kind by all students involved will be handled under the following guidelines:

**First Offense:** The student(s) will receive a zero on the assignment or test, and a detention. The teacher will contact the office and parent to explain the circumstances.

**Second Offense:** The student(s) will receive a zero on the assignment or test and a detention. A conference involving the student(s), parents, counselors, Assistant Principal or Principal will be held.
Third Offense: All of the procedures authorized in above will be conducted, plus the student(s) will receive a suspension with a conference to be held with the student(s), parents, Principal and Superintendent.

NOTE: If at any time a student has in his/her possession a teacher edition textbook, workbook, grade book, diskettes, or any other materials that could alter grades, the student will immediately go to (Step 3.) the third offense in the disciplinary procedure for cheating. The cheating offenses will accumulate over the entire school year.

DRESS CODE

The philosophy of Reed-Custer School District 255U is that the parents and students have the responsibility for dress and grooming. However, the administration shall take action on student appearance when the dress and/or grooming presents a clear and present danger to student health, causes an interference with school work, or creates a classroom or school disorder.

The following guidelines shall be used as a basis for judgment concerning appropriate dress and grooming:

1. Hats (unless specified by the teacher as safety equipment), coats, insulated vests, jackets, windbreakers that are being worn over a shirt or blouse are not permitted in the classrooms or lunchroom. 
   
   Exception: A teacher may make exceptions if the temperature is abnormal because the heating and cooling system is not functioning properly.

2. The length of shorts or skirts must extend below the student's fingertips when the student's arms are fully extended downward at his/her sides.

3. All shirts and tops worn by students must cover their shoulders. Halter-tops, tank tops, spaghetti strap tops, and the like, are not permissible. Bare midriff tops are not permissible.

4. Under clothing must be covered at all times, with pants worn at waist level and with belts if needed. The shirt or blouse will be of a length to cover the stomach and lower back area completely. Low cut blouses or shirts are prohibited.

5. Students must wear shoes at all times.

6. Profanity or obscene or objectionable material (drug, sex, alcohol, gang related) on clothing, belts, hats, or other items of apparel is not acceptable in school. Students will not be permitted to wear choker/dog collars or wear chains that are hanging from clothing.

ELECTRONIC PAGERS, BEEPERS OR CELL PHONES

The School Board prohibits using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic devices in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individual education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

NOTE: Reed-Custer School District is NOT responsible or liable for any lost or stolen cell phones or electronic devices (including I-Pods, MP3 players, etc.).

RED DOT LASER POINTERS

The School Board prohibits the possession of Red Dot Laser Pointers on school property. Red Dot Laser Pointers may cause serious damage if pointed directly at an eye. A student found in possession of a Red Dot Laser Pointer can receive an out-of-school suspension.

STUDENT COMPUTER AND INTERNET USE

Each student and his or her parent(s)/guardian(s) must sign the Authorization for Electronic Network Access form before being granted unsupervised access. Please read this document carefully before signing. All use of the Internet shall be consistent with the District’s goal of promoting educational excellence by
facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

DUE PROCESS PROCEDURE FOR CONCERNS

The Board of Education has established a due process procedure for review of concerns or questions that may arise during the operation of the School District. Interested persons will be offered the opportunity to be heard and allowed to present their position.

   Step 1. Discussion on the individual school level with the faculty member.
   Step 2. Discussion on the individual school level with the Principal.
   Step 3. Discussion with the District Superintendent.
   Step 4. Appeal to the Board of Education.

At least 48 hours before a board meeting, the parent/guardian may request to be on the agenda of the next regularly scheduled school board meeting.

STUDENT WELFARE

BEHAVIOR INTERVENTION POLICY FOR SPECIAL SERVICES STUDENTS WITH DISABILITIES: The fundamental principle of this policy is that non-aversive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable to the use of aversive and restrictive interventions.

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 individual student's dignity and personal privacy and adhere to professionally accepted treatment practices. All of the procedural protection available to 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 and/or developing behavioral interventions.

It is the intent of School District 255U that interventions used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention. Interventions that are considered non-restrictive are preferred because of the low risk of negative side effects and the high priority placed on behavior change rather than behavior control. These interventions may be used without the development of a written Behavioral Management Plan or inclusion in the student's Individual Education Program (IEP).

Interventions that are considered restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. Restrictive Interventions should only be used when a Behavioral 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 control the individual's behavior and shall be used in conjunction with positive interventions designed to strengthen appropriate behaviors. Corporal punishment and expulsion with loss of services are illegal interventions and shall not be used.
When confronted with an emergency situation in which immediate intervention is needed 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 intervention 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.

School District 255U shall maintain a Behavioral Intervention Committee to implement the district policy on the use of Behavioral Interventions. In addition, this committee shall monitor the use of restrictive interventions with students with disabilities.

**INSTRUCTIONAL PROGRAM PLAN STATEMENT**

The primary purpose of all instructional programs at Reed-Custer shall be for the transmission of knowledge and culture through which children learn in areas necessary to their continued development. These areas include language arts, mathematics, sciences, fine arts, physical development and health.

To provide the basis for more clearly determining the district's expectations for learning, specific learning outcomes are being developed that are consistent with the State Goals for Learning. These outcome expectations are being defined through the establishment of curriculum objectives. Objectives describe what students should know and/or be able to accomplish as the result of instruction.

District tests and other means of measuring student learning have been developed by district curriculum committees. These tests serve as a means of assessing each student's understanding of both local and state learning objectives. Results from these tests will also be used to determine possible modifications to our district curriculum and to identify concepts that teachers may need to re-teach. District assessments may constitute up to a maximum of twenty percent of a student's semester grade.

**NON-DISCRIMINATION STATEMENT**

All vocational and academic programs offered by Reed-Custer School District 255U are offered without regard to race, color, national origin, gender or handicap. Concerns regarding any discriminating issues, Title IX and Section 504 compliance issues should be directed to Carrie Hill, Director of Special Services, Reed-Custer School District, (815)458-2307.

**DISTRICT GRADING SCALE (GRADES 6th – 12TH)**

<table>
<thead>
<tr>
<th>Grade Point Scales</th>
<th>A Range</th>
<th>B Range</th>
<th>C Range</th>
<th>D Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0 100-98</td>
<td>A+</td>
<td>3.4 89-88</td>
<td>B+</td>
<td>2.9 79</td>
</tr>
<tr>
<td>4.0 97-95</td>
<td>A</td>
<td>3.3 87-86</td>
<td>B</td>
<td>2.8 78</td>
</tr>
<tr>
<td>3.9 94</td>
<td>A</td>
<td>3.2 85-84</td>
<td>B-</td>
<td>2.7 77</td>
</tr>
<tr>
<td>3.8 93</td>
<td>A-</td>
<td>3.1 83-82</td>
<td>B-</td>
<td>2.6 76</td>
</tr>
<tr>
<td>3.7 92</td>
<td>A-</td>
<td>3.0 81-80</td>
<td>B-</td>
<td>2.5 75</td>
</tr>
<tr>
<td>3.6 91</td>
<td>A-</td>
<td>2.4 74</td>
<td>C</td>
<td>2.4 74</td>
</tr>
<tr>
<td>3.5 90</td>
<td>A-</td>
<td>2.3 73</td>
<td>C-</td>
<td>2.3 73</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.2 72</td>
<td>C-</td>
<td>2.2 72</td>
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<td></td>
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<td>C-</td>
<td>2.1 71</td>
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<tr>
<td></td>
<td></td>
<td>2.0 70</td>
<td>C-</td>
<td>2.0 70</td>
</tr>
</tbody>
</table>

All grades will round to the nearest percentage. All Weighted classes will add 1/0 to the earned GPA value. No credit for 59% and below.
HONOR ROLL CRITERIA

The Reed-Custer School Board acknowledges the importance of high academic achievements by District students. Those students who attain high grades will be recognized by means of an honor roll. Honor rolls will begin with the 4th grade and continue through the 12th grade. Criteria will be uniform by grade throughout the School District.

GRADES 6 THROUGH 12

<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Honors</td>
<td>4.0 or higher</td>
</tr>
<tr>
<td>First Honors</td>
<td>3.5 - 3.99</td>
</tr>
</tbody>
</table>

**NOTE:** Any student receiving a failing grade (F or U) will be ineligible for the honor roll. At Reed-Custer High School all courses except driver’s education will count toward the honor roll. A student can receive no lower than a "C" in physical education to be considered for the high school honor roll.

MIDTERM PROGRESS REPORTS AND ACCESSING STUDENT GRADES

Students at all grade levels receive midterm reports that are intended to keep parents informed of their student’s progress. These reports will be sent home with the student(s) but will be preceded with a mass telephone call to all parents/guardians to advise you of the expected arrival. Please communicate with your student(s) the importance of their report being shared with you.

Middle school and High School parents/guardians have access to their student(s) grades at all times from the PowerSchool link on their building website. Login and passwords will be distributed at registration. PowerSchool guides for use are available on the building website also.

GRADUATION

Any student who does not complete the requirements for promotion from 8th grade or high school graduation, as established by the Board of Education, will not be permitted to participate in the graduation ceremony unless prescribed by the student’s Individualized Education Plan.

ELEMENTARY & MIDDLE SCHOOL RETENTION POLICY

The policy of the District is to discourage promotion from grade to grade for purely social reasons. Promotion or retention will be made on the basis of student performance after careful evaluation of all factors relating to the advantages and disadvantages of the alternative. Such alternatives may include the development of an individual remediation plan, or a modified instruction program.

RETENTION: Decisions to promote or retain students will be based on student attendance, grades or failure to complete successfully a remediation plan. Social promotion is discouraged. The specific performance expectations are as follows:

1. **Attendance** - Attendance at school and participation in classroom activities are critical to the education of every child. Attendance is, therefore, an essential element in determining course credit. Twenty days or more of unexcused absences may result in a loss of course credit and retention.

2. **Academic Achievement** - Students will be retained if they fail to meet the academic achievement requirements for their grade level. The requirements are as follows:
   a.  K-2 - In these grades a student will be considered for retention if he/she does not meet the minimum performance standards in language arts.
   b.  3-8 - In these grades a student will be considered for retention if he/she fails or does not meet the district’s minimum performance standards in any of the following subject areas:
      i.  Language Arts
ii. Math  
iii. Science  
iv. Social Studies  
v. Health 7  
vi. Health 8  
c. A student will also be considered for retention if he/she fails any two of the following subjects:  
   i. Physical Education (1-8)  
   ii. Music (1-5)  
   iii. Art (1-5)  
   iv. Exploratories 2 of 4 (6-8)  

3. **Failure to Complete Remediation Plan Requirements:** Failure to meet the requirements of a remediation plan may result in retention.  

**REMEDICATION:** Students whose over-all academic level of achievement indicates a need for additional academic preparation before moving on to the next grade level may be placed on a remediation plan(s). Students whose profile matches two of the four following criteria may be placed on a remediation plan:  

1. Grade below a “C”  
2. District Assessments - Over-all Did Not Meet for a content area  
3. Achievement test score on standardized assessments (i.e. MAP, PARCC) is two years below grade level in math, science, social studies and language arts.  

Remediation plans may include an extended school day. Failure to meet the expectations as set forth in a remediation plan may result in retention.  

**HONORS ENGLISH PROGRAM (Grades 6-8)**  
At Reed-Custer Middle School, students who possess a superior aptitude in the area of language arts receive all of their language arts instruction through the Honors English Program. Accelerated math instruction is also available in grades 6-8.  

A matrix evaluation system is used to select students at each grade level for participation in the Honors English Program. The following criteria is used in the selection process:  

- Writing Assessment  
- Reading Achievement Score (MAP and PARCC)  
- Teacher Recommendation  

Students may be recommended for evaluation by teachers, counselors, principals or parents. The selection process for Honors ELA and Accelerated Math students takes place each spring. Parents of qualifying students will be notified and must have parental permission to participate in these programs.  

**CHALLENGES TO INSTRUCTIONAL MATERIALS**  
Any parent or legal guardian of a student in the district may raise objections to instructional material used in the District's instructional programs. The procedures for raising objections are as follows:  

1. Concerns should first be directed to the classroom teacher or librarian to try to resolve the issues informally.  
2. In the event the person making the objection is not satisfied, he/she should be referred to the Building Principals.  
3. The Building Principal will review the materials in questions and meet with the complainant at a mutually agreeable time.  
4. Upon meeting with the Building Principal the complainant shall have the opportunity to fill out a Reconsideration Request Form. All formal objections to instructional materials must be made on this form and submitted to the Superintendent.
5. Within five business days of the request the Superintendent shall review the request and file the materials in questions with the Reconsideration Committee for re-evaluation.

6. The Superintendent shall inform the complainant of the committee's decision.

7. If the complainant is not satisfied with the decision of the Reconsideration Committee, the complainant may request the Superintendent place the matter before the School Board.

8. Any person not satisfied with the School Board's decision may make an appeal to the Regional Superintendent's Office in Joliet.

SURVEY PROTECTION RIGHTS

Parents are entitled to inspect all instructional materials used in connection with any survey, analysis or evaluation. Also, no student will be required to submit to any federally funded survey, analysis or evaluation which reveals the kind of information specified in 20 U.S.C. §1232h (political affiliation, sexual behavior) without prior written consent of parents (or consent of student if age 18 or emancipated).

TRANSPORTATION

The primary use made of the transportation facilities is to transport students to and from school. The Assistant Superintendent of Operations shall develop transportation routes upon the directive of the Board of Education. Bus stops are established by the Assistant Superintendent of Operations to ensure student safety and the efficient use of the buses.

In establishing bus stops, riders may be asked to walk up to one and one-half miles to reach a bus stop. Buses will operate only on city streets, township, county or state roads. No buses will operate on private lanes or driveways.

1. PROCEDURES FOR PICKING UP STUDENTS: When picking up students for school the drivers will stop for all students at designated stops unless otherwise informed. If a student is not at the stop, the driver will honk before continuing the route. It is also expected that the bus will not leave the bus stop earlier than 5 minutes ahead of the regularly scheduled departure time. If the bus is not more than 5 minutes early and if the driver stopped and honked, the bus driver will not go back and pick up a student who has missed his or her bus.

2. PROCEDURES FOR DROPPING OFF STUDENTS: Parents are expected to either be at home when their children arrive home from school or make arrangements as to where the child is to be dropped off. The bus driver will either drop a child off at the regular bus stop or at a bus stop previously arranged by the parent and agreed upon by the appropriate school office.

Parents of young special education and pre-school students are also expected to notify the school if a change is made in the regular drop-off procedure for their child. A bus driver WILL NOT drop-off a young special education, pre-school or kindergarten student if an adult is not “PRESENT” where the child is to be dropped off.

If parental contact cannot be made the student will be returned to the Reed-Custer Bus Barn located behind the Middle school at 407 Comet Drive, Braidwood, IL. The parent or guardian will then be required to sign the student out. After repeated occurrences Reed-Custer School District is required to report said instances.

3. CROSSING THE HIGHWAY: Students with bus stops located on highways probably face the greatest single hazard confronting school bus passengers. When routes are set up it is with the intent that all students will be picked up and/or dropped off on the side of the highway that their residence is located on. Parents that would like their student dropped off on the opposite side of their residence may request to fill out a form. This form would be submitted for approval and parents would be notified of the decision. Any students who have to cross highways or roads, and who are loading or unloading from school buses are directed to stop before crossing and wait until the driver signals that it is safe to cross the
highway. Students shall be directed to walk, not run, directly across the highway or road on a signal.

NOTE: This procedure is unique to travel on school buses. In no other traffic situation involving buses and their passengers is it considered desirable by law enforcement and safety experts for passengers to cross in front of a vehicle from which they have exited, though students are required to observe whether or not approaching cars are coming to a stop, etc.

4. EXTRA-CURRICULAR ACTIVITIES: Only school approved transportation vehicles may be used to transport students participating in school-sponsored extra-curricular activities. Express written approval of the administration of the School District must be obtained prior to transporting any student in vehicles other than the established transportation facilities maintained by the School District. Additionally, the following shall apply in such instances:

   a. All students transported to extra-curricular events must ride back to their home school in the vehicle which took them to the event.
   
   b. Only parents or legal guardians may transport a child home.
   
   c. Emergency situations, involving the need to take students home after an extra-curricular event, will be handled by the parent or legal guardian and the Building Principal or his/her designee at the event and proper notification will be given to the supervisory employee.
   
   d. For insurance reasons no persons other than students enrolled at Reed-Custer School District and or staff members may ride a District vehicle to or from extra-curricular activities.
   
   e. In case a parent comes to an event and requests to take the student home, but has not made prior arrangements, the teacher in charge of the event will have the proper form to be completed by the parent. Proper identification may be necessary for verification purposes.

5. BUS MISCONDUCT: Bus transportation is considered a privilege, and in case of misconduct, the driver will file a disciplinary report with the Principal, and proper disciplinary action will be taken, which may include the student being suspended from the bus. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit.

6. DISCIPLINE PROCEDURES

   Level 1  First Offense:    Warning or 1-day suspension from bus
   Level 2  Suspended from Bus:    2 days OR 3 days
   Level 3  Suspension from Bus:    4 days OR 5 days
   Level 4  Suspension from Bus:    6 days OR 7 days
   Level 5  Suspended from Bus:    10 days OR Rest of School Year*

   *Requires board action. Any parent desiring an appeal must file it first with the Superintendent of Schools.

NOTE: Consequences accumulate over the entire school year. Students attending out of district classes and SOWIC programs will follow the discipline plans of the receiving schools as well as SOWIC guidelines for discipline.

7. BUS VANDALISM: Vandalism to a District 255U school bus is to be considered a violation of school policy and a criminal offense. A student or the student's parents or guardians shall be required to pay for the repair of any damages resulting from vandalism. If payment is not made once the amount of vandalism has been determined, the criminal matter will be prosecuted.

SCHOOL BUS RULES

The driver is responsible for the safety of the passengers in the bus as well as for the safe operation of the vehicle. The driver shall be in full charge at all times. The first responsibility of the passengers shall be to obey the directions of the driver promptly and willingly. The Driver and or the Principal can assign seats if
necessary. The driver should not be asked by guardians or students to stop at places other than regular bus stops.

Good rules of behavior are to be followed while going to, coming from, and waiting for the bus. Students who ride the school bus must abide by the rules. The following safe bus riding practices and rules should be discussed with students prior to riding.

1. **ARRIVAL AT BUS STOPS**: When approaching school bus stops, all students shall:
   a. Be careful in approaching the place where the bus stops. Walk on the left side of the road, facing approaching traffic.
   b. **BE ON TIME.** Students are to arrive five minutes before pick-up times. Students should leave their homes early enough to reach the school bus loading zone without undue haste. Students should be on time at the designated stop to keep the bus on schedule. Bus drivers are instructed NOT to wait for students.
   c. Stay off the road at all times while waiting for the bus. Students should not move toward the bus until it comes to a complete stop and the doors are open.

2. **BOARDING THE BUS**: When the bus arrives at the loading zone, students should:
   a. Wait until the bus comes to a complete stop before attempting to enter the bus.
   b. Board it without delay, also without crowding or pushing.
   c. Upon boarding the bus, students shall take seats promptly.

3. **WHILE ON THE BUS**
   a. Students shall remain seated throughout the journey until the bus has reached its destination and comes to a complete stop. Students will sit in assigned seats at all times, unless given permission by the driver to change seats. Students shall not remove or deface assigned seat name tags.
   b. Keep all body parts, clothing, book bags, etc. inside the bus at all times. NEVER throw anything out of the bus windows.
   c. Do not eat or drink on the bus.
   d. Refrain from loud talking, laughing, screaming, profanity, disrespectful language, or unnecessary confusion, which could distract the driver. This includes reference to drugs, gangs, or sexual innuendos, etc.
   e. Be absolutely QUIET when approaching a railroad crossing and while stopped at a railroad crossing.
   f. Never tamper with the bus or any of its equipment. This can lead to suspension from bus.
   g. If it is not allowed in school, it does not belong on the bus. Pokémon, Yu-Gi-Oh, baseball, football cards, etc. Playing or “trading” of these cards can create arguments among students and dropping causes students to leave their seats.
   h. Keep books, packages, coats and all other articles out of the aisles. All items should be left in the student’s backpack or book-bag. No loose pencils, pens, or scissors may be carried on the bus.
   i. Ride on assigned bus only.
   j. Be courteous to fellow students and the bus driver. NO FIGHTING either verbally or physically. Bus fighting may be cause for suspension. Remember, the bus driver is acting in the role of a classroom teacher and should be respected accordingly.
   k. Cell phones, pagers or beepers may only be used on school buses with the permission of the bus driver or in case of an emergency.

4. **ARRIVAL AT SCHOOL**: Once students arrive at school they may not leave school grounds without permission of the Principal.

5. **WHEN LEAVING THE BUS**
a. At the discharge point if it is necessary to cross the road, wait for permission from the bus driver before crossing.
b. After leaving the bus, help look after the safety and comfort of smaller children.
c. Immediately report to the driver any damage to the bus.

TRANSPORTATION EXEMPTIONS
1. Desired pick-up and drop-off location(s) must be consistent, and may only change after 90 days and the approval from the Assistant Superintendent of Operations. A child may be picked up at one location and dropped off at another site but this must be consistent Monday through Friday. If a change were to occur on any given day, the parent would be responsible for transportation.
2. There must be adequate capacity on the bus if a request would require a child to ride a different bus route.
3. Changes will begin one week after they are turned in on a Wednesday. Exemptions turned in on a Monday, Tuesday or Wednesday will start the following week on Wednesday. Exemptions turned in on a Thursday or Friday will start the week after next on Wednesday.
4. The same process needs to be followed to change back to the home or original location after 90 days.
5. Remember, last minute changes are not in the best interest of students, staff or bus driver’s.

DISTRICT BULLYING POLICY
Purpose
The Illinois General Assembly has found that a safe and civil school environment is necessary for students to learn and achieve, and that bullying causes physical, psychological, and emotional harm to students and interferes with their ability to learn and participate in school activities. Bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping and dropping out of school, fighting, using drugs and alcohol, and sexual harassment and violence. The Reed-Custer Board of Education is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. The purpose of this policy is to ensure, to the greatest extent possible, that no one within our school community will be subject to any bullying, and to secure a safe, orderly, respectful, and nurturing environment that promotes teaching and learning.

Definitions
“Bullying” The School Code of Illinois 105 ILCS 5/27-23.7(b) defines bullying as:
“Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or may be reasonably predicted to have the effect of one or more of the following:
1. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
2. Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
3. Substantially interfering with the student’s or students’ academic performance; or
4. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by the school.”

“Cyber-bullying” means bullying that takes place through the use of electronic devices, including but not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, websites, and/or other social media.

“Teen Dating Violence” occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens
to use sexual violence in the dating relationship.

“School-Sponsored Activity” means any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

Prohibited Behavior

Bullying is not acceptable and is strictly prohibited. Bullying is conduct that is covered by this policy, is conduct that occurs on school property or at school-sponsored activities or events, while students are being transported or walking to or from school or school-sponsored activities or events, while students are waiting at school bus stops, or when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Reporting and Investigation

Anyone who witnesses any conduct that could constitute bullying shall report it to a school staff member as soon as possible. Such a report shall then be forwarded to the Principal or his/her designee as soon as possible, who then shall conduct or cause to be conducted a thorough investigation of the alleged incident. Discipline and/or other intervention appropriate to the outcome of the investigation shall be imposed consistent with the Reed-Custer School District discipline procedures.

When appropriate, the local police and State’s Attorney shall be notified immediately of incidents involving bodily harm, property damage or any other conduct which is reasonably believed by the school administration to be a violation of criminal laws. Additionally, as mandated reporters of child abuse by the state of Illinois, Reed-Custer School District administration may report incidences to the Department of Children and Family Services (DCFS) to investigate claims of abuse. The investigation of any such bullying shall proceed in cooperation with the police and other applicable law enforcement authorities.

Reed-Custer School District

255-U retains its right to investigate and impose any discipline for violation of this policy, whether or not criminal charges are pursued.

Disciplinary Consequences

Administrators have the discretion to determine appropriate disciplinary consequences and/or interventions for violations of this policy based upon the relevant facts and circumstances in a particular case, including but not limited to:

1. The developmental and maturity levels of the parties involved
2. The level(s) of harm
3. The surrounding circumstances
4. The nature of the behavior(s)
5. Past incidences or continuing patterns of behavior
6. The relationships between the parties involved
7. The context in which the alleged incidents occurred

Disciplinary consequences may include detention, suspension or expulsion from school. In addition, students may be required to participate in education programs, mediation, counseling and/or other programs and/or activities to address and prevent reoccurrence of bullying and cyber-bullying behavior.
**Expected Behavior**

Expected behaviors demonstrate the values, commitments and ethics that influence one’s behaviors toward others and affect learning, motivation and development. These expected behaviors support values such as caring, fairness, honesty, responsibility and social justice. Ideally, the teaching and learning of these behaviors should be the shared responsibility of every school employee, student, parent, and community member. These expected behaviors include, but are not limited to:

1. The ability to recognize emotions, control impulses and manage stress accordingly
2. The ability to overcome obstacles as well as to set and monitor progress toward the achievement of personal and academic goals
3. The ability to empathize with others
4. The ability to seek out and appropriately use family, school, and community resources in age appropriate ways
5. The ability to establish and maintain healthy and rewarding age appropriate relationships based on cooperation
6. The ability to resist inappropriate social pressure
7. The ability to constructively prevent, manage, and resolve interpersonal conflict
8. The ability to seek and provide help when needed
9. The ability to consider ethical and safety concerns, social norms, and respect for other when making decisions
10. The ability to contribute positively to the school culture and climate

**Prevention Strategies**

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may prevent potential problems with bullying in school or at school-sponsored activities. The following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school. Such prevention and intervention strategies may include, but are not limited to:

1. School rules prohibiting bullying, harassment and intimidation in all settings and establishing appropriate consequences for those who engage in such acts
2. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur
3. A clear and well-communicated reporting procedure
4. Student peer training, education and support
5. Respectful responses to bullying concerns raised by students, parents or staff
6. Planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying
7. Use of peers to help assist the plight of victims and include them in group activities
8. Continuing awareness and involvement on the part of school employees and parents with regards to prevention and intervention strategies
9. Modeling, by teachers, of positive, respectful, and supportive behavior toward students
10. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others
11. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere

**Password Request**

Reed-Custer Administrators may request a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if a reasonable cause exists to believe that the student’s account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy.

**Evaluation**

In compliance with Illinois law, this policy will be evaluated every two (2) years and updated to reflect any necessary and appropriate revisions. This policy will be posted on the school’s website, will be included in the District Handbook, and will be available for parents, guardians, students, and school personnel upon request.

**HAZING**

When any student, on or off campus, who is subjected to verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying or demeaning activity by an individual student or group of students, it will be deemed hazing. Any violation is subject to suspension or recommendation for expulsion.

**SERIOUS INJURY OR ILLNESS**

In case of serious injury or illness, the immediate concern is to aid the injured or sick student. After identification of injury or illness, the following procedures are to be used as general guidelines only:

1. The teacher will immediately contact the Building Principal.
2. The Building Principal will immediately attempt to contact the parent or legal guardian.
3. The Building Principal or teacher will obtain the assistance of the school nurse if available.
4. The nurse, Building Principal, or secretary will determine the seriousness of the injury.
5. Based on the determination of the Building Principal, nurse, secretary, or parent, the injured child may be taken to the hospital. Depending on the seriousness of the injury, one of the following procedures may be used to transport the injured to the hospital.
   a. Parents: The parent will come to the school and transport the child in his/her car.
   b. Ambulance Service: The Building Principal, nurse, secretary, or parent will obtain the services of the ambulance.
6. In case of serious injury, the Building Principal, nurse, secretary, or parent will call the office of the Superintendent and notify him of the type of injury, seriousness, and status of the situation.
7. An accident report form shall be filled out for ALL injuries and forwarded to the office of the Building Principal within three days of the injury.

**MINOR INJURY OR ILLNESS**

If a student reports to the Principal's office and requests to go home due to minor illness, the following procedures will be employed:

1. If approved by Principal, the secretary will call the student's parent, guardian, or such person designated by the parent or guardian to give such permission for the student to go home.
2. If approved by the parent or guardian, the student will be permitted to sign out and go home, or sign out and wait to be picked up by the parent or guardian.

3. Students who go home due to minor illness are not being sent home by a school official and thus the attendance policy applies. The student must have an approved excuse for the periods missed to receive an excused absence. (See Attendance Policy)

**STUDENT RECORDS**

All schools in Reed-Custer Unit District 255 will maintain records on every student in attendance. These student records are defined as: official records, disciplinary records, files and data directly related to students, including all material that is incorporated into each student's cumulative record folder and intended for school use.

The building principal is designated as the official records officer, except at the high school and middle school where the official records officer is the Guidance Counselor, and all inquiries concerning records should be directed to him or her. A parent's or student's request to inspect and copy records, or to allow a specifically designated representative to inspect and copy records, must be granted within a reasonable time, and in no case later than 15 school days after the date of receipt of such request by the official records custodian. Parents may view the cumulative records by filling out a request form in the building office.

The following information **MAY** be published in school publications during the school year.

1. Name and Address
2. Telephone Listing
3. Date and Place of Birth
4. Participation in School Sponsored Activities
5. Height, Weight and Position of Members of Athletic Teams
6. Period of Attendance in School
7. Degrees and Awards Received
8. Previous Schools Attended

**PERMANENT AND TEMPORARY RECORDS:** Student permanent records shall be maintained for not less than 60 years after the student has transferred, graduated or otherwise permanently withdrawn from the school.

No school shall maintain any student temporary record or the information contained therein beyond its period of usefulness to the student and the school, and in no case longer than 5 years after the student has transferred, graduated or otherwise permanently withdrawn from the school. Notwithstanding the foregoing, a school may maintain indefinitely anonymous information from student temporary records for authorized research, statistical reporting or planning purposes, provided that no student or parent can be individually identified from the information maintained.

The principal of each school or his or her designate shall periodically review each student temporary record for verification of entries and elimination or correction of all inaccurate, misleading, unnecessary or irrelevant information.

Before any school student record is destroyed or information deleted from, the parent shall be given reasonable prior notice in accordance with regulations adopted by the State Board and an opportunity to copy the record and information proposed to be destroyed or deleted.

**ACCESS AND RELEASE OF RECORDS:** All school records pertaining to students are confidential. School officials may not divulge, in any form, to any person, any data contained in a student's records except under the following circumstances:

1. Upon the submission of a written request to the Principal or Guidance Counselor, a parent or any person specifically designated as a representative by a parent shall have the right to inspect and
copy all school permanent and temporary records of that parent's child. A student shall have the
right to inspect and copy his or her school student permanent record.

2. Whenever access is granted, at the option of either the parent or the school, a qualified professional
(psychologist, counselor or other advisor) who may be an employee of the school or employed by
the parent, may be present to interpret the information contained in the student records.

3. All rights and privileges accorded to the parent shall become exclusively those of the student upon
his or her 18th birthday, graduation from secondary school, marriage, or entry into military service.

4. To an employee or official of the school or school district or the State Board of Education,
provided such employee or official has a current demonstrable educational interest in the student
and provided the records are in furtherance of this interest.

5. To persons authorized or required by state or federal law to gain such access. (Such persons must
provide appropriate identification and a copy of the statute authorizing such access. Parents must
be informed prior to the release and be given an opportunity to inspect, copy, and/or challenge such
information.)

6. To the records custodian of another school in which the student has enrolled or intends to enroll,
provided that the parent receives prior written notice of the nature and substance of the information
and an opportunity to inspect, copy, and challenge such information.

7. Pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt
of such order as to the nature of the information requested and an opportunity to inspect, copy, and
challenge such information.

8. To any person for the purpose of research, or statistical reporting or planning provided that such
person has permission of the State Board of Education or authorized officer of such Board, and no
student or parent can be identified from the information released.

9. Subject to the regulations of the State Board, to appropriate persons if knowledge of such
information is necessary to protect the health and safety of the student or other persons, provided
that the parents are notified as soon as possible of the information released, the date of the release,
the person, agency or organization receiving the information, and the purpose of the release.

10. Any release of information other than specified in "1" through "7" above requires the prior,
specific, dated, written consent of the parent and/or student, if applicable, designating the person to
whom such records may be released, the reason for the release and the specific records to be
released. Parents shall understand that they have the right at such time to inspect and copy such
records, to challenge the contents of such records, and to limit any such consent to designated
records or portions of information within the records.

   a. A record of any release of information must be made and kept as a part of the school student
record. Such record of release shall be maintained for the life of the school's student records and
shall be available only to the parent and the official records custodian. Each record of release shall
also include:

   b. The nature of the information released.

   c. The name and signature of the official records custodian releasing such information.

   d. The name of the person requesting such information, the capacity in which such a request
has been made, and the purpose of such request.

   e. The date of the release.

   f. A copy of any consent of such release.

11. Federal law permits the school district to disclose personally identifiable information in the
student's education records to school officials with legitimate educational interest. School officials
include persons employed by the district as an administrator, supervisor, teacher, or support staff.

**CHALLENGE PROCEDURES:** Parents shall have the right to challenge the accuracy, relevance or
propriety of any entry in the school student records, exclusive of academic grades of their child. Such
challenge procedures shall provide for a hearing at which each party shall have:
1. The right to present evidence and to call witnesses;
2. The right to cross-examine witnesses;
3. The right to counsel;
4. The right to a written statement of any decision and the reasons therefore;
5. The right to appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.

A final decision under the procedures previously established may be appealed to the Circuit Court of the County in which the school is located.

Parents shall also have the right to insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute.

**COST OF RELEASING OR REPRODUCING RECORDS:** The District may charge the parent/student with cost of reproducing and releasing records, except that no parent or student shall be denied a copy of school student record for inability to bear the cost of such copying. This fee may not exceed a maximum of twenty-five (25) cents per page for each copy.

**REMOVAL OF MATERIAL:** When a student completes the 8th grade, the Principal will examine the student's record and remove all material that is not relevant to high school. Upon graduation from the 12th grade, the Principal will remove from a student's file all material except the cumulative record and health reports.

Students and/or parents have the right to examine the contents of the file and challenge any entry, exclusive of grades, and have copies made of the material kept in the student's file.

**STUDENT RECORDS UPON ADMISSION:** A student may not be refused enrollment because of that student's failure to present his or her student permanent or temporary record from a school previously attended. When a new student applies for admission and does not present his or her last school student record, we will notify the school or school district last attended by such student, requesting that the student's school records be copied and sent to us and that such request shall be honored within 15 days prescribed by the Illinois School Code Chapter 122, Section 50.

**STUDENT ASSIGNMENT TO A CLASS/TEACHER**

Placement in a classroom with a teacher is at the discretion of the Principal.

**ATTENDANCE POLICIES**

Attendance and academic performance are closely related. All students are expected to attend school regularly and be on time for classes in order to benefit more fully from the instructional program. The school attendance policies are designed to develop student punctuality, self-discipline, and responsibility. The WILCO Vocational Center is an extension of the High School and all attendance policies apply.

Specific attendance regulations for each building are available in the building sections of the handbook.

**COMPULSORY ATTENDANCE**

Section 26.1 of the School Code of the State of Illinois states:

> Whoever has custody or control of any child between the ages of seven and seventeen years shall cause such child to attend some public school in the district wherein the child resides the entire time school is in session during the regular school term.

Section 26.2 of the School Code of the State of Illinois states:

> Any person having custody or control of a child who is below the age of seven years or above the age of sixteen years and who is enrolled in any grade one through twelve in the public school shall cause him to attend the public school in the district wherein he or she resides when it is in session during the
regular school term. Children that have not attended Kindergarten will be placed in the appropriate grade level as determined by the administration.

**PRE-ARRANGED ABSENCES:** Students who must be absent from school for an extended period of time must receive permission from the Principal and make arrangements with their teachers to satisfy their course requirements. Such arrangements should be made one week in advance if possible. Emergency situations will be given consideration.

**ATTENDANCE INFORMATION AND COMMUNICATION:** Students with excessive absences or tardies will be sent to the Principal to discuss the situation to determine if a problem is evident. Parents will be contacted to notify them of the situation. If further attendance problems develop, parents will be required to attend a meeting with the Principal and/or teacher to resolve the problem.

Just one visit to any classroom in our district will impress the visitor with the number and range of activities in progress. Any student that is absent, for whatever reason, misses these activities and no amount of effort can ever recreate them. With this in mind, the concerned parent should never allow his or her child to miss school except for the most compelling of reasons. Irregularity in school attendance is one of the major contributing factors to difficulty in school. We expect punctuality and regular attendance.

The Illinois State Board of Education’s legal department has interpreted Section 26-3A of the School Code to be: That a student must remain in school for the entire year if he or she turns 16 while school is in session. Hence, students may not drop out of school on their 16th birthday.

**ATTENDANCE PROCEDURE**

1. When a child will be absent from school, parents/guardians should call before or within one hour the attendance center start time.

   - High School  458-2166   call before 8:55 A.M.
   - Middle School  458-2868   call before 8:55 A.M.
   - Intermediate School  458-2145   call before 9:15 A.M.
   - Primary School  458-6340   call before 9:15 A.M.

   If no phone call is received within an hour of the attendance center’s start time, the attendance center must then call the child’s home or the parent’s/guardian’s place of employment to find out why the child is not in school. If the school cannot make phone contact with the parent/guardian, the absence will be considered unexcused. The parent/guardian then has 24 hours to contact the attendance center to explain the absence. Parents/guardians may call the Middle School Homework Hotline at any time to find out what classroom work needs to be made up due to absence.

2. When the child returns to school he/she will no longer need to report to the office. The phone contact has already made the school aware of the reason for the absence. Teachers will consider all absences excused unless the student’s name appears under the unexcused absence column on the daily attendance sheet.

3. If your child must leave school early, or arrive late, due to a medical or dental appointment, please notify the attendance center by phone. This would be the same for any excused partial absence during the day. Try to schedule all appointments that must take place on a school day during study hall, lunch, or P.E. and be sure that a full school day is not wasted as a result of the appointment.

4. Permission for a prearranged absence should be secured in the office at least three days in advance of the absence. Prearranged absences could include the following:
   a. Family vacations
   b. Required court appearances
   c. College visitation*
d. Business interview  
  e. Religious holiday or retreat  
  f. Participation in authorized school sponsored activities (musical contest, field trip)  

*Maximum of two days with college verification. Special circumstances must have permission from the principal.  

EXCUSED ABSENCES: An excused absence from school allows the student to receive full credit for the missed work. The student has the number of days he/she was absent to make-up his/her work and tests. (Example: If the students are absent for two days, he/she would have two school days to make up his/her works). Failure to do so may result in loss of academic credit. Excused does not mean a student will not be recorded as absent. The following circumstances will lead to an excused absence for the student:  

1. Personal illness or injury  
2. Medical and dental appointments  
3. Serious illness or death in the family  
4. Court dates are excused absences if the student has a note from a probation officer or traffic judge saying he/she was required to appear in court.  

NOTE: Students who miss an excessive number of days may risk losing academic credit for the classes missed, regardless of whether their absences are excused or unexcused. Sufficient warning will be given to both the student and his/her parents/guardians before this occurs.  

UNEXCUSED ABSENCES: Most other absences, with the exception of those listed above, will be considered unexcused. Unexcused absences may include but are not limited to:  

1. Truancy  
2. Oversleeping  
3. Missing the bus  
4. Lack of a ride to school  
5. Private vehicle breakdown or failure to start  
6. Working  
7. No phone contact with parent  

For all unexcused absences, the student may (upon the discretion of the administrator) receive ZERO credit for any work or tests they miss. After seven absences, a student may be required to have a medical note from a doctor in order for the absence to be excused. If no medical excuse is brought to the office, the absence will be unexcused.  

NOTE: Anytime a medical (doctor’s) note is provided, that absence will not count against the student in determining their five days.  

EXCESSIVE ABSENTEEISM: The following procedure will be implemented for students who have excessive absenteeism:  

The following Remediation Plan will be followed for students who have a continual attendance problem:  

PHASE I: A warning letter will be sent home from the school after four (4) days of absences without a doctor’s note. This letter serves as a reminder for parents to the number of absences a student has accumulated. All absences from this point forward will be unexcused without a doctor’s note or principal approval.  

PHASE II: A truancy letter will be sent home and to Will Co. Truancy after five (5) days of U/E absences. Parents and student will be asked to meet with Assistant Principal. An attendance contract may be put into place. Any student who refuses to come to school is in violation of Illinois’ Compulsory Attendance Law, is truant, and may receive a P-Ticket by local law enforcement.
PHASE III: After 9 days of unexcused absences a student is considered chronically truant and will be recommended to the Will County Truancy officer for a truancy hearing at the Regional Office of Education.

NOTE: All student absences are cumulative during the school year. Tardy policies are determined by each building.

CONCLUSION: As was stated earlier, there is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school.

WE EXPECT STUDENTS TO BE IN SCHOOL EVERY DAY. THERE ARE NO GIVEN DAYS WHERE IT IS OKAY FOR STUDENTS TO MISS SCHOOL. NO MAGIC NUMBER THAT THEY CAN ACCUMULATE BEFORE THEY BEGIN TO WORRY. THEIR PLACE IS TO BE IN SCHOOL.

HEALTH REQUIREMENTS

The Illinois State School Code requires every child prior to, or upon entering Early Childhood, Pre-K, kindergarten or first grade, sixth grade and ninth grade, and every student first entering a public, private or parochial school in this state, to have a physical examination and history of immunizations. Additional health examinations of the students may be required when deemed necessary by the school authorities. The Board of Education requires a dental examination consistent with the regulations for physicals and immunizations.

Parents are reminded of the necessity to inform the school of any special health problem such as diabetes, epilepsy, allergies, etc., so that the school is able to carry out efficiently any needed procedure relevant to a problem. Specific health problems such as Asthma, Anaphylaxis, and Diabetes require an emergency health care plan from your physician on file.

The school nurse is delegated to see that health records are up-to-date, to make home visits, to hold conferences, etc. Vision and hearing tests will be conducted in selected grades. Physical and dental examination forms should be on file in the school office on the first day of school. Please make arrangements to comply with these requirements during summer vacation, as your child may not participate in physical education classes or athletics until these are on file. Failure to satisfy this requirement will result in your child being removed from school until the requirement is met. If you desire information on free clinics, please check the Reed-Custer School District website at www.rc255.net. It will be located under Health and Wellness and then Health Forms and Services.

VISION AND HEARING SCREENINGS

The Illinois Department of Public Health conducts vision and hearing screenings as required by law. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

The vision and hearing screening is not a substitute for a complete vision or hearing examination provided by your doctor. If you do not want your child screened, or your child is under a doctor’s care regarding vision and hearing, contact the school.

DENTAL REQUIREMENTS

The Illinois State School Code requires every child in kindergarten and the second and sixth grades shall present to the school proof of having been examined by a dentist. The examination must have taken place within 18 months prior to May 15 of the school year and shall be performed by a licensed dentist. Each public, private, and parochial school must give notice of this dental examination requirement to the parents and guardians of students at least 60 days before May 15 of each school year.
MEDICATION

It is important for the school district to have knowledge of a medication needed for any student during the school day. In order to insure the safety of each child, the Principal, nurse and faculty of the respective buildings must have information on the type of medication, dosage, and frequency of need. The nurse will provide the necessary medical information to the Principal and staff.

All medication is to be presented to the nurse’s office of that respective building along with a signed note from the physician and parent with instructions as to how and when the medication is to be dispensed. All prescriptions are to be in the original prescription container with the student's name written on the outside of the container. Medication order form can be found on the Reed-Custer School District website www.rc255.net under Health and Wellness and then Health Forms and Services.

Medication may be administered to a student by injection only when the student is diagnosed with a predetermined cause i.e., diabetic needing insulin or a life-endangering situation. The parent/guardian must have on file in the student's medical file a written and signed permission statement authorizing the injection, along with a signed and dated written order from the student's physician.

STUDENT BLOOD INCIDENTS AFFECTING DISTRICT EMPLOYEES AT SCHOOL

The Illinois Department of Labor adopted the federal Occupational Safety and Health Administration (OSHA) regulations on blood-borne pathogens in January 1993. Students who are involved in a blood incident (exposing a student's blood to any school district employee in which a student's blood could have penetrated non-intact skin, eyes, mouth or other mucous membranes) will be requested to have their blood tested for blood-borne pathogens (human immunodeficiency virus-HIV and hepatitis B virus-HBV) at the expense of the school district. Parents or guardians will be asked to allow their child to be tested. All laws pertaining to confidentiality will be followed. The OSHA regulations apply only to students who have blood incidents with school district employees. The OSHA regulations do not apply to students who are exposed to other student's blood. All questions pertaining to this handbook policy should be directed to the Superintendent.

CHANGE OF ADDRESS AND TELEPHONE

It is extremely important that the school maintain proper records at all times. Please report any change of address, telephone number, or family situation to the school secretary, counselor, or Principal. Remember to update phone numbers and emails for our mass communication system to be effective.

"GOOD NIGHT RULE"

All students should be familiar with the "good night rule." Once a student comes to an activity sponsored by the School (athletic event, dance, etc.), he or she is to stay at the event. Students who leave the building or event will not be re-admitted.

TITLE IX, SECTION 504

HOMELESS STUDENTS COORDINATOR: Reed-Custer Unit District 255U will not discriminate in its education programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments, Section 504 and the State of Illinois statutes on homeless students.

If any student or person believes that the school has inadequately applied the regulations of Title IX, Section 504 and homeless or is in some way discriminated against on the basis of gender, he or she should contact the coordinator at the following address:

Mark Mitchell, Coordinator for Title IX
Carrie Hill, Coordinator for Title IX, Section 504 and Homeless
Reed-Custer Unit District 255U
255 Comet Drive
Braidwood, Illinois
Phone 815/458-2307
STUDENT RIGHTS PROCEDURE FOR TITLE IX AND 504 GRIEVANCE

EXPLANATION: A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place, which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternative such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

This procedure, along with explanation, due process and directions are available for inspection in the office of the Superintendent and Building Principals.

STEP 1: The student(s) and other parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event, giving rise to a grievance. An oral response must be made within five (5) days.

STEP 2: If the problem is not resolved, the grievance should be referred informally to the Building Principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

STEP 3: If the grievance is still not resolved, it should be submitted in writing within ten (10) days to Carrie Hill, Title IX and Section 504 Coordinator. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

STEP 4: If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Office of the Superintendent or designee within ten (10) days from the receipt of the response on Step 3. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

STEP 5: If the issue is not satisfactorily resolved on Step 4, the grievant(s) may appeal the grievance issue in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

RESIDENCE IN THE DISTRICT

In order to be enrolled in the Reed-Custer Schools, a student under the age of eighteen (18) must have his or her parents or legal guardian residing in the district. Proof of Residency Forms must be completed. Specific evidence for proof will be required. The Assistant Superintendent of Operations, Superintendent, and/or the Board of Education can request that residency be verified at any time.

The Board of Education shall determine, on an individual basis, any exceptions to the residency policy. Students who transfer to District 255U are subject to all requirements of the Illinois School Code and Board of Education. Children who transfer from non-public schools or from schools outside District 255U will be placed in appropriate grade level as determined by the administration.
DISTRICT PASS POLICIES

Reed-Custer students and residents may purchase an all-district all event pass. All passes mentioned above do not apply to "tournaments" or "away games". All passes may be acquired at the Reed-Custer Middle School Office, Reed-Custer High School Office, or Reed-Custer Fieldhouse Office.

STUDENT INSURANCE

Student accident insurance is provided for the students of District 255U. Student accident insurance will pay 100% of any out of pocket expenses incurred by parents/guardians for medical expenses for any accidents that occur during a school sponsored activity. This is not health insurance, rather this is insurance coverage to pay any claims that may arise from school sponsored activities. Parents must request the activation of this coverage through the building administration at the time of the accident. This insurance is supplemental to the student’s health insurance. Parents must first submit all claims to their own health insurance first. The cost of this coverage is included in District Registration Fees. Activation is automatic and begins at registration.

VISITOR POLICY

As required by the School Code of Illinois, all visitors must report directly to the Principal's office to obtain a visitor's badge. Visitors who do not comply with this regulation may be prosecuted for trespassing.

Parents are encouraged to be actively involved in their child's education. The administration and teachers welcome parents to visit the buildings and classes. Appointments for such visits are a courtesy to the staff and will result in less disruption to the educational program. Students not enrolled at Reed-Custer will not be permitted to visit classrooms while school is in session. Other educational visits will be permitted at the discretion of the Building Principal.

SNOW DAYS AND EMERGENCIES

All Illinois Schools are required to be in session for a minimum of 176 total days. Our school calendar has included five (5) snow or emergency days added at the end of each school year.

Parents will be notified as soon as possible regarding the closing of school due to weather conditions or other emergencies. This notification will be made via our mass communication system. Parents and or guardians should always update home phone numbers and emails in a timely fashion to ensure they receive any emergency information updates. The call will go out before 5:45 A.M.

Local Radio Stations

WJOL (1340 AM)  WYKT (105.5 FM)
WCSJ (1550 AM)  WJDK (95.7 FM)
Television Station
WLS (channel 7), Chicago

Do not telephone the school or school personnel! You may tie up phone lines, which are needed for emergency communications. Sometimes bad weather, lack of utilities, or other unforeseen emergencies occur, which cause the early closing of school. We will attempt to notify parents of this closing by 5:45 A.M., by our mass communication system. Please have at least one phone number listed that will be answered during a school day.

SPECIAL SERVICES

The Reed-Custer School District is a member of SOWIC - Southern Will County Cooperative for Special Education. The district provides a Free Appropriate Public Education for all children with disabilities who are between the ages of three and twenty-one who have not yet graduated from high school. Each building within the district has a procedure in place for locating, identifying and evaluating children who might need special education and related services.
At each school building, a Problem Solving Team composed of the school principal, special education teachers, guidance counselors or classroom teachers and school psychologist meet at least monthly to review referrals for special education. Based on the team’s conclusions a student may be recommended for further evaluations or interventions may be suggested to meet the student's needs within regular education. Referrals can be made to the team through the teachers, administrators, student-assistance teams or parents. Parent referrals or concerns should be directed to the student’s principal, guidance counselor or teacher.

Special Education and At-Risk preschool programs are available for district students at age three. For further information, please call Reed-Custer Primary School.

We have had a very fine spirit of cooperation between parents and the schools with these programs. It is our hope that this cooperation will continue because the teachers are working in the best interest of a child when they do recognize a learning difficulty. Many times these learning difficulties can be eliminated partially or wholly by the help of special programs fitted to the needs of a child.

**FOOD SERVICE**

The Reed-Custer School District has a lunch program in each school building. The school district is in the National Lunch and Illinois Free Lunch Programs therefore, parents/guardians may apply for free and reduced lunches for their students any time during the school year. Applications MUST be renewed at the start of every school year. Applications are available at registration and at the Administration Center. Only one application is needed per household.

**OFFER VERSUS SERVE:** Reed-Custer participates in the Federal Program-Offer Versus Serve, which means a student is not forced to take all components of a school lunch offered. Students are REQUIRED to take ONLY 3 out of the 5 components of a school lunch daily, with at least one choice being a fruit or vegetable. The 5 components of a school lunch are: (1) a protein item, (2) a bread item, (3) a milk item, (4) a fruit, and (5) a vegetable. If the extra item falls into one of the above categories, it may be counted as an item. Students are served their choice of a main item and hot items. They are handed their lunch tray, and then allowed to serve themselves to the choices of cold items. Students are recommended to take only what they can eat. We do not allow leftovers to be brought home.

The only ala carte items available at the elementary school are the extra items offered for school lunch. Reed-Custer High School and Reed-Custer Middle School have additional ala carte items daily. Only one “school lunch” is allowed per student per day. If any "second helpings" are taken, students are required to pay an ala carte price.

**Reed-Custer school lunch consists of:**

1. A choice of one of the main items listed daily on the menu. A bread item is included in the main item. (Noodles, pizza crust, rice, and taco shells are in the bread group.)
2. A choice of one carton of 1% white, fat free chocolate, or fat free strawberry milk.
3. & 4. A choice of two servings from the following items offered daily: fresh fruit (limit of one fresh fruit per lunch), fresh vegetables, canned fruit, and canned or frozen vegetables (limit of one order of French fries per lunch).
4. An extra item. It could be the "extra item" listed at the bottom of the menu daily, or it could be the student's choice of an extra fruit or vegetable.

Salad bars are offered at all schools. Students help themselves.

**NOTE:** Substitutions may be necessary.

If the Food Service Manager receives a written recommendation and diet from a doctor, the food service staff will try to accommodate substitutions for any students on a special diet. Food Service employees collect lunch money all week. We would suggest a minimum of two weeks’ worth of lunches. Lunch
money is payable by cash, check, or by debit or credit card using the link to the RevTrak system via the district website.

Please direct any questions to the food service program at the school:

High School: 458-2166 ext. 3166
Middle School: 458-2868 ext. 3213
Elementary School: 458-2145 ext. 3410

INFORMATION REGARDING TREATS
Reed-Custer School District has a policy for bringing in only prepackaged items for birthday celebrations, treats, or parties. In accordance with this policy, we ask that NO homemade items or any items prepared at home be brought into the schools. This policy is effective immediately.

WELLNESS POLICY FOR REED-CUSTER SCHOOLS
The Wellness Committee encourages everyone to eat healthy food. It is the goal of the committee to incorporate these healthy alternatives into our daily school diets whenever possible. The committee will include a list of healthy snack items and a list of party food ideas to use as a guideline when choosing nutritious food to bring to school.

SNACKS: Snacks eaten at the school during the school day or in before school or after-school care programs will make a positive contribution to the children’s diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Nutritional snacks shall not be withheld as a form of punishment. The Reed-Custer District will disseminate a list of healthful snack items to the teachers, cafeteria workers, school programs, and parents.

REWARDS: Schools will not use food and beverages, especially those that do not meet the nutrition standards, as rewards for academic performance or good behavior.

CELEBRATIONS: Celebrations- Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages. Other food items must emphasize fruits and vegetables and water should be the beverage of choice whenever possible.

REGISTRATION FEES
Required registration fees include a single fee per building. The payment of this fee covers the costs for textbook rental, H.S. English novel rental and H.S. Geography Atlas, and non-IHSA regulated clubs. This fee also provides students with a PE uniform in 6th and 9th grades and a flash drive in 7th grade. Additional PE uniforms and flash drives must be purchased within the student buildings. An additional fee is required in order for an eligible student to participate in athletics, band, chorus, and IESA/IHSA regulated clubs such as Speech, Math Team, Bass Fishing, etc.

NOTE: Any outstanding debt with the school district must be satisfied in order to obtain the discount and before entering into a Promissory agreement and there is an additional $12 charge to offset costs of administration.

<table>
<thead>
<tr>
<th>School</th>
<th>Grades</th>
<th>Discounted Fee</th>
<th>Registration Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary School</td>
<td>EC, PK</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Elementary School</td>
<td>K – 5</td>
<td>$50.00</td>
<td>$70.00</td>
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<tr>
<td>Middle School</td>
<td>6 – 8</td>
<td>$80.00</td>
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<tr>
<td>High School</td>
<td>9 – 12</td>
<td>$80.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Band Participation</td>
<td>Grades 5 – 12</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Chorus Participation</td>
<td>Grades 6 – 12</td>
<td>$20.00</td>
<td></td>
</tr>
</tbody>
</table>
IESA/IHSA Participation (Grades 6-12) sports, speech, etc.
If student participates in all three above – maximum fee

<table>
<thead>
<tr>
<th>Additional Fees</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band Instrument Rental</td>
<td>$85.00</td>
</tr>
<tr>
<td>Family Athletic Event Admission (not the Fieldhouse)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Single Adult Athletic Event Admission (not the Fieldhouse)</td>
<td>$45.00</td>
</tr>
<tr>
<td>RCMS Yearbook</td>
<td>$25.00</td>
</tr>
<tr>
<td>RCHS Yearbook</td>
<td>$50.00</td>
</tr>
<tr>
<td>Drivers Ed Behind the Wheel (required for class)</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

REPLACEMENT COSTS FOR LOST OR EXCESSIVELY DAMAGED TEXTBOOKS
The first year of adoption the student will pay full price of a new textbook. During years 2 thru 6 cost of a reconditioned textbook will be charged. And the last year of use for a book the student will pay 20% of the cost for a reconditioned book.

Parents are responsible for reimbursing the school district for lost, damaged or unreturned school property; this includes sports equipment/uniforms, band equipment/uniforms, library property, calculators, computers, etc.

POSTERS/BULLETIN BOARDS
Only signs related to school activities shall be posted throughout the building. Outside groups desiring to post items of student interest in the building must have the approval of the Superintendent. Signs of any type are NOT to be attached to the walls, doors, windows, or trophy cases at any time, without prior approval of the Principal. Online flyers that meet certain criteria may be posted on the Reed-Custer Virtual backpack by contacting the webmaster.

SMOKE FREE BUILDINGS
All of the Reed-Custer School buildings and grounds have been designated smoke free. No smoking will be permitted on school grounds as designated by state law.

Each school board shall prohibit the use of tobacco on school property by any school personnel, student or other person when such property is being used for any school purposes. The school board may not authorize or permit any exception to the prohibition at any place or at any time, including, without limitation, outside of school buildings or before or after the regular school day. "School purposes" include, but are not limited to, all events, activities or other use of school property that are authorized by school officials including all interscholastic or extracurricular athletic, academic or other sponsored events in which students participate.

105 ILCS 5/10-20.5b and 105 ILCS § 5/34-18.11.

SEARCH OF VEHICLES ON SCHOOL PROPERTY
All drivers of vehicles by entering on school property consent to the search of their entire vehicle and its contents with or without cause by school officials or police officers.

CANINE UNIT SEARCHES
Law enforcement Canine Unit will periodically make unannounced visits to Reed-Custer High School and Middle School to search for illegal drugs. Before the search begins, an announcement is made informing teachers that all students must remain in their classrooms. There is absolutely no traffic allowed in the hallway while the search is being conducted.
The Canine Unit will conduct a search of every hallway, every locker, the P.E. locker rooms and as many individual classrooms as time will allow. The search will continue outside, including all vehicles in the student parking lot as well as all vehicles in the faculty parking lot. The law enforcement agents will be accompanied on their search by a school administrator or teacher and when possible a student council member who will act as witnesses and ensure that no personal property is damaged.

If the dog indicates by barking or growling at a car/locker being searched that he has received the scent of illegal drugs, the car/locker is then searched again by a second dog. If the second dog also receives the scent the car or locker is searched. The parents/guardians of the student are notified immediately of the incident. If an illegal substance is not found, the local police department and the parents are informed.

NOTE: All District and Building Rules and Policies are in effect during all school functions.

SCHOOL DISTRICT BUDGET

The Reed-Custer School District budget may be accessed from the District website at: http://www.rc255.net. Copies of the budget are also available for public inspection at the Administration Center located at: 255 Comet Drive, Braidwood, IL.

BUILDING USAGE REQUEST

From time to time, parents and community members may desire to use our facilities and or grounds. All requests must be made by completing a “Building & Facilities Usage Request” form available at the Administration Center. The request will be forwarded to Assistant Superintendent of Operations for approval and then must be presented to the Board of Education at the next meeting. Our buildings and facilities are expensive to maintain and therefore a fee may be accessed. No one may use a building unless a staff member is present and that may mean employing one on overtime. Such costs are passed onto the user(s). All user(s) of any facility are responsible for providing proof of insurance and are responsible for any and all damage caused by anyone while the facility is being rented.
I have received a copy of the Reed-Custer High School 2019-2020 Student Handbook, and I understand that I am responsible for all the information contained herein.

This signed statement will be placed in my discipline file.

Student Name ____________________________________________

Please Print

Student I.D. Number ________________________________

Date ________________________________

Student Signature ________________________________
August 2019

Dear Parent(s) and Student,

Welcome to Reed-Custer High School for the 2019-2020 school year. It is always exciting to begin a new school year, giving each student a fresh start and the opportunity to build on past successes. We encourage all students to get off to a good start and get involved at RCHS. We also want parents to be involved in their student’s education and in the school community. It is the shared responsibility of parents, staff and students to assure that students learn and grow throughout the educational process. In addition, RCHS is committed to provide the safest, most positive learning environment we can. To help us achieve this goal, we will continue to focus on improving our safety drills and our ALICE protocols for crisis situations.

Our school improvement team and committees are excited to continue to improve in the area of college and career readiness. We will host our 2nd annual College and Career fair in the fall, and students will continue using XELLO throughout the school year for career cruising. We will implement our new ESSA plan using the Illinois Quality Framework standards to help guide our school improvement efforts moving forward. Lastly, we will offer optional Khan Academy SAT prep sessions during Comet Time for students to prepare for state testing in the spring.

We are excited for the new and improved RCHS Comet Gymnasium, with air-conditioning, a new sound system and a new gym floor for the 2019-2020 seasons. We will also enter our first year in the Illinois Central Eight (ICE) Conference after several decades in the I-8 conference. Good luck to all our teams as they compete for their first ever ICE conference championships!

In closing, I would like to wish all of you the very best for a happy and successful school year. I am proud to be your principal and a part of the great tradition of excellence at Reed-Custer. I encourage each of you to do your best, work hard and bring a positive attitude to school every day so that you can reach your true potential.

Sincerely,

Tim Ricketts
RCHS Principal
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Reed Custer Mission/Vision Statement
Reed-Custer High School exists to make a difference in students’ lives through excellence in education. We will know we are accomplishing our mission when all of our students are self-directed learners, problem solvers, community contributors, morally responsible individuals, critical thinkers, effective communicators and quality producers.

We value:
- The relentless pursuit of educational excellence.
- Developing the whole child: physically, intellectually, emotionally, socially and morally.
- Learning in a safe, secure and healthy environment
- Making appropriate choices every day through respect, responsibility and positive role modeling.
- Maximizing technological advancements to enhance learning.
- Involving parents and community in the shared responsibility of education.
- Providing a challenging curriculum for all students.
- Being future focused and responsive to changing times.
- Fiscal responsibility

RCHS BELL SCHEDULES

REGULAR BELL SCHEDULE

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:00 – 8:45</td>
</tr>
<tr>
<td>2</td>
<td>8:50 – 9:35</td>
</tr>
<tr>
<td>3</td>
<td>9:40 – 10:25</td>
</tr>
<tr>
<td>4</td>
<td>10:30 – 11:15</td>
</tr>
<tr>
<td>5</td>
<td>11:20 – 12:45</td>
</tr>
</tbody>
</table>

LUNCH

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>11:17 – 11:47</td>
</tr>
<tr>
<td>B</td>
<td>11:47 – 12:17</td>
</tr>
<tr>
<td>C</td>
<td>12:17 – 12:47</td>
</tr>
<tr>
<td>6</td>
<td>12:50 – 1:35</td>
</tr>
<tr>
<td>7</td>
<td>1:40 – 2:25</td>
</tr>
</tbody>
</table>

COMET TIME

2:30 – 3:00

EARLY DISMISSAL BELL SCHEDULE

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:00 – 8:26</td>
</tr>
<tr>
<td>2</td>
<td>8:29 – 8:55</td>
</tr>
<tr>
<td>3</td>
<td>8:58 – 9:24</td>
</tr>
<tr>
<td>4</td>
<td>9:27 – 9:53</td>
</tr>
<tr>
<td>5</td>
<td>9:56 – 10:22</td>
</tr>
<tr>
<td>6</td>
<td>10:25 – 10:51</td>
</tr>
<tr>
<td>7</td>
<td>10:54 – 11:20</td>
</tr>
</tbody>
</table>

Daily announcements are available in the cafeteria for students to read during their lunch period. Students are to enter “only” the main entrance in front of the school or the north entrance at the back of the auditorium. After school, students are expected to be prompt in getting to buses to take them home. The buses after school will pick the students up behind the Reed-Custer Middle School. Buses depart at approximately 3:10 p.m. everyday.
GRADUATION REQUIREMENTS

Required courses for graduation

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education/Health</td>
<td>4</td>
</tr>
<tr>
<td>U.S. History</td>
<td>1</td>
</tr>
<tr>
<td>Civics</td>
<td>.5</td>
</tr>
<tr>
<td>World History</td>
<td>1</td>
</tr>
<tr>
<td>Personal Finance (Economics)</td>
<td>.5</td>
</tr>
<tr>
<td>Art, Music, Foreign Language, or Vocational Elective</td>
<td>1</td>
</tr>
<tr>
<td>** Reading/Study Skills**</td>
<td>.5</td>
</tr>
</tbody>
</table>

*In addition to the above requirements, the state law of Illinois requires that a citizenship test be passed in order to graduate from high school. This test will be administered in Civics. Additionally, there is a community service component to the Civics class that must be completed by students before they graduate. Community Service requirements for all students:

All classes are required to complete 25 hours of Community Service

** Required based on MAP score and academic performance in 8th grade English

INSTRUCTIONAL AREAS

TESTING: 18-week Semester Exams will be given each year.

December 19, 20 and *May 21, 22

**Tentative based on snow days

TESTING SCHEDULE

<table>
<thead>
<tr>
<th>Day #1 (Exams 1, 3, 5, 7)</th>
<th>Day #2 (Exams 2, 4, 6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1 8:00-9:20</td>
<td>Period 2 8:00-9:20</td>
</tr>
<tr>
<td>Period 3 9:30-10:50    *Lunch 5A  11:30-12:10</td>
<td>Period 4 9:30-10:50</td>
</tr>
<tr>
<td>Period *5 11:30-1:30 Period 5B 11:30-12:50</td>
<td>Make Ups 1:30-3:00</td>
</tr>
<tr>
<td>Period 7 1:40-3:00 Lunch 5B 12:50-1:30</td>
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</tbody>
</table>

During the regular school year, teachers are asked to give a minimum of three days’ notice before a major exam for students to be able to prepare and study for all of their examinations.

SPECIAL NOTE: Seniors who met or exceeded on SAT state testing may choose to opt out of final exams BUT must have a 79.5% (B-) average and maintain a 95% attendance rate each semester. An Attendance Incentive is also in place for all students:

0 Absences + “B-” Average = 4 exemptions  2 Absences + “B-” Average=2 exemptions
1 Absence + “B-” Average= 3 exemptions   3 Absences + “B-” Average= 1 exemption

An absence is defined as missing one full period or more. The only exceptions will be for funeral/death in the family or student hospitalization. An A- (89.5%) average or better is required for exam exemptions in all weighted classes. All school-sponsored activities, field trips, etc. will be considered school excused and will not be coded as an absence.
GRADING
Grades are to be posted weekly, with no one grade greater than or equal to 20% of the total points for an eighteen-week grading period. Progress reports are sent home every 4½ weeks with final report cards sent out at the end of each 18-week semester.

GRADUATION: Sunday, May 17, 2020
Any student who has not completed all the requirements for graduation will not be permitted to take part in the commencement exercise unless prescribed by the student's Individual Education Plan.

CERTIFICATE OF HIGH SCHOOL COMPLETION
A student with a disability who has an IEP prescribing special education, transition planning or services beyond 4 years of high school qualifies for a certificate of completion after 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her graduating class. Parents are asked to provide a written request for their son or daughter to the principal in order to walk at graduation.

COLLEGE ADMISSIONS
High school students should complete the following core of courses in order to be considered for college admission:
- 4 years of English (emphasizing written and oral communications and literature)
- 3 years of mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming)
- 3 years of laboratory science
- 2 years of electives in foreign language, music, art or vocational education.
In addition, students would also have to meet the minimum class rank and ACT/SAT requirements as established by the university. The plan also applies to students wishing to transfer from two-year community colleges for baccalaureate-oriented programs.

EXPLANATION OF TERMS
School Year: The school year consists of two semesters. The first semester begins in August and the second in January.
Academic Credit: A student receives one-half credit for each academic course successfully completed during one semester.
Prerequisite: A course that must be completed before a student may be permitted to enroll in other courses.

MINIMUM AND MAXIMUM SUBJECT REQUIREMENTS
All students are required to enroll in seven courses per semester. Variations from this policy will be allowed only in unusual situations and only after permission from the principal. NOTE: In order to be eligible for co-curricular activities, including athletics, a student must be passing five classes per semester.

GRADE CLASSIFICATION
The table by which class standing will be determined is figured accordingly:
Credits Needed to Graduate: 24

Credits needed to be considered a:
- Freshman 0
- Sophomore 6.0
- Junior 12.00
- Senior 18.00

At the end of each school year, students will be reclassified appropriately. Parents will receive notification if their son/daughter has not met the credit requirement for his/her class.
PHYSICAL EDUCATION EXEMPTION POLICY

School Code proved special circumstances by which school districts can authorize student exemption from the daily physical education requirement. In this regard exemptions from physical education instruction at the 11th and 12th grade levels may be granted for those students in the following situations:

1. Students who participate in an interscholastic athletic program to include cheerleading.
2. Students who, in order to be granted admission to a specific institution of higher learning, must complete a specific academic course not included in existing state or local graduation standards.
3. Students who lack sufficient course credit or lack one or more specific courses in order to meet state and local graduation requirements.
4. Students who have eight classes throughout the school year which include 4 weighted classes, have the option to replace P.E. with an academic class.
5. Students who have a permanent medical exemption from physical education. It is required that a doctor’s note be on file in the guidance office.

Additionally, students in 9th-12th grade may be exempt from physical education if they are enrolled in a marching band program for credit if the student requests to be excused.

CREDIT RECOVERY

Correspondence, night school, or summer school courses may be taken for remedial purposes through American School, Penn Foster, or any pre-approved institution. Approval must be obtained from RCHS Administration and scheduled through the guidance office at Reed-Custer prior to registration. A maximum of two (2) credits will be accepted of which only one can be English. Variations from this policy will be allowed only with permission from the principal.

We offer STARS/Apex Credit Recovery at RCHS. Students will be allowed to receive a maximum of 2 credits (4 classes) during their high school careers. The fee will be $100 per semester course (1/2 credit). Students will have 1 semester in which to finish a ½ credit course in STARS. If they don’t finish in that time frame, they will be removed from the class and will have to finish the course in the classroom or during summer school.

SPECIFIC PROGRAM REQUIREMENTS

DRIVER EDUCATION

Driver Education Classroom and Behind-the-Wheel are open to all students who are 15 years old and in good academic standing. In order to comply with the state mandate, students will be scheduled into driver education based on age. Students must have sophomore status or if old enough may take classroom 2nd semester of their freshman year if the following criteria are met: must pass all classes 8th grade year and 1st semester of freshman year and must demonstrate consistent attendance. A $150 fee is required for Driver Education.

SUMMER SCHOOL

We currently offer Driver Education classroom and Behind the Wheel in the summer. Same requirements stated above apply. There is a registration fee and form that also needs to be submitted before the last day of school. We also offer courses in STARS, our computer-based credit recovery program. Limited space is available, so this will be first come, first served based on registration and $100 course fee.

EARLY RELEASE FOR SENIORS

Seniors in good standing will be allowed the option of early release for 7th hour only during 2nd semester if they meet the following board approved requirements: 1) Signed parental permission form. 2) Administrative approval. Student behavior and attendance will be the primary factors for approval. 3) Students must meet the following GPA requirements, calculated after the 5th semester: 3.0 or above. Seniors with Early Release who miss 1st and or 2nd hour will not leave early that day.
Additionally, seniors may be allowed to leave after checking in with their Comet Time teacher if they meet the following good standing criteria: No D/F grades, fewer than 4 absences each semester, fewer than 6 tardies to one class; no more than 2 discipline referrals/detentions, and they must be on target to graduate on time.

Seniors who choose to be a Student Aide will be required to abide by the following rules:
- Be on pace to graduate on time
- Minimum of a 2.5 GPA
- No “hanging out” in the library or office
- No more than 10 absences during junior year
- Report to assigned teacher’s class every day
- Wear yellow lanyard and badge
- If Student Aide has no work to do, the Aide will report to teachers in the same department

STUDENT SCHEDULE CHANGES
Students’ schedules will be arranged in the spring/summer prior to the following school year. Class changes will be allowed during the three (3) days designated for schedule changes each semester. Changes for the 2nd semester will be completed before Christmas break.

GRADES/WEIGHTED COURSES/CLASS RANK

<table>
<thead>
<tr>
<th>A Range</th>
<th>B Range</th>
<th>C Range</th>
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<tbody>
<tr>
<td>4.0 100-98</td>
<td>3.4 89-88</td>
<td>2.9 79</td>
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<tr>
<td>4.0 97-95</td>
<td>3.3 87-86</td>
<td>2.8 78</td>
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<td>3.9 94</td>
<td>3.2 85-84</td>
<td>2.7 77</td>
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<td>3.8 93</td>
<td>3.1 83-82</td>
<td>2.6 76</td>
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<td>3.7 92</td>
<td>3.0 81-80</td>
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<td>1.0 60</td>
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</tbody>
</table>

WEIGHTED COURSES

Weighted courses are advanced courses that are academically challenging. Students desiring a program of academic excellence should take the courses listed below:

- Fr. Honors English
- So. Honors English
- JJC Rhetoric
- AP Literature and Composition
- AP Language and Composition
- JJC Entrepreneurship
- JJC Statistics
- Advanced Geometry
- JJC Pre-Calculus/Trigonometry
- JJC courses are Dual Credit
**Class Rank**
The ranking of all students is based on the grade point average computed at the end of first and second semesters. Grades in Driver's Education (classroom) are computed in the class rank. Class rank is based on all grades, **A, B, C, D, and F.**

**Transcript**
Parents must request that a student’s SAT score appear on their child’s official transcript.

**Academic Honor Awards**
At the end of each semester any student who has a 3.5-3.99 during that grading period will be considered honor roll and any students with a 4.0 or higher will be considered high honors. NOTE: Students can only make honor roll if they have no incompletes or failing grades.

**GUIDANCE DEPARTMENT/SERVICES**
Guidance services are available to all students and their parents. The following kinds of help or information are available through the guidance office to all students and their parents.

**Educational Planning**
1. Each student's assigned counselor will assist the student in planning a class schedule, which is most appropriate for him or her.
2. All schedule changes will be made through the guidance office during the first 3 days of each semester.
3. Any student with academic problems should be referred to the guidance office. Teachers, parents, administration, or the student may make this referral. The counselors will work with all parties involved to understand and correct the problem.
4. Students and their parents can obtain information concerning their academic status from the counselor. This information would include amount of credit accumulated, required courses completed, class rank, and grade point average.
A guidance counselor is available to talk with students and parents. Vocational and college information is readily accessible. Parents are urged to call the guidance office at (815)458-2166 to arrange a conference.

**State Testing  April 14, 2020**
We will offer state-mandated SAT testing for juniors in the spring semester, and we encourage our college-bound students to take the SAT and/or ACT. We will continue to offer the ACT at RCHS on a national test date (October 26, 2019) in the fall semester. Freshmen and Sophomores will take the PSAT in second semester.

**Career Information**
A variety of career information is available in, or can be obtained from the guidance office. Students will be able to explore college and career options through XELLO, an online program accessed through PowerSchool. This information is helpful in answering the following kinds of questions:
1. What type of occupations are available based on specific interests, abilities or training?
2. What are the specific responsibilities for each of these occupations?
3. What type of training is required for a specific occupation?
4. What is the current and future demand for workers in a specific occupation?
5. What salary can be expected for a specific occupation?
6. How can students choose an occupation that is most appropriate for them?

**Educational Planning-College and Financial Aid**
RCHS Guidance department offers a college selection meeting in the fall to assist students and their families in the college planning process. Guidance will also assist students on an individual basis about
their future plans. At the beginning of 2nd semester guidance offers a financial aid night to explain the FAFSA forms and online application process.

**Scholarship Information**
Information and forms for many scholarships may be obtained from the guidance office, on the Guidance Counselors’ Blogs, and the RCHS school website. Juniors should become familiar with what is available, but most actual applications cannot be made until the student's senior year.

**School Counseling/Social Worker**
1. The school counselors and social worker are available to help any student resolve personal problems. The counselors and social worker will keep all information discussed confidential.
2. Students and their parents who seek assistance can be referred to outside social agencies for long-term counseling.
3. Students and their parents can be placed in contact with the school social worker through mutual agreement.

Students can see their counselor or social worker before and after school, during their Comet Time, and during their lunch hour. Class time should not be used to see a counselor or social worker. Parents may contact the guidance counselor or social worker at any time during school hours. Appointments for times other than school hours can be arranged.

**LOCKERS**
Students will be assigned a hall locker for their coat, school supplies, and sack lunch. Lockers must be kept locked, neat and orderly. They are not to be defaced in any manner. **Signs, posters or pictures related to alcohol or drugs, plus anything of a profane nature are expressly forbidden.**

Hall lockers, as well as physical education and shop lockers, are loaned for use to all students at Reed-Custer High School. The following rules must be adhered to:
1. A student's locker is for his or her own use and may not be changed without the permission from the Principal or his designee.
2. **NOTE:** Lockers are property of Reed-Custer High School and are subject to inspection whenever it is deemed advisable or necessary by the administration. Students are not to deface lockers inside or outside with decals, pictures, etc. A $20.00 fee will be charged to repair damaged lockers.
3. A $7.00 fee will be charged for lost or damaged physical education locks.

**SCHOOL OFFICE/STUDENT MONIES**
The school office is a place for taking care of school business and is not to be used as a place for loitering or visiting. Students will be called to the office telephone only in cases of emergency.
In order to avoid error and to facilitate handling, all money turned in at the office will be accepted only if it is presented by the treasurer or faculty sponsor of the organization concerned. All deposits must be in envelopes, which are available in the office. All bills turned into the office for payments must have the faculty sponsor's signature on the prepared form authorizing payment. Purchases of any kind are not to be made by anyone without a purchase order signed by the class sponsor and Principal. If any purchases are made without the purchase order, the individual making the purchase is liable for payment. The school cannot handle miscellaneous cashing of checks.

**Fee Payment**
Students who do not pay school-related fees on time are at risk of forfeiting their participation in extra-curricular activities such as athletics, field trips, dances, etc. until the fee is paid.
GYMNASium
No one is allowed on the gym floor with street shoes except on authorized occasions. Refreshments of any kind are not to be taken into the gym during the school day. This creates a cleaning problem and a safety hazard. Your cooperation is urgently requested.

All students are required to wear complete gym uniforms and tennis shoes MUST BE WORN while participating in P.E.

Cafeteria/lunch
Hot lunches will be available in the school cafeteria from 11:15-12:45 on a regular school day. Students will be assigned one of three 30-minute lunch rotations during Period #5. Milk and juice may be purchased in the cafeteria. All food, including lunch, candy, etc. must be eaten during lunch and should not be taken out of the cafeteria. State law prohibits the sale of pop and the purchasing of food from outside the school during the school day. Students are prohibited from leaving school during their lunchtime to eat at home or at a local restaurant unless granted permission from the principal. Students are also prohibited from ordering out for food during their lunchtime. No food from outside the school is allowed to be brought in and eaten in the cafeteria. Students will be required to carry and use their IDs in the lunch line.

Student parking procedures
Parking on the grounds of Reed-Custer High School is to be considered a privilege. With this parking privilege, the student must assume certain requirements. The following will apply:
1. Students who park on the school grounds must have proof of valid insurance, and have their vehicle registered in the high school office, as well as display the school sticker that will be issued at that time.
2. Students must enter and exit through the correct entrance. Follow the arrows when entering and exiting the parking lot. Cars are to be parked using the angled parking.
3. Please observe the signs in the lot. These signs have been installed to keep congestion under control and to increase safety.
4. Keep speed down to 10 miles per hour and be especially careful entering and exiting the parking lot and campus. Please drive with care.
5. Students are not permitted in their cars, or the cars of friends, or in the parking lot except to enter school (at which time the student is to park the vehicle and come directly to the main campus area or into the school), or to leave school (at that time the student is to go directly to the parking lot, enter their auto, and leave the grounds).
6. Students who need to go to their autos during the day must have permission from the office.
7. Students are to lock their car.
8. Students should park in the North parking lot, unless otherwise directed by the principal or assistant principal.
9. Parking is not permitted on the circle drive or in front of the building at any time.
10. Students and parents who pass a parked bus loading or unloading pupils in the circle drive will be ticketed.
11. Student vehicles parked on school grounds are subject to a search at any time.
12. Senior students at Reed-Custer High School may park in the south parking lot between the Administration Center and Reed-Custer Middle School.
13. Any student who does not follow the student parking procedures will have his/her student-driving privileges suspended and/or revoked.
14. Reed-Custer School District assumes no responsibility for any loss or damages occurring in any school district parking lot.
LIBRARY INFORMATION

HOURS
The library is open daily from 7:30 a.m. until 3:15 p.m. On Friday or the day before a holiday, the library closes at the end of the students' school day. Any changes in the library's hours will be posted on the library doors.

CONDUCT
The library is an area meant for quiet research, study, and reading. Behavior that provides, promotes, and protects a learning atmosphere is appropriate. Students acting inappropriately will be warned and continued misbehavior will result in removal from the library.

CHECK OUT INFORMATION
1. Check-out will be done through the library's computer system. Each student will be issued one school ID card that will also be used to checkout library materials.
2. A student should present the ID card in order to checkout any library materials. The student is responsible for all items checked out on his/her ID card, and will be expected to pay for lost and damaged items.
3. Books are generally checked out for four weeks, and may be renewed once upon request. Fines of $.10 per school day are charged on these overdue items.
4. Certain materials are restricted to library use only.
5. Borrowed items should be returned to the book drops in the check-out desk or in the hallway.
6. The due date is stamped on each item checked-out. It is the student's responsibility to know when items are due and to return them on time.
7. Overdue notes are given to students periodically, and letters are mailed home when necessary. Borrowing privileges will be restricted when a student fails to return long overdue items.

COMPUTERS/COPIERS
Students may use the computers in the library for research, writing assignments, typing practice, homework and other educational purposes. Excessive printing is discouraged due to increasing costs.

INTERNET ADDRESS FOR THE LIBRARY:
The URL for the library is DestinyDiscover.com

NATIONAL HONOR SOCIETY
The National Honor Society is an organization in which students earn membership based on scholarship, service, leadership and character. To be eligible, a student must be a junior or senior and have a cumulative 3.5 GPA or better and documented community service. During the first semester of each year, an invitation to join the National Honor Society will be extended to those juniors and seniors who meet the requirement for membership and are approved by the faculty council. Students will be chosen for NHS interviews by a Selection Committee based on their completed applications.

STUDENT COUNCIL
The Student Council is organized for the purpose of handling affairs that are of interest and value to the student body and the school and are not of an administrative nature. The Student Council has been of great value in maintaining a good school spirit and in sponsoring activities that are of benefit to the school as a whole. The Student Council meets on Wednesdays after school. The council is a representative body in that it is made up of representatives from the four classes in the school. It has the welfare of the students at heart and cooperation with it on the part of all students will add to its value and effectiveness.
STUDENT EXPECTATIONS

Rules and regulations relating to the conduct of students during school hours and after school activities shall be formulated under the direction of the Superintendent of schools. It shall be the policy of the Reed-Custer High School to operate with the minimum number of rules of conduct necessary for a good educational program in a friendly atmosphere that is conducive to good study habits and good citizenship. It shall be the responsibility of the teachers and administrators to see that those rules are fair and reasonable, and that they are necessary for the successful operation of the school. Reed-Custer High shall insist, however, that all rules that have been formulated and approved by those in authority shall be obeyed. Each teacher and administrator shall assume the responsibility of enforcing the rules in the school building, on the campus, at any school-sponsored function, or on any school-sponsored trips.

RULES AND REGULATIONS

Any organized group must have rules and regulations to govern its activities, and that is true of the school. The general rules listed below are formulated for the purpose of making your stay in high school as pleasant and profitable as possible without any intention of encroaching on your reasonable right as an individual. These rules are formulated on the reasonable assumption that one individual should not be allowed a privilege that cannot be given to everyone.

The rules and regulations included in Parent and Student Handbook are guidelines for students, parents, teachers and counselors. For any deviation from the guidelines, the approval of the Principal must be obtained.

The administration may waive the rules and regulations based upon emergency or unusual situation. All such decisions shall be made in accordance with the purpose and intent of the policies and procedures of the Board of Education.

1. Students must be in a class or in the lunchroom during the school day.
2. Students are not permitted to leave the school building while school is in session without permission from the administration. Any student who enters or leaves school must sign the attendance sheet in the office and have permission from the office as well.
3. Students are expected to vacate the school building as soon as school is out for the day unless participating in an organized activity under the supervision of a faculty member.
4. Students may be required to stay after school even though they are riding the bus. The student is responsible for his own transportation in such instances. The student will be given one day's notice.
5. Any student in an unauthorized area of Reed-Custer High School during the school day will receive a detention.

STUDENT DRESS CODE

1. Students are expected to be appropriately dressed and groomed while at school. Fads or extremes of any type cannot be accepted.
2. Students are not allowed to wear hats while in the building.
3. Students are not allowed to wear sunglasses or contact lenses that obscure the pupil and/or are a disruption to the learning environment while in the building (unless prescribed by a physician).
4. Students are not allowed to wear tank tops while on school property or at any school event.
5. Students will not be permitted to wear any type of clothing representing inappropriate subjects such as: drugs, alcohol (including bars, taverns, or saloons), tobacco products, guns, knives, or weapons of any kind on school property or at any school event.
6. Students will not be permitted to wear any type of clothing representing racism, sexism, anti-Semitism, Ku Klux Klan or other types of inappropriate clothing.
7. Students are not permitted to have any type of chains hanging from their clothing or from their body while on school property or at any school activity.
8. Students will not be permitted to wear mushroom necklaces or other inappropriate jewelry while on school property or at any school activity. Students will not be permitted to wear choker/dog collars.
9. The following are not to be worn in school:
   Coats, hats, head coverings (hoodies), blankets
   Half shirts, halter-tops, tube tops, low cut dresses or blouses, see-through/mesh shirts, tops or blouses
   Muscle shirts, tank tops, swimsuits, spandex-type wear
   Pants with excessive rips, tears, or holes (No holes may be above the knee)
   Gang attire including bandannas, jewelry featuring guns or marijuana leaves
   Appearance, which causes distraction to the academic climate of the school
   Any clothing or appearance contrary to the spirit of the dress code.
10. Students who wear clothing/apparel that could conceal a weapon are subject to a search. Example: trench coat.
11. Students will not be permitted to wear pajamas or house slippers to school.
12. Pants should be worn at reasonable height (hips) so that no under garments are visible.
13. Shorts and skirts must be at a length no higher than the fingertips while standing normally (this includes holes in pants/jeans)

STUDENT CONDUCT
1. Students who expect to miss classes because of a field trip or other school-sponsored activity must arrange with their teachers to make up their work in advance of the absence. Sponsors will supply each member of the faculty, office and cafeteria with a list of students to be absent one week in advance of a planned absence.
2. Students are not to adjust windows, blinds, or other classroom equipment.
3. Students are not to run, shout, push, loiter or skateboard in the corridors.
4. Hugging and kissing or any inappropriate displays of affection are prohibited.
5. Safety glasses are required by law for students in shop and laboratory settings.
6. Any student who is caught setting off a false fire alarm, or tampering with any fire or safety equipment may be suspended.
7. Organization activities of any kind are not to be held in the general office.
8. School parties are limited to one each per term for each class or organized group. Each party must be approved by the Principal. It is highly desirable that such functions be held on nights not preceding school days. In this respect, skating parties are interpreted as school parties. Parties during regular class time are not allowed.
9. Skipping Class: The first time a student skips a class but remains in the building, the student will receive a detention and zero credit for the missed class that day. Subsequent skipping of class will lead to In-School Suspension.
10. Students may not walk out of class without the permission of the teacher.
11. The throwing of snowballs on school grounds is not permitted. A student will receive a detention for throwing snowballs.
12. Students must refrain from using foul language while in the building or under the supervision of school personnel.
13. No student will be permitted to be in possession of a Red-Dot Laser Pointer while on school property. Red-Dot Laser Pointers may cause serious damage if pointed directly at an eye. A student found in possession of a Red-Dot Laser Pointer will receive an In-School Suspension.
14. Reed-Custer High School Dances:
   No Middle School students or Junior High School students will be permitted to attend any dances at Reed-Custer High School or the Reed-Custer High School Prom. Reed-Custer High School students will not be permitted to bring a date that is 21 years of age or older.
15. Students may not alter, steal or use another student’s computer password.
16. Students can only be on school related websites while on school computers. (No social media sites, iTunes, games, etc.).
17. Students are not allowed to access the pop machines in the fieldhouse during the school day.
18. Students are not allowed to bring open beverage containers/outside drinks (Polar Pops, McDonalds, etc.) to school.
19. Book bags/handbags may be used to transport books and supplies to and from school but are to remain in lockers throughout the school day. Handbags large enough to carry a book are considered book bags.

**STUDENT DISCIPLINE**

1. Detentions are to be served at the discretion of the teacher before or after school hours. One-day notice must be given the student in advance of serving the detention.
   Building detentions will be held on Monday-Friday mornings before school in the main office from 7:25 - 7:55 a.m. or after school from 3:00-7:00 p.m.
2. Suspensions: A student suspended out of school will be permitted to make up schoolwork assigned during the suspension.

**TITLE IX AND STUDENT RIGHTS**
See page 35 of the District Handbook for the Title IX and Student Rights information.

**DCFS INVESTIGATIONS**
See page 14 of the District Handbook for information regarding DCFS investigations.

**ELECTRONIC DEVICES**
The Reed-Custer School District recognizes the important role that technology plays in classroom instruction and engaging students in learning. Even though we provide many opportunities for our students to use computer technology at school, we feel a Bring Your Own Technology (BYOT) plan would further enhance learning. Students are not required to bring in outside, personally-owned technology to school, but if they choose to, devices are to be used for educational purposes only (note taking, researching, as a calculator). Students will not be able to use their phones during class to call, text, email, message, or communicate with others (including parents) without permission from a teacher or administrator. Students and parents will be expected to understand, sign and abide by the rules and expectations outlined in the BYOT policy.

The School Board may prohibit the use and possession of electronic devices on school property. Students are not to take pictures/video using electronic devices during the school day without permission. Headphones, cell phones, iPods, etc. may be used for personal communication in the hallways during passing periods and in the cafeteria during lunch. **Reed-Custer High School is NOT responsible or liable for any lost, stolen or damaged cell phones or electronic devices.**

**USE OF ELECTRONIC MAIL**
The e-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.
1. The school and district reserve the right to access and disclose the contents of any account on its system without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.

5. Use of the electronic mail system constitutes consent to the regulations.

**BULLYING/CYBER-BULLYING/SEXUAL HARASSMENT**

We believe that students are entitled to learn in a school environment that is safe and secure. We will take reasonable steps to protect all students from the harmful effects of bullying and cyber-bullying that occur at school and/or that interfere with student learning and orderly school operations. See page 24 of the District Handbook for the District Bullying Policy.

**Prohibited Conduct**

Students are prohibited from bullying and cyber-bullying actions or communications directed towards other students which:

1. Occur on, or are delivered to, school property or a school sponsored activity or event on or off school property; or
2. Occur off school property or outside of a school sponsored activity or event, if the conduct interferes with a student’s educational opportunities or substantially disrupts the orderly operations of the school or school sponsored activity or event.

**Definitions**

1. “Bullying” means a single significant incident or a pattern of incident involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student.
2. Physical abuse, includes physical contact, or which by its nature, is provoking or endangers the health or safety of any person. This contact can be either through direct physical contact or through the use of any object.
3. Verbal abuse and/or abusive behavior, includes threats of harm, intimidation, harassment, hazing, coercion, and/or other conduct which threatens or endangers the health or safety of any person or which places them in fear of being physically harmed.
4. “Cyber-bullying” means conduct defined in paragraph 1 that takes place through the use of electronic devices, including but not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
5. “Teen Dating Violence” occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship or uses or threatens to use sexual violence in the dating relationship.
6. “Sexual harassment” or misconduct which includes any unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature including:
   a.) Deliberate touching of another’s body and/or sexual parts without consent;
   b.) Deliberate sexual contact of another without consent;
   c.) Obscene or indecent behavior, which includes, but is not limited to, display of sexual behavior that would be reasonably offensive to others;
   d.) Such conduct that has the purpose or effect of substantially interfering with an individual student’s performance or creating an intimidating, hostile, or offensive educational environment.
Disciplinary Consequences
Administrators have the discretion to determine appropriate disciplinary consequences and/or interventions for violations of this policy based upon the relevant facts and circumstances in a particular case, including but not limited to the age and maturity of the students involved; the type and frequency of the behavior; a student’s willingness to cooperate in the investigation and correct behavior; and the student’s prior disciplinary record.

Disciplinary consequences may include detention, suspension or expulsion from school. In addition, students may be required to participate in education programs, mediation, counseling and/or other programs and/or activities to address and prevent reoccurrence of bullying and cyber-bullying behavior. In addition, school administration may request a student’s cooperation in accessing his/her social media accounts that may contain content that is detrimental to the learning environment.

CHEATING POLICY
All students have the responsibility to do their own school work and tests in order to benefit from instructional programs. Unless the teacher gives specific instructions for collaboration on an assignment work should be completed individually. Copying of homework is not permitted. Students who give assistance on schoolwork or tests are also guilty of cheating. Students will receive a zero and receive discipline accordingly.

ENFORCEMENT OF RULES AND REGULATIONS
When self-discipline fails, regulations for management of school behavior, including those adopted by the Board for each individual school must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The School Board of District 255U has this legal responsibility according to the Illinois School Code. The following misconduct measures will be utilized:

LENGTH OF PENALTY TIME
The Board of Education approves the following guidelines for determining the length of penalty time for various infractions. When unusual circumstances are present, it may be advisable to reduce or exceed these suggested guidelines. In addition, any violation of state or local law will be promptly reported to the appropriate law enforcement authorities.

The following offenses and beginning level punishment are listed below:
1. Detention- Students may be detained before or after school as a disciplinary measure. Students will be given a one-day notice before serving a detention.
   A. After school detentions will be used as an alternative approach for punishing students who commit more serious types of offenses. The major advantage of these is that the student misses no valuable class time, which could lead to a serious reduction in their grade. These detentions will be served from 3:00p.m.–5:00p.m.
   B. Friday Detentions will be used at Level II to discourage student misbehavior. The detentions will last from 3:00-7:00p.m.

Level I - Two hour after school detention (3:00p.m.–5:00p.m.)
Bus misconduct
Littering
Loitering
Unauthorized petitions
Failure to serve a 30-minute detention
5th Tardy to a class
Possession of cigarette lighter or matches  
Cheating-1st offense  
Skipping/leaving class without permission  
Unauthorized website, e-mail, game, etc.  
Swearing-1st offense  
Dress code violation-2nd offense  
Cell phone violation-2nd offense  

**Level II - One Friday Evening Detention (3:00p.m.-7:00p.m.)**  
Taking pictures, videos, etc. and either posting on the Internet or sharing via electronic means  
Forgery of notes/Impersonating a Parent/Guardian  
Gambling  
False reports  
Closed campus violation (student may receive a Daytime Curfew Violation P-ticket)  
6th Tardy to a class  
Indecent or offensive language or gestures  
Harassing students  
Throwing food in the cafeteria  
Not attending WILCO  
Failure to serve a two-hour after school detention  
Reckless driving or speeding in the school parking lot  
Swearing-2nd offense  
Dress code violation-3rd offense  
Cell Phone violation-3rd offense  

2. **Out of School Suspensions**  
In accordance with Section 10:22.6 of the School Code of Illinois, the Building Principal, or his designee, may suspend students from all school attendance and activities. Such suspension is for gross disobedience and gross misconduct and may be up to ten (10) school days in length. Written notification which describes the nature of the violation and details of the disciplinary action taken by the school is given to the Superintendent and the parents. During the period of suspension, the student is not permitted to be on school property or attend any school activity. If a suspended student is found on school property, he/she can be arrested for criminal trespass.

Students will be allowed to accumulate only 6 suspensions, both in school and out of school combined over a half of the school year (1 semester). A suspension of 10 days will be referred to the Superintendent who may take the case before the School Board for review and action.

School officials will make all reasonable efforts to resolve the threat and/or disruption. They will suspend students only after all other available behavioral and disciplinary interventions have been exhausted, and the student’s continuing presence would be detrimental to the learning environment or safety of the school and students.

Suspensions will be categorized as either Short Term (1-3 days) or Long Term (4-10 days).  
**Short Term Suspensions** may be used if a student’s continued presence at school would pose a threat to school safety or a disruption to other students’ learning opportunities.  
**Long Term Suspensions** may be used if a student’s continued presence at school would pose a threat to the safety of other students, staff or the school community or substantially disrupt, impede, or interfere with the operation of the school.
**Short Term Suspensions (1-3 Days)**
- Insubordination directed toward a faculty or staff member
- Disrespect directed toward a faculty or staff member
- Verbal or physical threat to a student
- Destroying/Damaging school property
- Bullying (1st Offense)
- Student protest
- Disrespect with bad language directed toward a faculty or staff member
- Tobacco - Use or sale of cigarette, cigar, smokeless tobacco, electronic nicotine delivery services (ENDS), or look-alike substances.
- Theft
- Fighting (1st Offense) - Student will also be arrested by Local Law Enforcement
- Sexual harassment towards another student
- Racial harassment toward another student
- Altering, tampering, changing, or destroying school technology (computers) or safety equipment

**Long Term Suspensions (4-10 Days)**
- Fighting (2nd Offense) - Student will also be arrested by Local Law Enforcement
- Vandalism
- Bullying (2nd Offense)
- Possession, use, or distribution of inhalants or look-alike drugs
- Fireworks
- Arson
- False report of a school fire
- False report of a bomb
- Gang related activities
- Weapon Possession, meaning any tool wielded with the intent to cause bodily harm, at the discretion of the school board could include look alike or toy weapon
- Possession of a knife/blade
- Possession, use, sale or under the influence of alcohol on school premises - Student will also be arrested by Local Law Enforcement
- Possession, use, sale or under the influence of drugs or look-alike substances on school premises - Student will also be arrested by Local Law Enforcement
- Possession, use or sale of any drug paraphernalia (Hypodermic needle, syringe, rolling paper, drug pipes) - Local Law Enforcement will also arrest the student.
- Verbal, physical, or written threat directed toward a staff member, student, or school

*Firearm weapon possession will result in an automatic one-year or two-year expulsion according to federal law. The term weapon is defined as firearms, which are any weapons, which expel a projectile, by action of an explosion and any "destructive device" including bombs, grenades, rockets, missiles, or mines.

**Under certain instances, the punishment could be a Long Term Suspension**

***Any student who alters, changes, tampers with or destroys school technology infrastructure, including but not limited to: computers, associated computer devices, instructional software, administrative software, operating systems, networking system, Internet systems, media-associated equipment (multi-media, auditorium systems, etc.), and, in general, technology installed and maintained to enable and enhance the education of the students in general will receive three days out-of-school suspension.

****Possible expulsion from Reed-Custer High School.
3. **Expulsions**

The School Code of Illinois, Section 10.22.6, indicates the Board of Education may expel students from school. The Superintendent and Principal are authorized to recommend to the Board of Education that a student be expelled from school for gross disobedience and gross misconduct. Prior to any expulsion, the parents will be requested to appear at a meeting with the Board of Education to discuss the proposed expulsion. A student who wishes to return to school following the expulsion period must apply in writing to the Board of Education for re-admittance. The student should contact the Principal for information concerning re-admittance.

4. **Corporal Punishment**

Corporal punishment is not used in the Reed-Custer School District.

5. **Other Remedies**

The Superintendent, Principal, administrative personnel, or any teacher of the school district shall be authorized to take reasonable action in connection with student misbehavior. Reasonable action might include:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning students alternative work.
4. Rearranging class schedules or re-assigning lockers.
5. Requiring a student to remain after regular school hours for counseling with the teacher.
6. Loss of Privileges

**LOSS OF PRIVILEGES**

The concept of Loss of Privileges (LOP)/Social Probation is to approach discipline from a positive perspective rather than punitive. The goal of LOP is to reduce the number of disciplinary infractions for our most chronic issues, including but not limited to: skipping detentions, closed campus violations, truancy, and unexcused tardies.

When students follow school rules, they are granted privileges, including but not limited to:

1. Attendance at school dances (Homecoming, Prom)
2. Attendance/Participation during Homecoming Week
3. Attendance at athletic contests and extracurricular activities
4. Parking/Driving to school
5. Participation in field trips
6. Attending WILCO
7. Attending CO-OP
8. Being a student aide/library assistant
9. Participating in the Graduation Ceremony
10. Use of electronic devices in school
11. Early release from Comet Time

If/When students are unable to follow school rules, these privileges may be temporarily or permanently suspended. The loss of privileges will be in addition to the consequences outlined in this handbook. Prior to the LOP/Social Probation, parents will be notified.

**ISSR - IN SCHOOL SUSPENSION ROOM**

**ALTERNATIVE TO SUSPENSION**

Students who commit an infraction which normally would result in an out of school suspension may be scheduled for an In-School Suspension, depending on the infraction. Eligible students will receive the
academic component of the internal suspension and credit for their schoolwork. Each situation will be evaluated on an individual basis. Infractions that may be eligible for the alternatives option include:
1. Throwing food in the cafeteria
2. Sixth tardy, or greater, to a class
3. Removed from class for a disciplinary reason
4. Insubordination or disrespect toward a teacher
5. Violation of a Friday detention
6. Possession of tobacco, cigarettes, cigars, e-cigarette, or smokeless tobacco

The In-School Suspension Room is designed as an alternative form of education for those students who cannot follow rules and regulations. Students in this room will complete their assignments and tests as if they were in their regular classrooms. Students assigned to this room are expected to follow four basic rules:
1. No talking
2. No sleeping
3. Keep working on their tests or assignments continually
4. No use of cell phones or electronic devices (except for educational purposes)

The teachers will assign work for the duration of the ISSR period. ALL work must be completed in full before exiting the ISSR.

The Suspension Room Coordinator will monitor student work and assist the student with questions about their assignments. The student will then turn in their completed work to the Suspension Room Coordinator. The students will be given credit for their work completed in the suspension room.

If a student is sent out of the ISSR for violating the ISSR rules and regulations, they will receive a one-day out of school suspension and be placed back in the ISSR. Each successive dismissal from the ISSR will result in an out of school suspension. Upon returning to school, the student will be placed back in the ISSR to serve the full ISSR time.

**BUILDING MISCONDUCT**
Incidents of misbehavior outside of the classroom (in the halls, restrooms, cafeteria, on the school grounds, etc.) will result in a detention or suspension.

**NOTE:** As it is impossible to anticipate all misconduct situations and concerns that might arise, the building Principal and Assistant Principal will exercise their judgment in making decisions not specifically addressed in the handbook.

**NOTE:**
(1) Acts that constitute gross disobedience or misconduct will be immediately referred to the Principal for appropriate action.
(2) A conference with the student, parents, Principal and/or Superintendent will be held before the student will be readmitted to school.

**CLASSROOM MISBEHAVIOR**
The classroom teacher will handle incidents of classroom misbehavior. The procedure to be followed is:
**First offense:** The teacher will have a classroom conference with the student. The student will receive a 30 or 60-minute detention.
**Second offense:** The student will receive a two-hour after school detention and a parent conference will be held in person or by telephone.
Third offense: The student will receive a Friday detention and a parent conference will be held in person or by telephone.

Fourth offense: The teacher will remove the student and assign him/her to the Assistant Principal’s Office, or the In-School Suspension Room, pending a conference with parents, Assistant Principal and Principal. The student will receive 1 day in the In-School Suspension Room.

Fifth offense: The student will be removed from class, placed in the Assistant Principal’s Office, or the ISS room, and will receive an F (0 credit) for the class.

NOTE: Anytime a student is removed from class for misbehavior, he/she must be placed on a level and parents notified. Student misconduct starts over at the beginning of 2nd semester.

TARDY POLICY
1st & 2nd tardy to class, teacher will record the tardy and notify the student; this is a warning.
3rd tardy and for each subsequent tardy, the teacher will notify the Assistant Principal for disciplinary action as follows:
3rd tardy, will result in a 30 minute detentions.
4th tardy, will result a 1 hour after school detention
5th tardy, will result a 2 hour after school detention
6th tardy will result in a 4 hour Friday evening detention.
7th tardy will result in one period in the In-School Suspension Room
8th tardy will result in one day in the In-School Suspension Room (potential LOP)
9th tardy will result in class suspension and a parent-teacher conference. (potential LOP)

NOTE: Any student who arrives late to school and/or misses the entire first and/or second hour with an unexcused absence will receive an AM detention.

ATTENDANCE POLICY
Each day students are engaged in a wide range of activities. The student who is absent, for whatever reason, misses these activities, and no amount of effort can ever recreate them. With this in mind, the concerned parent should never allow his or her child to miss school except for the most compelling of reasons. Irregularity in school attendance is one of the major contributing factors to difficulty in school. We expect punctuality and regular attendance.

The Illinois State Board of Education's legal department has interpreted section 26-3A of the School Code to be that a student must remain in school for the entire year if he or she turns 17 while school is in session.

Each student will be allowed to miss up to ten (10) total days or ten (10) days of any one class period per semester. Absences beyond the tenth day may result in the student losing credit for the semester grading period, either for that class period or for all classes during the entire semester. Exceptions to this rule include: absences due to school sponsored activities, documented absences as per medical notes, death in the family, student hospitalization, or court appearance. The final decision regarding absences in question will rest with the administration. Reasonable attempts will be made by a school official to notify a parent/guardian before the tenth absence.

ATTENDANCE PROCEDURE
A. When a child will be absent from school, parents should call (815) 458-2166 between 7:00a.m. - 9:00 a.m. Parents may contact the main office to request missed work. If no phone call is received by 9:30a.m., the attendance center must then call the child's home or the parent's place of employment to find out why the child is not in school. If the school cannot make phone contact with the parent, the absence will be considered unexcused. The parent then has 24 hours to contact the school to explain the absence.

NOTE: PLEASE MAKE PHONE CONTACT SINCE THE OFFICE MUST VERIFY ALL WRITTEN NOTES BY PHONE.
B. When the child returns to school, they will no longer need to report to the office. The phone contact has already made the school aware of the reason for the absence. Teachers will consider all absences excused unless the student's name appears under the unexcused absence column on the daily attendance sheet.

C. If your child must leave school early, or arrive late, due to a medical or dental appointment please notify the attendance center by phone during the above mentioned times. This would be the same for any excused partial absence during the day. Try to make all appointments that must take place on a school day during lunch, or P.E. and be sure that a full school day is not wasted as a result of the appointment.

D. Permission for a prearranged absence should be secured in the office at least 3 days in advance of the absence. Prearranged absences could include the following:
1. Family Vacations
2. Required Court Appearances
3. Religious Holiday or Retreat
4. College Visitation: Maximum of two days verified by college with principal permission.

NOTE: STUDENTS MUST BE IN ATTENDANCE THE LAST SCHOOL DAY OF THE WEEK IN ORDER TO PARTICIPATE OR ATTEND EXTRA-CURRICULAR ACTIVITIES, INCLUDING SCHOOL DANCES, ON THE WEEKEND.

EXCUSED ABSENCES
An excused absence from school allows the student to receive full credit for the missed work. The student has the number of days he was absent to make-up his work and tests. (Example: If the student is absent two days, he would have two school days to make up his work).
Failure to do so could result in loss of credit. The following circumstances will lead to an excused absence for the student:
1. Personal Illness or Injury
2. Medical and Dental Appointments
3. Serious Illness or Death in the Family
4. Court dates are excused absences if the student has a note from a probation officer or traffic judge saying he/she was required to appear in court.

UNEXCUSED ABSENCES
Most other absences, with the exception of those listed above, will be considered unexcused. Unexcused absences may include but are not limited to:
1. Truancy
2. Oversleeping
3. Missing the bus
4. Lack of a ride to school
5. Private vehicle breakdown or failure to start
6. Working
7. No phone contact with parent
8. Family Vacations (if student has poor attendance record)
For all unexcused absences, the student will receive ZERO credit for any work/tests missed.

After 7 absences, a student must have a medical note from a doctor in order for the absence to be excused. If no medical excuse is brought to the office, the absence will be unexcused.

NOTE: Anytime a medical (doctor's) note is provided, that absence will not count against the student in determining their seven days. The following Remediation Plan will be followed for students who have a continual attendance problem:

Phase I: A warning letter will be sent home from the school after four (4) days of absences
without doctor’s notes. This letter serves as a reminder for parents to the number of absences a student has accumulated.

**Phase II**: A truancy letter will be sent home and to Will County Truancy after five (5) days of unexcused absences. Parents and student may be asked to meet with the Assistant Principal. An attendance contract may be put into place. Any student who refuses to come to school is in violation of Illinois’ Compulsory Attendance Law, is truant, and may receive a P-Ticket by local law enforcement.

**Phase III**: After 9 days of unexcused absences a student is considered chronically truant and may be recommended to the Will County Truancy officer for a truancy hearing at the Regional Office of Education. Additionally, a student that is chronically truant will be recommended for placement at the Will County ROE TAOEP (Truants Alternative and Optional Education Program) at Lincoln School in Joliet, IL.

**WE ALWAYS EXPECT STUDENTS TO BE IN SCHOOL. THERE ARE NO GIVEN DAYS WHERE IT IS OKAY FOR THE STUDENTS TO MISS SCHOOL, NO MAGIC NUMBER THAT THEY CAN ACCUMULATE BEFORE THEY SHOULD BEGIN TO WORRY. THEIR PLACE IS TO BE IN SCHOOL!!!**

**MAKE-UP WORK**
A student has the number of days he was absent to make-up his work and tests. If a student was scheduled to take a test or to turn in an assignment the day of the absence, this work or test is due the day the student returns unless the teacher gives special consideration.

**NOTE**: It is the responsibility of the student to contact his or her teachers regarding make-up work. Students are to make arrangements with their teachers during a time when both teacher and student can get together without disrupting the regular class period.

**HALL PASSES**: Students are not permitted in the hall during class time unless accompanied by a faculty member or unless they have an authorized hall pass from a teacher.

**CLOSED CAMPUS POLICY**: The school is a closed campus. Before a student leaves the building or grounds, the Principal or Assistant Principal must be notified by the student's parents.

**NOTE**: Students may not go to the parking lot or leave the school during their lunch hour. They must remain in the school building.

Students guilty of violating the closed campus policy will be subject to the following disciplinary procedures and may also receive a Daytime Curfew Violation P-ticket:

1. First offense/Level II- Friday evening detention from 3:00p.m.-7:00p.m.
2. Second offense/Level III- 1 day out-of-school suspension or 1 day in the In-School Suspension Room.
3. Third offense /Level V- 3 days out-of-school suspension or 3 days in the In-School Suspension Room and potential Loss of Privileges
4. Fourth offense/Level VI- 5 days out-of-school suspension, or 5 days in the In-School Suspension Room and potential Loss of Privileges

Unauthorized persons coming on to the school grounds or into the building will be subject to the following:

1. Such persons will be asked to leave the building or grounds.
2. Failure of such person to leave will result in arrest.
3. Guests or those requesting entry to RCHS will be required to provide an ID which will be used in our Raptor ID system to identify potential conflicts.
FIELD TRIPS
Field trips are a privilege for students. Students must abide by all school policies during transportation and activities. Failure to abide by school rules may result in student discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian. Students may be prohibited from attending field trips for any of the following reasons:
- Failure to receive appropriate permission from parent/guardian or teacher.
- Failing any classes during the current semester
- Having more than one D in any classes during the current semester
- Behavior or safety concerns
- Poor Attendance
- Denial of permission from administration.

WILCO
WILCO offers students from Reed-Custer High School the opportunity to learn skills that our school cannot provide. It is hoped that all of our students can master the skills in the various programs in order to find employment easier after high school.
The program is a costly one, not only in transportation because of distance, but also in tuition and fees for each student. WILCO is a privilege. Therefore, attending WILCO requires a full-year commitment by students.

PREREQUISITES
Must have at least a cumulative 2.00 GPA.
Good attendance record: No more than 15 absences the previous school year
Good discipline record: No more than 5 discipline referrals the previous school year
On pace with credits to graduate on time (Junior/Senior status upon registration for WILCO)
Further examination by administration and counselors upon student request for WILCO

RULES AND REGULATIONS
1. WILCO students are to report to the bus at 11:40a.m. The WILCO bus will depart at 11:45a.m. Students who miss the bus, will be placed in ISSR for the remainder of the day.
2. At all times the bus driver is an extension of a classroom teacher. All policies and regulations that are a part of Reed-Custer High School apply in full at WILCO.
3. Students will be assigned seats on the bus.
4. Students driving their cars must do the following:
   A. Have permission from WILCO.
   B. Have permission from the Administration.
   C. Drive their car in front of the WILCO bus.
   D. No passengers are permitted, only the driver.
   E. Have parent permission.
   F. Show proof of car insurance.
   G. Sign an insurance waiver.
   H. Show proof of a valid driver's license.
5. During assemblies or special programs at school, the student must attend WILCO unless an administrator has given permission to stay. During the time the WILCO student is at school, they will be assigned to the library.
6. On early dismissal days, the student may be required to attend WILCO for the entire session-this means a regular day! (Notes from parents will not be accepted, parental phone contact is needed to possibly excuse the student earlier).
7. The following may lead to immediate dismissal from the WILCO program.
A. Possession or use of drugs, tobacco or alcohol
B. Fighting
C. Insubordination or disrespect shown to the bus driver
D. Behavior that endangers the safety of fellow students
E. Not following the rules or driving your car without permission (see Section 4)

8. If a student is absent a total of 15 days during the school year, the student receives zero credit and is removed from the WILCO program.

9. If a student fails 2 or more classes during the first semester, he/she will be removed from the WILCO program for the 2nd semester and will not be allowed to sign up for WILCO the following year (if applicable) without administrative approval.

**WILCO (BUS) AND VOCATIONAL PROGRAM MISCONDUCT**

LEVEL I: The student will receive a two-hour after school detention or four-hour Friday detention. Parent will be notified and student may be kept back from going to WILCO or work.
LEVEL II: Student removed from the WILCO Program and placed in the In-School Suspension Room for Periods 5, 6 & 7 until a conference with Principal, Assistant Principal, bus driver and parents.
LEVEL III: Student removed from the WILCO Program and placed in the In-School Suspension Room for the remainder of the semester and then placed in high school classes.

**NOTE:** The levels may be reached by a variety of misbehaviors: being tardy or missing the bus, standing up and moving around the bus, spitting, swearing, throwing objects, bringing food, pop, on the bus, etc. In short, you are to sit in your seat, visit with each other, listen to the radio, or study.

**CAREER/TEACHER INTERNSHIP**

**PURPOSE**
The Career/Teacher Internship is an instructional program which combines learning experience gained through regularly supervised employment in the community, or classrooms in the Reed-Custer District, and related occupational or school instruction.

**PREREQUISITES**
Fourth year student with senior credit status.
Background in vocational education.
Must have at least a cumulative 2.00 GPA.
Good attendance record: No more than 15 absences junior year.
Good disciplinary record.

**RULES AND REGULATIONS**
1. Student's job must have approval of the teacher. It must be related to each particular program, and the employer must be willing to cooperate with the school in training and evaluation of the student.
2. Student is aware that the teacher is the recognized authority for making adjustments or changes in the training received.
3. Student will accept counseling and guidance from the teacher as an aid to personal improvement.
4. The student is required to be employed by the 7th school day of each term. Until he/she is employed, the student must actively search for employment by making at least three personal visits to companies per week, with written evidence to the teacher.
5. Student must average at least 10 hours a week in school in part-time designated employment.
6. Student will be punctual and in regular attendance in school and at the training station.
7. Student must be passing in both class and work segments to be retained in the work program for 2nd semester.
8. Since the training station is an extension of the school, published attendance, behavior policies, school rules and regulations are applicable at a training station. Failure to do so may result in removal from the program.
9. If a student is removed from the program, he/she will receive a failing grade for both class instruction and the training station learning experience and will lose both credits.
10. The student must have approval of the teacher to change jobs. If he/she is fired or quits without permission, he/she may fail the work portion for that term.
11. If the student loses his/her job due to theft, he/she will be removed from the work-study program, lose credit for that term, and will not be permitted to enroll in the program again.
12. It is the student’s responsibility throughout the school year to be appropriately dressed and well-groomed both in school and at the training station.
13. The student will behave during the training received through employment in such a manner that he/she will reflect credit upon themselves, the teacher, and Reed-Custer District 255U.
14. If the student is absent from school, he/she must also be absent from work unless given special permission by the teacher.
15. The student must notify the teacher and the employer as early as possible when he/she will be absent.
16. If the student is required to leave school for disciplinary reasons, he/she cannot report to the training station as this is the same as any other classroom subject.
17. The student must attend any function the Internship Class wishes to sponsor in accordance with school rules.
18. The student will pay all normal fees and charges necessary for class activities, such as banquets, conferences, and field trips.
19. The student must provide transportation in accordance with school policy to the place of training. If the student uses a car as transportation to and from work, he/she must observe all traffic regulations and school policies and extreme care. Any infraction of the traffic laws may be sufficient cause to terminate the use of a car in connection with all Career/Teacher Internship activities.
20. The student must remain at the place of employment until the last day of the school year.

ATHLETICS/EXTRACURRICULAR ACTIVITIES
We are a member of the IHSA and are governed by the rules of the Illinois High School Association. In order to retain eligibility, an athlete must have passed 5 out of 7 classes of academic course work in the week or semester preceding. Lastly, in order for students to participate parents and students must register on the school’s 8 to 18 Reed-Custer Athletics webpage and provide a current physical.

SAFETY INFORMATION
FIRE DRILLS
Scheduled and unscheduled fire drills are a necessary part of the school program, and therefore should be considered important to the operation of the school district. The following are suggested regulations for fire drills:
1. Students should be acquainted with fire exits and routes.
2. Upon hearing the alarm (a loud blast on the horn), the class will stand in the aisle and leave the room in an orderly, single file line to the designated exit.
3. Students will be silent, as directions may need to be given.
4. All students will be instructed to walk far enough away from the school to the North parking lot and wait for further instructions. This is to avoid injury and to free roads and areas for fire trucks.
5. Teachers will leave the building with the students, take attendance, and remain with the students during the fire drill.
6. Students return to the building only after a ring of the bells indicates the return to class or instructed to return by their teacher.
7. Upon leaving the classroom the lights are turned out, the door closed, and all students are accounted for.
8. Teachers will take their grade book with them during the drill, for attendance purposes and be the last one out of the room.
9. Fire evacuation routes will be posted in each classroom near the door.
STUDENTS ARE NOT TO RE-ENTER THE BUILDING FOR ANY REASON UNTIL TOLD TO DO SO BY A TEACHER OR THE PRINCIPAL.

Shelter In Place (Tornado) Drills
The warning will be given over the intercom system. Students will be led to the correct interior room in the building and should kneel facing an outside wall with hands over their head. Students are to be away from all glass areas. Early dismissal for tornado watches or warnings will not be made. When a tornado warning is in effect at the time of dismissal, students will be sheltered in the designated areas of the school until the warning is over. NO buses will be sent on routes. Parents may come to the school and pick up their students in case of a tornado.

ALICE Protocols
We will utilize the ALICE protocols in the event of an active shooter. ALICE stands for Alert, Lockdown, Inform, Counter, and Evacuate. These protocols should not be followed in order, but should be used accordingly when teachers and students have good information. The ALICE protocols give teachers and students options during an emergency situation. These options will not guarantee safety, but they will improve the odds of survival. Students and teachers will receive yearly training and drills on these protocols.

Alert  PA system, text message, yelling, gunfire can all alert to a situation
Lockdown  Lock doors, barricade doors, spread out in the room, look for escape routes, get on the same side of the door
Inform  Pass on real-time information
Counter  Is not fighting but taking back control, is age appropriate, is a personal choice, and is a last resort. Countering is making noise, running around, throwing items
Evacuate  Is the #1 goal, removes potential targets, lets parents gather children at an off-campus location

NUCLEAR EMERGENCY
The same procedure will be followed as in the Shelter in Place (Tornado) Drill. If evacuation is necessary students will be taken to JJC or KCC.

BOMB THREAT
Unless the weather is inclement the students will be told to evacuate the building and report to a designated area until the all clear is given. Students will not be dismissed to go home early.

TELEPHONES
Student use of the telephones in the office will be permitted only for emergency situations. Telephone messages to students will be permitted only for emergency situations. Classes will not be interrupted to deliver non-emergency messages.
MIDDLE SCHOOL MISSION STATEMENT

Our mission at Reed-Custer Middle School is to empower all students to find lasting individual success.

To accomplish this mission, we resolve to…

- Ensure strong curriculum, instruction, co-curricular programs, and exposure to college and careers.
- Provide support for all students to reach their maximum potential in all areas of individual growth and by having high expectations for student achievement.
- Promote open communication and involvement with parents and community to foster collaborative culture with collective responsibility for student learning.
- Engage students in personal fitness, health, and appropriate life choices.
- Celebrate the importance of community and civic responsibility by recognizing students who consistently demonstrate outstanding character traits.
- Utilize technology to enhance school communication with parents, and promote student communication and social skills through meaningful interaction with peers, adults, and parents.

We are committed as a school to fostering these ideals, which will allow students to become responsible and productive global citizens.
August 2019

Dear Parents and Students,

On behalf of the teachers and staff, allow me to welcome you to Reed-Custer Middle School. Our motto for the 2019-20 school year at RCMS is “Success is a Choice.” Simply put, we want all of our students to embrace a solid work-ethic, to learn how to overcome adversity, and to maintain good character. Furthermore, we will encourage our students to believe that perseverance and having high expectations truly pays dividends, and, as a result, will translate into continued success, not only in the present but also in high school and beyond.

We truly believe that our mission, in part, is to empower all students to find lasting individual success. In meeting that goal, we will ensure a strong curriculum, provide excellent instruction, and advance our co-curricular programs. Further, we will provide support for all students to reach their maximum potential in all areas of individual growth and maintain high expectations for student achievement.

If, at any time, you become concerned with your child’s progress, or just have a general question, please know that my door is always open or feel free to contact me via e-mail or telephone.

Educationally Yours,

Shane Trager, Principal
Reed-Custer Middle School
815-458-2868, ext. 3202
shane.trager@rc255.net
# 2019-2020 Schedules

## Regular Schedule

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ATTENDANCE
Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child’s age, shall assure that the child attends school during the entire time school is in session.

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

PROCEDURES

1. In case of absence, parents are expected to call the school in the morning between 7:00 a.m. and 9:00 a.m. Homework can be requested if the student is absent for two or more days consecutively. If the student is absent for just one day, the student or the parents can check the website for the Homework Hot Line, or the student can get the missing work when he/she returns the following day.

2. If the first period teacher reports a student absent and a parent has not yet called the office, either a secretary or the assistant principal will call home or work to verify the student's absence with the parent.

Absences will be excused for the following reasons:
   a. Sudden illness verified by a written excuse or phone call from home
   b. Death in the family
   c. Critical illness of a near relative (mother, father, brother, sister, grandparents)
   d. Family emergencies
   e. Court appearances
   f. Dental or medical appointments when prior arrangements have been made and the student attends school prior to or after the appointment. Only in extreme circumstances should a child miss an entire day for a dental or medical appointment.
   g. Up to 5 days if parent is active duty military and has been called to duty for, on leave from, or immediately returned from deployment.

3. Absences will be unexcused for the following reasons:
   a. Trips or visits not due to serious illness or death in the family unless prior arrangements have been made
   b. Absence due to work (baby-sitting, chores, etc.)
   c. Absences due to vacationing parents (The Principal will excuse these if prior arrangements are made).
   d. Truancy
   e. Oversleeping
   f. Missing the bus
   g. Lack of a ride to school
   h. Private vehicle breakdown or failure to start
   i. No phone contact with parent
   j. Family vacations (if student has poor attendance record)

After 7 absences, a student must have a medical note from a doctor in order for the absence to be excused. If no medical excuse is brought to the office, the absence will be unexcused. NOTE: Anytime a medical (doctor’s) note is provided, that absence will not count against the student in determining their seven days.
The following Remediation Plan will be followed for students who have a continual attendance problem:

PHASE I: A warning letter will be sent home from the school after four (4) days of absences without a doctor’s note. This letter serves as a reminder for parents to the number of absences a student has accumulated. All absences from this point forward will be unexcused without a doctor’s note or principal approval.

PHASE II: A truancy letter will be sent home and to Will Co. Truancy after five (5) days of U/E absences. Parents and student will be asked to meet with Assistant Principal. An attendance contract may be put into place. Any student who refuses to come to school is in violation of Illinois’ Compulsory Attendance Law, is truant, and may receive a P-Ticket by local law enforcement.

PHASE III: After 9 days of unexcused absences, a student is considered chronically truant and will be recommended to the Will County Truancy officer for a truancy hearing at the Regional Office of Education. Additionally, a student who is chronically truant will be recommended for placement at the Will County ROE TAOEP (Truants Alternative and Optional Education Program) at Lincoln School in Joliet, IL.

*Additionally, students who miss 16 days, whether excused or unexcused (not including medical notes), will be required to attend summer school for remediation of the days missed.

Just one visit to any classroom in our district will impress the visitor with the number and range of activities in progress. The student who is absent, for whatever reason, misses these activities and no amount of effort can ever recreate them. With this in mind, the concerned parent should never allow his or her child to miss school except for the most compelling of reasons. Irregularity in school attendance is one of the major contributing factors to difficulty in school. We expect punctuality and regular attendance.

The Illinois State Board of Education’s legal department has interpreted Section 26-3A of the School Code to be the following: That a student must remain in school for the entire year if he or she turns 17 while school is in session. Hence, students may not drop out of school on their 17th birthday.

CONCLUSION: As a student, absence from school is a major factor contributing to poor academic performance and failure. As an adult, absence from work is a major factor contributing to a loss of employment. The habits that our students learn as young people will carry over with them for the rest of their lives. We strongly encourage our parents to make every effort possible to have their children at school, each and every day. A student who misses a day of school can NEVER adequately fill that void. There is no way to replicate effectively all of the learning opportunities to which students are exposed each and every day, in each and every class, here at RCMS. For these reasons, please keep in mind the simple guidelines listed below regarding student attendance at school.

1. Get your child to school every day.
2. If the student is legitimately ill, get him or her back to school as quickly as possible.
3. Never schedule vacation time during the school year.
4. If vacations must be taken during school time, limit the school days missed to as few as possible.
5. WHENEVER YOUR CHILD IS GOING TO BE ABSENT FOR MORE THAN 3 CONSECUTIVE DAYS, YOU MUST CALL THE PRINCIPAL, MR. TRAGER, IN ADVANCE, IN ORDER TO GET THE ABSENCE APPROVED.

Excessive absence from school, regardless of the reason, will cause your child major problems. These problems will be serious and certainly hinder the student's academic progress now, while he or she is in school. And you can count on the fact that these problems and consequences will only intensify, once he or she enters the work world.
TRUANCY

A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. (105 ILCS 5/26-2a of the Illinois School Code)

"Chronic or habitual truant" shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days. (105 ILCS 5/26-2a of the Illinois School Code)

"Truant minor" is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused. (105 ILCS 5/26-2a of the Illinois School Code)

Resources and Supportive Services

The following supportive services or interventions are available to students with attendance issues and their parents or guardians:

- Conferences with the administration or other designated school personnel
- Counseling services for both student and family
- Individual Student Attendance Plan designed by the Assistant Principal
- Truancy Referrals

The Principal or designee shall file notice of truancy with the proper authorities to effect compliance with the compulsory attendance ordinances of the City of Braidwood and the laws of the State of Illinois.

Under the ordinance of the City of Braidwood, a parent or guardian who knowingly and willfully permits a child to be truant may be subject to a P-ticket and subsequent fine.

Under Illinois Law, a parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to $1,500.00.

Students who are repeatedly truant will be reported to the Will County Truant’s Alternative Education Program or the Regional Superintendent’s Office for further action.

MAKE-UP WORK

1. It is the STUDENT'S responsibility to present all make-up work within a time period equal to the number of days absent. Work not completed within that time will be handled according to the policy for homework.
2. Assignments completed after unexcused absences or truancy may receive only 50% credit (at the discretion of the Principal).
3. Assignments completed after an out-of-school suspension will be given 100% credit, following the same guidelines for time period to make up work as stated above.
4. Any student who expects to miss classes because of a field trip or other school-sponsored activity must arrange with the teacher of the class to be missed to make up his or her work in advance of the absence. Sponsors will supply each member of the faculty, office, and cafeteria with a list of students to be absent as much in advance as possible of the planned trip.
ACADEMIC REGULATIONS

COURSE OFFERINGS

1. The following Core courses are required:
   a. Language Arts
   b. Mathematics
   c. Science
   d. Social Studies

2. The following Encore courses are required:
   a. Physical Education at all grade levels
   b. Four 9 Week Exploratory Classes (1/4 credit)

<table>
<thead>
<tr>
<th>6th Grade</th>
<th>7th Grade</th>
<th>8th Grade</th>
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<tbody>
<tr>
<td>Computer Apps. 6</td>
<td>Industrial Tech 7</td>
<td>Industrial Tech 8</td>
</tr>
<tr>
<td>Home Economics 6</td>
<td>Health 7*</td>
<td>Health 8*</td>
</tr>
<tr>
<td>Art 6</td>
<td>Career/Consumer Educ. 7</td>
<td>Art 8</td>
</tr>
<tr>
<td>Character Edu. 6</td>
<td>Art 7</td>
<td>Computer Apps. 8</td>
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* Both Health 7 and Health 8 are required classes. Students must pass these two classes in order to be promoted to high school.

3. Each student may choose one other class from the following:
   a. Band (1 credit)
   b. Chorus (1 credit)
   c. Band/Chorus (1 credit)
   d. Study Hall (no credit)

School report cards are issued to students on a nine-week basis. Progress reports will be sent home at mid-term of every nine weeks. For questions regarding grades, please contact the classroom teacher.

SCHEDULE CHANGES

All schedule changes will be made through the guidance office and the administration. Parents will be notified of necessary schedule changes.

PHYSICAL EDUCATION

All students are required to dress for gym class each day unless written doctors’ excuses are presented. Gym suits will be available for purchase at the start of school and from P.E. teachers. Students will take their uniforms home to be laundered every Friday. Students must use their school issued lock to secure their possessions in the locker room. Students who must excessively “rent” PE clothes because they forget to bring their own will receive disciplinary action based on the Policy for PE Rentals.

STUDY HALL

The study hall is, as the name implies, a place for study. For that reason, it is necessary that an atmosphere of quiet study be maintained at all times. All students are expected to bring work and notebooks. Study halls are to be treated the same as other classes. The Bring Your Own Technology (BYOT) applies to study hall. The teachers may issue passes only to the washroom, nurse, guidance office, main office, the LMC, or the Computer Lab. Students may lose their pass privileges from study hall at the discretion of the Team.

BAND*

The main goal of the band program is to teach the student to play an instrument, both as an individual and as a member of the band. The students also learn other aspects of musicianship, such as music reading, expression, breath control, self-control, group cooperation, and participation. With regular practice, all members can experience success.
CHORUS*

Chorus is offered at the middle school level to those students who register for the course. The only requirement is a sincere desire to sing. The chorus performs at concerts, participates in organizational contests, solo and ensemble contests, and at other functions.

*NOTE: Students who elect to participate in band and/or chorus will have limited study hall time (3 times per week, 30 minutes each during Panther Time if no RtI services are required). At the discretion of the principal and with the consultation of the music director, the teaching team, and the parent, a student can be withdrawn from band and/or chorus if his or her Core grades reflect the need for study hall time during the school day.

Parent and student requests to drop band and/or chorus will be considered only at the end of each quarter.

STUDY SKILLS AND MATERIALS

The teachers at Reed-Custer Middle School expect each student to carry a three-ring binder with dividers every day for each period. This binder is the key to student organization, especially for the timely completion of assignments and the crucial review for tests and quizzes. (Every student must have a three-ring binder at all times.)

Students are expected to keep their school issued Student Planner and all handouts in their three ring binder. The binder and the Student Planner must be brought to each class and study hall every day.

SUPPLY LISTS

2019-20 SIXTH GRADE SUPPLY LIST

- Pencil Case, Fabric, 3-hole w/Grommets, 10”x6”
- Pencil Box to store items in locker (optional)
- 4 dozen pencils, #2
- 1 set Colored Pencils 7” (12/set) or Multi-colored pens (LA)
- 1 pkg Crayons (24 count) (SCI)
- 1 pkg Pencil Top Erasers
- 1 Manual pencil sharpener for colored pencils (LA)
- 2 – Pen – Medium Pt. – Blue or Purple (LA)
- 2 Glue Stick, washable (SCI)
- 1 Index Cards, 3”x5” ruled, white (100/pkg) (SCI)
- 1 Filler Paper, wide rule (120/pk)
- 1 set Dividers, 3-ring, 5 tab, 11”x8.5”
- 4 Highlighter, chisel tip, (1 yellow, 1 pink, 1 orange, 1 blue (LA/Science)
- 4 Highlighter, chisel tip, yellow (LA)
- 1 Binder or Trapper Keeper, 3-ring, durable, 3”
- 2 Plastic Folders, 3-prong, 2 pocket, any color (LA/MA)
- 4 Expo Dry-Erase Markers (MA)
- 1 Roll Paper Towels (SCI)
3 boxes Facial Tissues (PT)
1 Canister of Antibacterial Wipes (PT)
2 Deodorant (stick only)
1 Basic Calculator (MA) (optional)
Library Card to Fossil Ridge Library

2019-20 SEVENTH GRADE SUPPLY LIST

Pencil Case, Fabric, 3-hole w/Grommets, 10”x6”
4 pkg Pencils, #2, dozen
2 Thin Expo Markers
1 Sharpie (Geo)
2 packs 3”x3” Post-It Notes
1 set Colored Pencils 7” (12/set)
2 pkg Pen – Medium Pt. – Blue or Black
2 Pen – Medium Pt. – Red (Career Consumer)
2 3 pack Highlighters, 3 color variety (All subjects)
2 pack Filler paper, wide rule (120/pk)
2 Spiral Notebooks, 70 ct
1 ½” – 3 ring binder (Math)
1 pack 5 tab dividers
10 – 2 Pocket Vinyl Folders, w/prongs, (Sci-4 red, LA-2 blue or purple,
Math-2 green, Geo-2 yellow)
Calculator, basic function, 2 line, dual power (i.e., TI30x)
2 boxes Facial Tissues (PT)
2 Deodorant (stick only)
Library Card to Fossil Ridge Library

2019-20 EIGHTH GRADE SUPPLY LIST

3 dozen pencils, #2 (Core/Art)
1 set Colored Pencils 7” (12/set)
4 – Pen – Medium Pt. – Blue or Black
4 – Pen – Medium Pt. – Red
1 pack Pencil Cap Erasers (12/pack)
1 pair Scissors, 5”, pointed tip
2 Glue Sticks, washable
Wooden Ruler, 12”, Inch & cm, NO center holes
2 pkg 3” x 5” Index Cards, ruled
2 packs 3” x 3” Post-it Notes
10 Spiral notebooks, 70 ct
3 Filler paper, wide rule (120 pack)
2 Highlighter, chisel tip, yellow
Calculator, scientific, (TI-30XIIIs version)
2 boxes Facial Tissues
10 – 2 Pocket Folders w/prongs
1 roll Paper Towels
1 roll Tape, invisible w/dispenser
1 Correction Tape, w/dispenser
1 Sharpener, pencil & crayon, dbl barrel
2 deodorant (stick only)
Library Card to Fossil Ridge Library

* Supplies may need to be replenished second semester or be replaced as necessary.

**HOMEWORK AND DAILY ASSIGNMENTS**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on the student’s teacher, ability, and grade level.

REED-CUSTER MIDDLE SCHOOL STUDENTS MUST SEE THE IMPORTANCE OF COMPLETING ALL OF THEIR HOMEWORK ASSIGNMENTS, AS WELL AS THE VALUE OF TURNING THESE ASSIGNMENTS IN AT THE DESIGNATED TIME. REFUSING TO DO HOMEWORK NEGATIVELY IMPACTS A STUDENT’S GRADE AND CAN LEAD TO FAILURE. REFUSING TO DO HOMEWORK IS NOT AN OPTION THAT IS AVAILABLE TO THE STUDENTS IN THIS SCHOOL.

Every child should have his or her own quiet corner and a regular time for reading and studying at home. Homework is purposeful when it provides needed practice in newly developed skills, helps train a child to work independently, and enriches and extends his school experiences.

Parents should talk about school with their children each day, check on homework assignments, discuss the assignment, check to see that the assignment has been completed, and then sign the child's assignment book, when appropriate. Parents should never do a homework assignment for their child, but after discussing the assignment, should allow the child to complete the assignment independently.

Assignments should always be turned in at the time designated by the teacher. If a student turns an assignment in late, but prior to being referred for Time for Homework Thursday (#THT), he/she will receive 75% credit. If a student is assigned a #THT, he/she will receive 50% credit, as long as the assignment is turned in by the end of the #THT process. At the end of the #THT process, no credit may be assigned.

Each of the Teams will have the authority to develop and implement plans to help the students exhibit good study skills in regards to submitting homework on time. These plans will be based upon the underlying philosophy stated above.

**#THT (TIME FOR HOMEWORK THURSDAY):**
Students who fail to turn in assignments or homework will be the subject to the #THT policy. During the #THT process, students may complete missing work for partial credit (see above page for details).

1. On the first day of the week, each team will complete a #THT referral for students who are missing homework from the previous week, and a list will be compiled.

2. Each student on the list will be required to attend #THT on Thursday of that week from 3-4:30 and must stay for the duration. The purpose of this time will be for students to complete missing work, ensure that upcoming assignments are completed, model the appropriate time and setting for homework, and have a teacher to help with questions and organization.

3. The Assistant Principal will notify each student and his or her parent (by automated call) of the requirement to attend #THT on Thursday.

4. Students who do not attend, refuse to work, or fail to complete work during #THT will be assigned a Saturday detention from 8:00 a.m. – noon.

5. The Assistant Principal will have a phone or in-person conference with parents of students who are chronically (at least 4 times in a quarter) in #THT.

6. Students who continue to be chronic may be subject to a check-in/check-out process, contract, and/or additional meetings with Principal or Assistant Principal.

NATIONAL JUNIOR HONOR SOCIETY

Students who achieve cumulative grade point averages of 3.75 are scholastically eligible for membership in the National Junior Honor Society. Eligible students are encouraged to complete a Student Activity Information Sheet, which the Faculty Council will use, along with their own experiences and interview with the student, to judge qualities of leadership, citizenship, character, and service to school and community. Students who are selected by the Faculty Council will be inducted into the Honor Society at a special Induction Ceremony and Banquet.

The National Junior Honor Society is a service organization. Past projects have benefited the local food pantry, St. Joseph Hospital, and the Kankakee County Humane Foundation.

PROMOTION/RETENTION/REMEDICATION

No student will go through the promotion exercise who has not totally met the academic requirements and passed the required Constitution Tests in Eighth Grade. The official promotion list will be announced as soon as all district assessments have been completed and teachers have compiled grades. Students who fail one or more core classes will be required to complete a remediation plan (i.e., summer school). Students who fail to complete the remediation plan successfully will be retained.

Students who are cumulatively failing two or more core classes after the first semester will be required to attend #THT weekly for the duration of the 3rd quarter. The student’s grades will be reviewed at the end of the 3rd quarter to determine further participation in mandatory #THT. If necessary, RCMS administration will communicate with parents to provide students additional time to remedy failing grades by assigning Saturday School.

All students, but especially those who are struggling academically, are encouraged to participate in the programs RCMS has in place to provide extra help. Early Bird Homework Help is offered daily from 7:25-7:55 AM in the LMC and Lab 503. Any student may choose to attend #THT if he/she needs extra time or assistance in completing assignments. Students are encouraged to secure study hall passes to obtain additional assistance from teachers for classes in which they are struggling. Students may also arrange to obtain additional assistance from individual teachers before or after school if prior arrangements are made.
FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are on school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral, attendance, or safety concerns;
4. Denial of permission from administration;
5. Other reasons as determined by the school.

EIGHTH GRADE CLASS TRIP

The Eighth Grade Class Trip is a traditional privilege earned by eighth graders eligible for promotion to high school. A student who does not meet promotion requirements at the time of the trip will not be permitted to attend. RCMS must make every effort to ensure that misbehavior by individuals on the trip does not ruin the trip for the group. Those eighth graders who accumulate 6 Misconduct Detentions (of any length of time) or 1 Out-Of-School Suspension will lose the privilege of attending the eighth grade dinner dance and the eighth grade class trip. The principal/assistant principal will have the final discretion of disqualification for the eighth grade dinner dance and the eighth grade class trip.

SPECIAL SERVICES

GUIDANCE AND COUNSELING: The guidance counselor is available to help each student make the most of his abilities and opportunities so that the years in the middle school will be rewarding ones. Each student is encouraged to contact the counselor whenever a problem arises, which interferes with success at school, social or family relationships, or even when he or she is "just worried about something". The counselor will help the student to see the problem clearly, examine the choices, and identify what might happen as a result of each choice. The counselor is also available to assist in study skills, decision-making, and vocational planning. Counseling is CONFIDENTIAL, and the student's concerns are not discussed with others without his or her expressed permission.

If a student wants to see the counselor, he or she can set up an appointment by obtaining a pass from the counseling office, stating the time and date agreed upon. Parents are always welcome to call or visit the Guidance Office when they wish to discuss the progress of their child.

SUPPORTED EDUCATION: Reed-Custer Middle School has a program of Supported Education available at all three grade levels. Our school is committed to providing educational services to as many students as possible within the regular classroom. Several sections of classes at each grade level will include an additional Support Teacher(s) to assist students in their quest for academic achievement.

As part of this program, certain students will be identified by the RCMS Student Assistance Team as being in need of extra support. Parents will be notified as to this recommendation. Some of the criteria for determining this identification will include the following:

1. Students with Individualized Education Plans through Special Education.
2. Students with a history of poor achievement and failure.
3. Students who have been previously retained.
4. Students who have previously exhibited poor decision-making skills regarding appropriate behavior.

Students who qualify for assistance through Supported Education may receive revised curriculum and assessment expectations within certain classes.
LIBRARY MEDIA CENTER (LMC)

The Library Media Center is open to students, teachers, parents, and staff of the Reed-Custer Middle School. While using the LMC, patrons will be expected to follow the regular classroom behavior rules. Students are encouraged to check out books and other media sources. Most materials are checked out for a two-week lending period and may be renewed for another week. Students having overdue materials are not charged fines, but will be expected to pay for lost or damaged items.

BUILDING REGULATIONS

PARKING: The school has 111 regular spaces available for school visitor parking. The school also has 7 visitor spaces and 5 handicapped parking spaces. Those dropping off and picking up children must do so in the front of RCMS. Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

ENTRY AND DEPARTURE TIMES: Students are permitted entry into the building no earlier than 7:25 AM, and classes begin at 8:00 AM. No student is allowed in the hallways before 7:55 AM unless he/she has a hallway pass from a teacher, or he/she is attending a co-curricular meeting or team practice supervised by a sponsor or coach. Students who regularly walk or ride bikes to school should plan to arrive between 7:40 a.m. and 7:50 AM. Adult supervision begins at 7:40 a.m.

Students are dismissed at 3:00 PM and expected to depart from the school building by 3:15 PM unless participating in an organized activity under the supervision of a faculty member.

CLOSED CAMPUS POLICY: The school is a closed campus. Before a student leaves the building or grounds during the school day for any reason, he/she must have the permission and be signed out at the office. If a student leaves the building without permission, he/she could be subject to a Saturday morning detention or in-school suspension.

1. First offense: Saturday morning detention.
2. Second offense: In-School Suspension (1 day)
3. Third offense: In-School Suspension (2 days)
4. Fourth offense: In-School Suspension (3 days)

All suspensions will be made according to the Suspension Policy (See Disciplinary Procedures).

VISITORS: All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, record the date and time of arrival, and indicate the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as guests and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are self-expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

SCHOOL OFFICE AND TELEPHONE

Students will be called to the office telephone only in case of emergency. Classes will not be interrupted to deliver non-emergency messages. Parents are urged to schedule non-emergency appointments for after the school day or on weekends.
Students may use the office telephone only in the case of emergency and for arranging transportation with parents. Social calls are not permitted. In addition, the office telephone is the only method allowed for communicating with parents (no texting or calling from cell phones).

**FEE PAYMENT**

Students who do not pay school-related fees on time are at a risk of forfeiting their participation in extra-curricular activities such as athletics, graduation ceremony, field trips, dances, etc. until the fee is paid.

**LOCKERS**

Each student is assigned a school locker for his or her personal items and textbooks. Any problems with the lock or locker must be immediately reported to the administration office. The security of the locker is the responsibility of the student. Lockers must be kept neat and orderly. They are not to be defaced in any manner.

A student’s locker is for his/her own use and may not be changed without the permission of the Principal. Students are not to deface lockers inside or outside with decals, pictures, or stickers that cannot be easily removed. Open cans or bottles of drinks, along with open containers or wrappers of food, are not allowed at any time in a school locker. Students who violate these guidelines will be disciplined and can have their lockers taken away.

*NOTE: Lockers are the property of the Reed-Custer School District and are subject to inspection whenever it is deemed advisable or necessary by the administration.*

**LUNCH ROOM**

Hot lunches and other food items will be available daily in the school cafeteria. Supervising teachers are on duty each day, and students are expected to follow all cafeteria rules and guidelines, as well as any directions given them by these supervisors. This includes sitting at the table to which they are assigned. There will be no technology allowed in the cafeteria. Passes will be issued for the restroom only.

**LUNCH RULES:** Student may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area; and, after getting their lunches, shall immediately sit at the table designated by Panther Time. Students shall remain seated until dismissed by the supervisor, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to the assigned location. Students shall follow all cafeteria rules during lunch.

**CAFETERIA RULES**

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons, and other items.
6. Students shall not trade food.
7. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
8. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior will result in disciplinary action in accordance to the school’s disciplinary procedures.
BICYCLES/SKATEBOARDS/ROLLER BLADES

Bicycles are to be parked at the appropriate location upon arrival at school and are not to be used until the end of the school day. Bicycles must be registered with the town of Braidwood and should be locked at all times during the school day. The school is not responsible for stolen or damaged bicycles. If roller blades/skates are brought to school, they must also be locked and kept at the bike rack area. Roller blades are not allowed on school grounds beyond the bike rack. Skateboards may not be ridden on school property, but can be carried into the school and checked in at the office. The school is not responsible for stolen or damaged skateboards or roller blades.

DISCIPLINARY PROCEDURE

NOTE: Rules governing disciplinary procedures can also be found in the District section of this handbook.

TARDIES: Students have the responsibility to be on time for all classes. A student will be considered tardy if he/she is not seated within the required time. Tardies will accumulate during each semester but will not be carried over to the next semester. Students who are late to school must report first to the main office before going to class. If a student is tardy to school, these accumulate separately from tardies to individual classes. For instance, if a student comes to school tardy without valid reason during 1st period one day, then during 2nd period another, this counts as 2 tardies to school. Students can also accumulate tardies to individual classes during the day. Students who are chronically late to school will be assigned Tardy Detentions based on the TARDY POLICY as follows:

TARDY 1 - TEACHER RECORDS THE TARDY AND SENDS A CARD TO THE OFFICE (WARNING FROM TEACHER TO STUDENT)
TARDY 2 - TEACHER RECORDS THE TARDY AND SENDS A CARD TO THE OFFICE (ASST. PRINCIPAL HAS A CONFERENCE WITH THE STUDENT)
TARDY 3 - TEACHER RECORDS THE TARDY AND SENDS A CARD TO THE OFFICE (ASST. PRINCIPAL HAS A CONFERENCE WITH THE PARENT; 30 MINUTE DETENTION)
TARDY 4 - TEACHER RECORDS THE TARDY AND SENDS A CARD TO THE OFFICE (REFERRAL TO COUNSELOR; 60 MINUTE DETENTION)
TARDY 5 - TEACHER RECORDS THE TARDY AND SENDS A CARD TO THE OFFICE (ASST. PRINCIPAL HAS A CONFERENCE WITH THE PARENT; 1.5 HOUR DETENTION)
TARDY 6 - TEACHER RECORDS THE TARDY AND SENDS A CARD TO THE OFFICE (ASST. PRINCIPAL HAS A CONFERENCE WITH THE PARENT; 2 HOUR DETENTION)
TARDY 7 - TEACHER RECORDS THE TARDY AND SENDS A CARD TO THE OFFICE (PRINCIPAL HAS A CONFERENCE WITH THE PARENT; 4 HOUR SATURDAY MORNING DETENTION) THEREAFTER, THE STUDENT AUTOMATICALLY RECEIVES A FOUR HOUR SATURDAY DETENTION FOR ANY ADDITIONAL TARDIES.

STUDENT CONDUCT

Rules and regulations relating to the conduct of students during school hours and after school activities shall be formulated under the direction of the Superintendent of schools.

It shall be the policy of the Reed-Custer Middle School to operate with the minimum number of rules of conduct necessary for a good educational program in a friendly atmosphere that is conducive to good study habits and good citizenship. It shall be the responsibility of the teachers and administrators to see that those rules are fair and reasonable and that they are necessary for the successful operation of the school. Reed-Custer Middle School shall insist, however, that all rules that have been formulated and approved by those in authority shall be obeyed. Each teacher and administrator shall assume the responsibility of enforcing the rules in the school building, on the campus, at any school-sponsored function, or on any school-sponsored trips.
CLASSROOM MISCONDUCT

The classroom teachers have direct responsibility for maintaining classroom management. The classroom teacher will handle incidents of classroom misbehavior and may remove students from a classroom for disruptive behavior.

Each classroom teacher will handle general classroom disruption by using behavioral interventions, e.g. making a personal call to the parents or guardians, and/or scheduling conferences with parent(s)/guardian(s) and other staff, including administration. Additional intervention measures may include the use of focus cards, seating changes, teacher-student conversations, positive reward systems, and behavior contracts.

Students who consistently exhibit inappropriate behavior will have their parents or guardians notified by the classroom teacher. Only when the actions taken by the classroom teacher prove to be ineffective or when a student commits a severe disruption to the educational process will the student be referred directly to the administration. The administration will communicate with the teacher in regard to which interventions were used to stop the misbehavior.

At Reed-Custer Middle School, the disruptive behavior of one student will not be allowed to prevent the rest of the class from learning. Procedures will be thoroughly reviewed with all classes at the start of the year.

STUDENT MISCONDUCT

Incidents of student misbehavior inside or outside of the classroom (hallway, restrooms, cafeteria/commons, on the school grounds, etc.) will result in a detention. The accumulation of detentions will provide the following sequences or progressive disciplinary steps:

- 1 detention - lunch detention
- 2 detentions - 30 minutes
- 3 detentions - 60 minutes
- 4 detentions* - 90 minutes
- 5 detentions/Level I - 2 hour after school detention on Tuesday or Thursday from 3:00 – 5:00 p.m.
- 6 detentions/Level II - 4 hours Saturday morning detention from 8:00 A.M.-12:00 noon
- 7 detentions/Level III - 1 day out of school suspension or one day in the In-School Suspension Room
- 8 detentions/Level IV - 2 days out of school suspension or two days in the In-School Suspension Room
- 9 detentions/Level V - 3 days out of school suspension or four days in the In-School Suspension Room
- 10 detentions/Level VI - 4 days out of school suspension or four days in the In-School Suspension Room
- 11 detentions/Level VII - 5 days out of school suspension or five days in the In-School Suspension Room.

*When a student receives 4 detentions, he/she will not be able to attend co-curricular activities for the remainder of the semester.

*Note that levels of progression may be skipped according to the degree of seriousness of the behavior.

*If a student fails to attend his/her assigned detention, the student will receive additional disciplinary consequences.
RULES AND REGULATIONS

Any organized group must have rules and regulations to govern its activities, and that is true of the school. The general rules listed below are formulated for the purpose of making your stay in middle school as pleasant and profitable as possible without any intention of encroaching on your reasonable right as an individual. These rules are formulated on the reasonable assumption that one individual should not be allowed a privilege that cannot be given to everyone.

The rules and regulations included in Parent and Student Handbook are guidelines for students, parents, teachers, and counselors. For any deviation from the guidelines, the approval of the Principal must be obtained.

The administration may waive the rules and regulations based upon emergency or unusual situation. All such decisions shall be made in accordance with the purpose and intent of the policies and procedures of the Board of Education.

1. Students must be in a class or in the lunchroom during the school day.
2. Students are not permitted to leave the school building while school is in session without permission from the administration. Any student who enters or leaves school must sign the attendance sheet in the office and have permission from the office as well.
3. Students who expect to miss classes because of a field trip or other school-sponsored activity must arrange with their teachers to make up their work in advance of the absence. Sponsors will supply each member of the faculty, office, and cafeteria with a list of students to be absent one week in advance of a planned absence.
4. Students shall not write on walls, desks, or deface or destroy school property.
5. Students are not to adjust windows, blinds, or other classroom equipment.
6. Chewing of gum is not permitted in the school building.
7. Rollerblades are not permitted at school.
8. Water guns, play guns, and/or real guns are not permitted at school.
9. Cameras are not permitted to be used at school without permission from the principal.
10. One-day notice must be given to the student in advance of serving the detention. Building detentions will be held on Tuesday and Thursday after school from 3:00 p.m. – 5:00 p.m.
11. Students are not to run, shout, push, skateboard, or loiter in the corridors.
12. Hugging and kissing or any inappropriate displays of affection are prohibited.
13. Any student involved in fighting faces up to a 10-day out-of-school suspension.
14. Students may be required to stay after school even though they are riding the bus. The student is responsible for his/her transportation in such instances. The student will be given one day’s notice.
15. Safety glasses are required by law for students in shop and laboratory setting.
16. Any student who is caught setting off a false fire alarm, or tampering with any fire or safety equipment, will be suspended.
17. Students are expected to be appropriately dressed and groomed while at school. Fads of extremes of any type cannot be accepted. (See Dress Code.)
18. Organization activities of any kind are not to be held in the general office.
19. Suspensions: A student suspended out of school will be permitted to make up school work assigned during the suspension for 100% credit, following the same time guidelines as stated in the section on “Make-up Work.”
20. Skipping Class: The first time a student skips a class but remains in the building, the student will receive a detention for the missed class that day. Subsequent skipping of class will lead to In-School Suspension Room.
21. The throwing of snowballs on school grounds is not permitted. A student will receive a detention for throwing snowballs.
22. Any student in an unauthorized area of Reed-Custer Middle School during the school day will receive a detention.
23. Students must refrain from using foul language while in the building or under the supervision of school personnel.
24. All students must leave the premises of RCMS BY 3:15 P.M. every day unless they are under the supervision of a faculty or staff member.
25. Students are not allowed to bring in food or drinks or place orders during the school day from outside establishments. Eating of food or candy at lockers or in hallways is prohibited.
26. Students are not allowed to bring open beverage container/outside drinks (Polar Pops, McDonald’s, etc.) to school.
27. Reed-Custer Middle School Dances:
   a. No High School students will be permitted to attend any dances at Reed-Custer Middle School or the Reed-Custer Middle School Eighth Grade Celebration Dinner/Dance.
   b. Reed-Custer Middle School students will not be permitted to bring a date from outside Reed-Custer Middle School to the dances.
28. Students who wear clothing/apparel that could conceal a weapon are subject to a search. Example: Trench Coat.
29. Students cannot wear headphones connected to I-pods or phones during the school day in the hallways, cafeteria, or during class. Students must keep them in their locker during school hours.
30. Book bags/handbags may be used to transport books and supplies to and from school but are to remain in lockers throughout the school day. Handbags large enough to carry textbooks will be considered book bags.
31. Fidgets (including, but not limited to, spinners) are prohibited unless in a student’s plan that has been approved by the administration. Fidgets will be confiscated and a consequence issued.

**SCHOOL DRESS CODE/STUDENT APPEARANCE**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Students in violation of the school dress code will be asked to change into their Physical Education clothes. Students who repeatedly violate the school dress code will face disciplinary action.

1. Students will not be permitted to wear any type of clothing representing inappropriate subjects such as drugs, alcohol, or tobacco products on school property or at any school event.
2. Students will not be permitted to wear any type of clothing representing guns, knives, or other weapons, racism, sexism, anti-Semitism, Klu Klux Klan, bars, saloons, drinking establishments, or other types of inappropriate clothing. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Students are not allowed to wear tank tops while on school property or at any school event.
4. Students are not permitted to have any type of chains hanging from their clothing or from their body while on school property or at any school activity.
5. Students will not be permitted to wear mushroom necklaces or other inappropriate jewelry while on school property or at any school activity. Students will not be permitted to wear choker/dog collars.
6. The following are not to be worn in school:
   a. Coats, hats, head coverings. Any hat brought to school shall be removed before entering.
   b. Sunglasses in the building unless prescribed by a physician.
   c. Contact lenses that impair members of the faculty from observing the student’s pupil.
d. Belly tops, halter tops, tube tops, low cut dresses or blouses, see-through mesh shirts, tops or blouses
e. Muscle shirts, tank tops, swimsuits, spandex-type wear
f. Gang attire including bandannas, jewelry featuring guns or marijuana leaves
g. Onesies, including, but not limited to, costumes and pajamas
h. Appearance which causes distraction to the academic climate of the school
i. Any clothing or appearance contrary to the spirit of the dress code.

7. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during gym.
8. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
9. The length of shorts, skirts, or location of holes in jeans shall be subject to the “fingertip test.”
10. Appropriate footwear must be worn at all times.
11. If there is any doubt about dress or appearance, the Principal or Assistant Principal will make the final decision.
12. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

STUDENT DISCIPLINE (Board Policy 7:190)

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials or electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing or selling the following:
   a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
   b. Any anabolic steroid or performance-enhancing substance not administered under a physician’s care and supervision.
   c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
   d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance…(a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
   e. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one…(a) that a student believes to be, or represents to be, an illegal drug or controlled substance (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
   f. Drug paraphernalia, including devices that are or can be used to…(a) ingest, inhale, or inject cannabis, or controlled substances into the body (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a firearm or “look alike,” knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using or possessing an electronic paging device.
6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Bullying, hazing or any kind of aggressive behavior, or encouraging other students to engage in such behavior.
10. Causing or attempting to cause damage to, or attempting to steal or to steal school property, or another person’s personal property.
11. Being absent without a recognized excuse.
12. Being involved with any public school fraternity, sorority, or secret society.
13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols and paraphernalia.
14. Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to conduct that may reasonably be considered to (a) be a threat or an attempted intimidation of a staff member (b) endanger the health or safety of students, staff, or school property.
16. Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”
17. Using, purchasing, selling, or possessing any performance-enhancing substance on the Illinois Elementary School Association’s most current banned substance list, unless administered in accordance with a prescription.

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

No disciplinary action shall be taken against any student who is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psycho-stimulant medication to the student.

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

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

Disciplinary Measures
Disciplinary measures may include the following:

1. Disciplinary conference.
2. Withholding of privileges.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.

5. Suspension of bus riding privileges, provided that appropriate procedures are followed.

6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.

7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.

8. Notifying parents/guardians.

9. Temporary removal from the classroom.

10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.

11. After-school study or Saturday study, provided the student’s parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

12. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

A student may be immediately transferred to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

**Weapons**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.
The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

GANG & GANG ACTIVITY

“Gang” is defined as any group, club, or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall (1) wear, possess, use distribute, display, or sell any clothing, jewelry, paraphernalia, or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership of any gangs (3) request any person to pay protection or otherwise intimidate, harass, or threaten any person; (4) commit any other illegal act or other violation of district policies (5) or incite other students to act with physical violence.

SEARCH AND SEIZURE

In order to maintain safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

“School authorities” include school liaison police officers.

SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as 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.

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

STUDENTS: School authorities may search a student and/or the student’s personal effects in the student’s possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age, sex, and the nature of the infraction.

SEIZURE OF PROPERTY: If a search produces evidence that the student has violated or is violating either the law or the school or district’s policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

AGENCY AND POLICE INTERVIEWS (Board Policy 7:150)

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will (1) recognize individual student rights and privacy (2) minimize potential disruption (3) foster a cooperative relationship with public agencies and law enforcement and (4) comply with State law.

POLICE SEARCH AND INTERROGATION
The School District will cooperate with law enforcement agencies regarding student search and interrogation. Law enforcement officials may initiate a search or interrogation while possessing a valid warrant. Immediate circumstances may require a warrantless search or interrogation. A district certified employee will be present at all searches and interrogations. The provisions of this policy will not be interpreted to restrict the Department of Children and Family Services or its designee from making an investigation on school premises under the Abused and Neglected Child Reporting Act.

The Administration will notify the parent/guardian of the student as soon as possible and furnish a written memo to the Superintendent.

MAINTAINING A SAFE AND PEACEFUL SCHOOL ENVIRONMENT

The teachers and staff at Reed-Custer Middle School are totally committed to doing everything possible to provide for our students a safe and peaceful school environment in which to learn. Over the past few years, we have initiated a number of programs aimed at accomplishing this goal. Many of these programs and activities occur during our Advisory Period known as Panther Time. We continue to explore new and better ways to accomplish this goal, evidenced by the implementation of a Safe Schools Program entitled “Safe School Ambassadors.” All of these programs are aimed at helping students make good choices when confronted with conflict, choices that will lead to a peaceful solution of the conflict and not cause anyone to resort to violent behavior.

Violent behavior and physical attacks of any kind cannot and will not be tolerated at Reed-Custer Middle School.

Any type of physical aggression (hitting, pushing, kicking, etc.) by one student against another, or by two or more students interactively, can lead to the following consequences:

First Offense: Student(s) isolated in office and sent home for “cooling off” time. Saturday School (more severe depending on circumstances). Parent contact and meeting with Police Resource Officer. Possible filing of criminal charges.


Third Offense: Out of School Suspension. Filing of criminal charges. Possible recommendation for expulsion

It is often difficult for school personnel to determine which student starts a fight. Therefore, any student who engages in behavior perceived as fighting is subject to appropriate disciplinary consequences. Self-defense will only be considered if the student has made every reasonable effort to remove himself/herself from the situation and escape the altercation. A student who “fights back” without making every effort to avoid conflict will be subject to disciplinary consequences.

GUIDELINES FOR ADDRESSING THREATS (NO WEAPONS INVOLVED) STUDENT TO STUDENT

CLASSIFICATION OF THREATS:

TYPE I: Threatening comments regarding physical harm to another student, (kick your butt, beat you up, etc. - no actual weapon involved).

1st - *Verbal warning to student from Assistant Principal or Principal Parent Contact Documentation

2nd - *2-Hour After School Detention or Saturday Morning Detention Parent Contact
Police Contact
Documentation

3rd - Out-of-School Suspension (1-4 days)
Parent Meeting
Police Notification
Documentation

4th - Out-of-School Suspension (5-10 days)

TYPE II: Threatening comments referring to guns, knives, or other weapons (no actual weapon involved).

1st - Isolation of student from rest of student body.
Parent meeting before returning to school/classes.
Verify the circumstances and validity of the threat.
Police meeting with parent and/or student.
Students may be suspended up to three days and/or arrested.

2nd - Out-of-School Suspension (minimum of 3 days).
Parent meeting before returning to school.
Police Contact -- possible pressing of criminal charges.

3rd - Out-of-School Suspension (maximum 10 days suspension).
Consider recommendation for expulsion to School Board.
Policing Contact -- possible pressing of criminal charges.
Serious threatening comments may result in detention or suspension.

TYPE III: Threatening comments referring to guns, knives, or other weapons (actual weapon involved).

If the threat involves the possession of an actual weapon, then the consequences of the incident would follow the District section of the handbook on **POSESSION OF WEAPONS**.

**BULLYING/CYBER-BULLYING** – We believe that students are entitled to learn in a school environment that is safe and secure. We will take reasonable steps to protect all students from the harmful effects of bullying and cyber-bullying that occur at school and/or that interfere with student learning and orderly school operations. All forms of bullying are contrary to Illinois law and the policy of Reed-Custer District 255-U. See page 24 of the District Handbook for the District Bullying Policy.

**Prohibited Conduct**
Students are prohibited from bullying and cyber-bullying actions or communications directed toward other students which…
1. Occur on, or are delivered to, school property or a school sponsored activity or event on or off school property
2. Occur off school property or outside of a school sponsored activity or event, if the conduct interferes with a student’s educational opportunities, affects a student’s mental/physical health or substantially disrupts the orderly operations of the school or school sponsored activity or event
3. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

**Definitions**
1. “Bullying” means a single significant incident or a pattern of incident involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student.
2. “Cyber-bullying” means conduct defined in paragraph 1 that takes place through the use of electronic devices, including but not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
3. “Teen Dating Violence” occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship or uses or threatens to use sexual violence in the dating relationship.

4. Physical abuse, includes physical contact, or which by its nature, is provoking or endangers the health or safety of any person. This contact can be either through direct physical contact or through the use of any object.

5. Verbal abuse and/or abusive behavior, includes threats of harm, intimidation, harassment, hazing, coercion, and/or other conduct which threatens or endangers the health or safety of any person or which places them in fear of being physically harmed.

6. “Sexual harassment” or misconduct which includes any unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature including:
   a.) Deliberate touching of another’s body and/or sexual parts without consent;
   b.) Deliberate sexual contact of another without consent;
   c.) Obscene or indecent behavior, which includes, but is not limited to, display of sexual behavior that would be reasonably offensive to others;
   d.) Such conduct that has the purpose or effect of substantially interfering with an individual student’s performance or creating an intimidating, hostile, or offensive educational environment.

**Disciplinary Consequences**

Administrators have the discretion to determine appropriate disciplinary consequences and/or interventions for violations of this policy based upon the relevant facts and circumstances in a particular case, including but not limited to the age and maturity of the students involved; the type and frequency of the behavior; a student’s willingness to cooperate in the investigation and correct behavior; and the student’s prior disciplinary record.

Disciplinary consequences may include detention, suspension, or expulsion from school. In addition, students may be required to participate in education programs, mediation, counseling, and/or other programs and/or activities to address and prevent reoccurrence of bullying and cyber-bullying behavior. Additionally, students who threaten reprisal or retribution against any person who reports an act of bullying may receive supplemental consequences.

1st Offense - Student(s) will be warned by the Assistant Principal or Principal. (Disciplinary consequences can occur depending on the circumstances.) Meeting with Counselor to prevent a repeat.
   Documentation of incident in student file.

2nd Offense - Student(s) will be issued a minimum of 2-Hour after school Detention.
   Parents will be contacted by school authorities for a meeting.
   Additional counseling to prevent a repeat.

3rd Offense - Student(s) will be issued a minimum of Saturday Morning Detention.
   Student and parents will meet with the Police Resource Officer.
   Outside counseling will be suggested.

4th Offense - Student(s) will be suspended from school.
   Parents and student(s) must meet with the school authorities and the Police Resource Officer before returning to school.
   Case may be taken to the School Board for consideration.

**SPECIAL NOTES:** If a physical threat is involved in the incident, then the policy on Physical Threats will take precedence. If any type of physical action against the victim is involved, then the policy on Physical Aggression will take precedence.

**SYSTEM OF DISCIPLINARY PROGRESSION**
Each punishable offense committed by a student will carry a prescribed punishment or penalty. If the student has already served a penalty at the prescribed level of discipline, the student can be moved to the next highest penalty level that has not yet been issued to him/her.

**Two-hour after school detention** (3:00 p.m. – 5:00 p.m.) on Tues. or Thurs.
- Littering
- Loitering
- Unauthorized petitions
- Failure to serve a 30-minute detention
- Sixth tardy to school or a class
- Possession of cigarette lighter or matches
- Cheating, including plagiarism

**Saturday Morning Detention** (8:00 a.m. - 12:00 p.m.)
- Forgery of notes
- Gambling
- False reports
- Closed campus violation
- Seventh tardy to school or a class
- Indecent or offensive language or gestures
- Harassing students
- Throwing food in the cafeteria

**In-School Suspension**
- Failure to serve a four-hour Saturday morning detention
- Closed campus violation (2nd offense and beyond)
- Possession of cigarettes, cigars, smokeless tobacco, or electronic cigarettes

**Out of School Suspensions**
In accordance with Section 10:22.6 of the School Code of Illinois, the Building Principal, or his designee, may suspend students from all school attendance and activities. Such suspension is for gross disobedience and gross misconduct and may be up to ten (10) school days in length. Written notification, which describes the nature of the violation and details of the disciplinary action taken by the school, is given to the Superintendent and the parents. During the period of suspension, the student is not permitted to be on school property or attend any school activity. If a suspended student is found on school property, he/she can be arrested for criminal trespass.

Students will be allowed to accumulate only 6 suspensions, both in school and out of school combined over a half of the school year (1 semester). A suspension of 10 days will be referred to the Superintendent who may take the case before the School Board for review and action.

School officials will make all reasonable efforts to resolve the threat and/or disruption. They will suspend students only after all other available behavioral and disciplinary interventions have been exhausted, and the student’s continuing presence would be detrimental to the learning environment or safety of the school and students.

Suspensions will be categorized as either Short Term (1-3 days) or Long Term (4-10 days).

**Short Term Suspensions** may be used if a student’s continued presence at school would pose a threat to school safety or a disruption to other students’ learning opportunities.

**Long Term Suspensions** may be used if a student’s continued presence at school would pose a threat to the safety of other students, staff or the school community, or substantially disrupt, impede, or interfere with the operation of the school.

**Short Term Suspensions (1-3 Days)**
**Insubordination directed toward a faculty or staff member**
**Disrespect directed toward a faculty or staff member**
**Verbal or physical threat to a student**
**Destroying/Damaging school property**
**Bullying**

Student protest
Disrespect with bad language directed toward a faculty or staff member

Tobacco- Use or sale of cigarette, cigar, smokeless tobacco or electronic cigarettes

**Theft**

**Fighting (1st Offense) - Student will also be arrested by Local Law Enforcement**

**Sexual harassment towards another student**

**Racial harassment toward another student**

***Altering, tampering, changing, or destroying school technology (computers)**

**Long Term Suspensions (4-10 Days)**

Fighting (2nd Offense) - Student will also be arrested by Local Law Enforcement

Vandalism

Bullying

Possession, use, or distribution of inhalants or look-alike drugs

Fireworks

***** Arson

****False report of a school fire

****False report of a bomb

**** Gang related activities

* Weapon Possession (at the discretion of the school board could include look alike or toy weapon)

****Possession of a knife/blade

Possession, use, sale, or under the influence of alcohol on school premises - Student will also be arrested by Local Law Enforcement

****Possession, use, sale, or under the influence of drugs on school premises - Student will also be arrested by Local Law Enforcement

Possession, use, or sale of any drug paraphernalia (Hypodermic needle, syringe, rolling paper, drug pipes) - Local Law Enforcement will also arrest the student.

****Verbal, physical, or written threat directed toward a faculty or staff member

Possession, use, or distribution of inhalants or look-alike drugs

Fireworks

***** Arson

****False report of a school fire

****False report of a bomb

**** Gang related activities

* Weapon Possession (at the discretion of the school board could include look alike or toy weapon)

****Possession of a knife/blade

Possession, use, sale, or under the influence of alcohol on school premises - Student will also be arrested by Local Law Enforcement

****Possession, use, sale, or under the influence of drugs on school premises - Student will also be arrested by Local Law Enforcement

Possession, use, or sale of any drug paraphernalia (Hypodermic needle, syringe, rolling paper, drug pipes) - Local Law Enforcement will also arrest the student.

****Verbal, physical, or written threat directed toward a faculty or staff member

*Firearm weapon possession will result in an automatic one year or two-year expulsion according to federal law. The term weapon is defined as firearms, which are any weapons, which expel a projectile, by action of an explosion and any "destructive device" including bombs, grenades, rockets, missiles, or mines.
**Under certain instances, the punishment could be a Long Term Suspension
***Any student who alters, changes, tampers with, or destroys school technology infrastructure, including but not limited to computers, associated computer devices, instructional software, administrative software, operating systems, networking system, Internet systems, media-associated equipment (multi-media, auditorium systems, etc.), and, in general, technology installed and maintained to enable and enhance the education of the students in general will receive three days out-of-school suspension.
****Possible expulsion from Reed-Custer School District.

**Bus Conduct (Board Policy 7:220)**

All students must follow the District's *School Bus Safety Rules*.

**School Bus Suspensions**

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in Board of Education policy 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

**Academic Credit for Missed Classes During School Bus Suspension**

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

**Electronic Recordings on School Buses**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

**TIME OUT ROOM**

The Time Out Room, located in the General Office Area, will be used when students are removed from class for acts of misbehavior. This will be a "Time-Out" area where students will talk to the Assistant Principal, Principal, or Counselor about solving the problem that led to the removal from class. As soon as it is deemed appropriate, the student will be returned to the regular classes. A student who is removed from
two classes in the same day will be sent home or serve an in-school suspension.

**TITLE IX AND STUDENT RIGHTS**
See page 35 of the District Handbook for the Title IX and Student Rights information.

**DCFS INVESTIGATIONS**
See page 14 of the District Handbook for information regarding DCFS investigations.

**COPYRIGHT WEB PUBLISHING RULES**
Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.

3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

4. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

5. Student work may only be published if there is written permission from both the parent/guardian and student.

**ELECTRONIC DEVICES**
The Reed-Custer School District recognizes the important role that technology plays in classroom instruction and engaging students in learning. Even though we provide many opportunities for our students to use computer technology at school, we feel a Bring Your Own Technology (BYOT) plan would further enhance learning. The policies and procedures outlined below will provide structure and guidelines for our schools. These additional resources will help both teachers and students to explore and create great things. Students are not required to bring in outside, personally owned technology to school, but if they choose to, they are to be used for educational purposes only. The BYOT policy applies to the following devices: Cell Phones, Tablets, Laptops, and any devices with web browsing capabilities.

**Expectations:**
- Students will “Dock Devices” on their desk or table at the beginning of each class on days when BYOT devices will be used.
- Devices should be “Off and Out of Sight.” Students will use appropriate technology only when instructed to do so by the teacher.
- Students will be allowed to use electronic devices for note taking, researching, or as a calculator in all classrooms. Teachers may require that students not use devices during tests/quizzes.
- R-C Staff will not diagnose or fix problems with personal technology.
- Students will be able to charge their phones at school only in designated areas of each classroom.
- Reed-Custer 255U does not assume responsibility for theft, damage, or loss of any electronic device.
- Students will not be able to use their phones during class to call, text, email, message, or communicate with others without permission from a teacher or administrator.
- Video or audio recording and photographing of others is prohibited without their consent.
- Teacher must have access to view the screen of a student’s electronic device at all times.
- Teachers and administrators reserve the right to confiscate any and all devices used inappropriately.
- Students and parents will be expected to understand, sign, and abide by the rules and expectations outlined on the BYOT Permission Form.
• Please refer to Social Media school board policy 5:125, the board-approved Acceptable Use Policy, and the Bring Your Own Technology permission form for complete details.

• Students utilizing this opportunity and following the outlined expectations will benefit greatly through resources that are available for learning, instruction that is provided, and completion of engaging assignments and learning activities. Students not following the rules and regulations will face school disciplinary consequences and may lose the privilege of utilizing their personal electronic devices during the school day. We look forward to the educational opportunities that BYOT will provide for our students and staff at Reed-Custer Schools.

USE OF ELECTRONIC MAIL

The e-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

6. The school and district reserve the right to access and disclose the contents of any account on its system without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

7. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

8. Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

9. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.

10. Use of the electronic mail system constitutes consent to the regulations.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 6-8 will take standardized tests between the months of March and May.

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

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

SEX EDUCATION INSTRUCTION
For your information, all classes that teach sex education emphasize that abstinence from sexual activity is the expected norm. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic, and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Students will not be required to take or participate in any class or course in comprehensive sex education if their parent, or guardian, submits a written objection. The parent or guardian’s decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene, or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

**ATHLETIC RULES & CODE OF CONDUCT**

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extra-curricular activities, cheerleading, and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

**CO-CURRICULAR ACTIVITIES**

- Art Club
- Baseball (boys)
- Basketball (boys & girls)
- Cheer leading
- Girls Softball
- Speech Team
- Math Club
- Newspaper
- Spelling Bee
- Track (boys & girls)
- Volleyball (girls)
- Wrestling
- Yearbook
- School Play
- Scholastic Bowl
- Band
- Chorus
- Bowling

**NOTE:** Before the start of each athletic season, student participants and their parents must return the signed sheet acknowledging their understanding of the Athletic Participation Guidelines.

**ELIGIBILITY**

1. Illinois Elementary School Association (IESA) rules regarding eligibility apply to all co-curricular activities: "A student shall be doing passing work in all school subjects (3.0020); passing work shall be checked weekly to govern eligibility for the following Monday through Saturday (3.0021); grades shall be accumulative for the school’s grading period (3.0223)."

2. Eligibility applies to all interscholastic athletic contests, all sanctioned contests, parades or other types of competition performances, and any other type of contest, performance, or special trip, as designated by the school.

3. A student athlete who becomes ineligible will be allowed to attend after-school practices for one week. When a student is ineligible for two consecutive weeks, he/she will not be allowed to attend any practices. An ineligible student should be spending after-school time studying and completing make-up work. A student who is ineligible for 4 consecutive weeks may be dropped from the team.

4. All students participating in an athletic co-curricular activity must have a permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete’s parent or guardian.

5. All students participating in an athletic co-curricular activity must have a physical examination on file with the athletic director before they will be allowed to start practice. The physical examination must be dated 13 months of the time the activity begins.
6. All students participating in an athletic co-curricular activity must have a receipt showing the athlete and their parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.

7. Any student absent from school, due to an illness for a full day, may not attend any school function for any reason.

8. All students will be transported to away events by a team bus or approved school vehicle and are expected to return the same way. Parents requesting to transport their child home from an event must complete one of the following procedures:
   a. Complete an Extra Curricular Activity Transportation Change Request and receive RCMS Administrative approval prior to the contest.
   b. Complete the required Sign-Out form at the contest prior to leaving.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district’s athletic discipline policies, rules, and regulations as provided herein.

**BEHAVIORAL CONDUCT:** Behavioral misconduct by student-athletes will not be tolerated. Behavioral misconduct shall include but shall not be limited to the following:

1. Insubordination
2. Any behavior or action, which is negligently or intentionally injurious to a person or property or, which places a person or property at risk of injury or damage
3. Any behavior, which disrupts the appropriate conduct of a school program or activity
4. Hazing, bullying, or harassment of any kind
5. Use of profanity
6. Exhibition of bad sportsmanship
7. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

**DRUGS, ALCOHOL, & TOBACCO:** Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase, or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product, or any other substance, which when taken into the human body is intended to alter mood or mental state, including any item or substance, which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses, and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings, or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

**RULES IN EFFECT:** The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation period and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or at a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete’s first tryout or practice in the first sport, which the athlete attempts until the completion of any school year or the completion of the athlete’s season whichever comes last.

**CHEERLEADING:** Cheerleaders are chosen each year under the guidelines and criteria established by the Cheerleading Coach, Principal, and Athletic Director. Cheerleaders will attend home boys’ basketball
games and participate in pep assemblies during the entire year. Cheerleaders may not participate in girls’ basketball or volleyball.

**EMERGENCY PLANS**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directive of school officials during emergency drills. There will be a minimum of three (3) fire evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. A warning to the students will not precede drills.

**FIRE DRILLS:** Scheduled and unscheduled fire drills are a necessary part of the school program and, therefore, are important to the operation and safety of the school district. Each student will become acquainted with fire exits and routes from each classroom as they are posted near each doorway.

**SHELTER IN PLACE:** When a tornado warning alarm is in effect at the time of dismissal, students will be sheltered in the designated area of the school, and **NO** buses will be sent on routes. Parents, or authorized adults, may come to the school office and pick up their child if they so desire. A sign-out sheet will be available in the office to allow the school to keep track of all students in case of a tornado or damaging winds.

**NUCLEAR ATTACK OR ACCIDENT:** In event of a nuclear disaster, the ventilation (incoming air) of the building will be shut down, and all students will be evacuated to Joliet Junior College or Kankakee Junior High School. Parents will be notified of which site to pick up their child.

*NOTE:* All emergency and crisis situations at RCMS will be handled according to the policies and procedures outlined in the District Crisis Plan.

**LAW ENFORCEMENT DRILLS:** Scheduled and unscheduled law enforcement drills are a necessary part of the school program and, therefore, are important to the operation and safety of the school district. Each student will become acquainted with lockdown procedures and routes from the gym, lunchroom, library, and classroom.
Dear Parents & Students,

On behalf of the staff, I’d like to welcome you to Reed-Custer Elementary School and the 2019-2020 school year!

This year at RCES we are, “Setting Up Camp in Our New Learning Adventure!”

At RCES we believe that learning is an adventure and should be fun. We make it a priority to build strong relationships and support our students both academically and emotionally. We want all of our students to feel connected to each other and realize they are an important part of the learning community at RCES. We strive to create a welcoming environment with opportunities for our students to develop new friendships, build their confidence, experience new situations, and discover new ideas.

We provide a variety of opportunities for families to partner with us and engage in the academic programs at RCES. Please read through the handbook as well as other information from RCES for school policies and procedures. Please feel free to contact me with any questions or concerns. We are looking forward to an exciting year!

Adventures are the best way to learn! Yours begins at RCES!

Sincerely,

Heather Faletti, Principal
Reed-Custer Elementary
815-4578-2145 ext. 3402
This handbook includes information that is specific to Reed-Custer Elementary School. The Reed-Custer School District section of the handbook includes additional information that should be reviewed with your child. If information is not found in this section of the handbook, you should refer to the district section of the handbook to review policies.

**INVITATIONS AND GIFTS**

Party invitations or gifts for classmates should not be brought to school to be distributed unless each child in the class will receive an invitation. Balloons or flowers should not be delivered to the school. The office is unable to release addresses and phone numbers of students.

**STUDENT ABSENCES**

Attendance and academic performance are closely related. All students are expected to attend school regularly and be on time for classes in order to benefit more fully from the instructional program. The school attendance policies are designed to develop student punctuality, self-discipline and responsibility.

1. There are two types of absences: excused and unexcused. Excused absences include:
2. Illness
3. Observance of Religious Holidays
4. Death in the Immediate Family
5. Family Emergency
6. Situations Beyond the Control of the Parent
7. Circumstances that Cause Reasonable Concern to the Parent/Guardian for the Student’s Safety or Health
8. Other Reasons Approved by the Principal

All other absences are unexcused. This includes absences that were not reported by phone to the school office.

When a child will be absent from school, please call the school office by 9:15 A.M. If no call is received by 9:15 A.M., the school office will contact the home to verify the absence.

Students have the responsibility to be on time to school. A student will be considered tardy if he arrives to school after 8:45 A.M. A student who is tardy must report to the school office. For every three tardies at RCES, students will receive a lunch or after school detention. Tardies will accumulate during each semester, but will not be carried over to the next semester.

A student who arrives late to school, but before 10:00 A.M., will be considered tardy. If the student arrives after 10:00 A.M., the student will be considered absent for one-half day. If the student leaves prior to 11:15 A.M. or up to 2:15 P.M., the student is considered absent for one-half day. If a student leaves after 2:45 P.M., the student is considered present for the day, but will be marked as ‘left early.’ According to state guidelines, for a child to receive perfect attendance, the student must be present for the entire school day. A student who leaves at 3pm will not receive perfect attendance awards.

After 7 unexcused absences a note will be sent home to parents. Will County Truancy will work closely with Reed-Custer on any students who have more than 10 unexcused absences.

**MAKE-UP WORK**

The student will be permitted the same number of days as he/she was absent to turn in the make-up work. Arrangements for make-up work will be made with the classroom teacher.

**GRADING & PROMOTION**

**KINDERGARTEN:** In the event that the kindergarten teacher evaluates a child’s progress and concludes that the basic skills are not attained, a conference will be scheduled with teachers, parents, Principal and other staff members who would have input for the discussion. From the conference, recommendations will be made to the parent concerning what measures can be taken to best benefit the child.
GRADES 1 – 5: When a child is recommended to be retained, a group evaluation involving the teacher, parents and the Principal will occur to discuss the impact of such a recommendation. From the results of the group meeting the decision to promote or retain the student will rest with the Principal. The decision will be reviewed by the Superintendent at his discretion. The parents of the child in question may appeal the decision to the Superintendent and the Board of Education. The decision of the Board of Education is final.

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student’s teacher, ability and grade level.

SCHOOL LUNCH PROGRAM

A thirty-minute lunch is served every day except when there is an 11:50 A.M. or earlier dismissal. A student may bring a sack lunch from home or purchase a school lunch for $1.75 and/or milk for $.30. Free or reduced price meals are available for qualifying students. For an application, contact the District Office.

PARKING

All staff members are required to park in the lot in front of the building. Visitors may park in the front of the or on School Street in available parking spots. There is no parking on School Street in front of the school from 3-4pm.

PICK UP AND DROP OFF

If you are arriving late to school or are picking up early from school, report to the school office through the main entrance.

ELEMENTARY SCHOOL: If you are transporting your student to and from school pick up and drop off sites are located on the south side of the school. Please enter through the lane located near the public library. Buses pick up and drop off in the front of the building. Reminder: No students are allowed into the building before 8:20AM.

If you are arriving late to school or are picking up early from school, report to the school office through the main entrance. The playground is off limits when school is in session. There is no smoking or dogs allowed on school grounds.

GUIDANCE & SCHOOL COUNSELING

The Elementary School has a Social Worker who is available to those students and families who require additional assistance.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the building principal. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

BUILDING MISCONDUCT

Students should not arrive at school before 8:20 A.M. and classes begin at 8:45 A.M. Students are dismissed at 3:30 P.M. The following rules apply and failure to abide by the rules may result in discipline:

1. Hats and bandanas may not be worn in building.
2. Students should walk and speak in appropriate voices.
3. Students should keep their hands and objects to themselves.
4. Students should respect school property.
5. Students should not bring gum or candy to school.
6. Skateboards or scooters are not allowed at school.
7. Guns or weapons of any type are not permitted at school.
8. Electronic devices or games are not permitted at school.
9. Students should not bring toys to school. (Fidget spinners, unless directly written into a school plan, are not allowed.)

**SCHOOL DRESS CODE / STUDENT APPEARANCE**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while at school. Students are not permitted to wear apparel that causes a substantial disruption to the school environment.

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols.
3. Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
4. Clothing with holes, rips, ears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
5. The length of shorts or skirts must be appropriate for the school environment and passed the student’s fingertips when hands are at the sides.
6. Appropriate footwear must be worn at all times.
7. Students whose dress or hairstyle causes a substantial disruption to the orderly process of school function or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
8. If there is any doubt about dress and appearance, the building principal will make the final decision.

**STUDENT DISCIPLINE**

**PROHIBITED STUDENT CONDUCT:** Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling any drug or drug paraphernalia.
4. Using, possessing, controlling or transferring a firearm or “look alike”, knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy-club, or any other object if used or attempted to be used to cause bodily harm.
5. Using a cellular telephone, camera, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered off and out-of-sight at all times. Cell phones should remain in backpacks or lockers and should not be visible by teachers or staff members. RCES is not responsible for lost, damaged, or stolen cell phones. Any student whose cell phone rings or "goes off" during the school day will have the phone confiscated by the teacher or administration and will have it returned to a parent who comes to school to pick the phone up between the hours of 8am and 4pm, Monday-Friday.
6. Using or possessing a laser pointer.
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Bullying, hazing or any kind of aggressive behavior or encouraging other students to engage in such behavior.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s property.
11. Being absent without a recognized excuse.
12. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
13. No gum allowed on school property.
14. No throwing of snow on school property.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting”.
17. Breaking a general school rule, inappropriate language, or disrespect to staff.

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

No disciplinary actions shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psycho-stimulant medication to the student.

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

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

**DISCIPLINARY MEASURES:** Disciplinary measures may include:

1. Disciplinary conference
2. Withholding of privileges
3. Seizure of contraband
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
5. Suspension of bus riding privileges
6. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs, “look-alikes”, alcohol or weapons
7. Notifying parents or guardians
8. Temporary removal from the classroom
9. Recess/Lunch detention
10. In-school detention for a period not to exceed 5 school days
11. After school detention provided the student’s parent/guardian has been notified.

**BULLYING POLICY:** See page 24 of the District Handbook for the District Bullying Policy.
CORPORAL PUNISHMENT: Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

FIREARMS, KNIVES, BRASS KNUCKLES & OTHER OBJECTS USED OR ATTEMPTED TO BE USED TO CAUSE HARM

A student who is determined to have brought one of the following objects to school, any school sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:

(1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The superintendent may modify the expulsion period, and the board on a case-by-case basis may modify the superintendent’s determination.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy-club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above. The expulsion requirement may be modified by the superintendent. And the superintendent’s determination may be modified on a case-by-case basis.

LUNCH AND CAFETERIA RULES

PARENTS ARE WELCOME TO COME TO REED-CUSTER ELEMENTARY SCHOOL TO ENJOY LUNCH WITH THEIR CHILD. HOWEVER, PARENTS ARE ONLY ALLOWED TO BRING FOOD FOR THEIR CHILD.

LOCATION OF SEATING FOR VISITORS/PARENTS WILL BE DECIDED BY ADMINISTRATION, BUT MAY INCLUDE SEPARATE TABLES WITH THE STUDENT. THIS AVOIDS ANY ALLERGIC CONCERNS, SHARING OF FOOD, AND ALLOWS PARENTS TO VISIT WITH THE CHILD THEY CAME TO SEE.

1. Students may not save seats for other students.
2. Students must walk to lunch and should be orderly and quiet during lunch.
3. Trays should be stacked neatly after they are emptied.
4. No food may be taken out of the cafeteria.
5. Loud talking, yelling, screaming and other disruptions are prohibited.
6. Students may not throw food.
7. Students may not trade food.
8. Students must follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
9. Students must remain seated except to return to the lunch line or return trays.
10. Students will immediately become silent when staff or presenters make announcements in the cafeteria.
11. Students will be dismissed from the cafeteria by the lunchroom supervisor.
12. Parents are not allowed to sit with or bring food for other students.

STANDARDIZED TESTING

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

1. Encourage students to work hard throughout the year.
2. Ensure students get a good night’s sleep the night before testing.
3. Ensure students eat well the morning of the testing.
4. Emphasize for students the importance of good performance on testing.
5. Ensure students are at school and on time each day of testing.

**Kindergarten and First Grade**
- EasyCBM Benchmark Assessment for reading and math
- Informal Reading Assessment

**Grades 2-5**
- Measure of Academic Progress (MAP) for reading and math
- Informal Reading Assessment

**State Assessments**
- Student in grades 3, 4, 5 will take the Illinois Assessment of Readiness (IAR) for both reading and math. This state assessment and accountability measure is for all Illinois students enrolled in a public school district.
- Students in 5th grade will take the Illinois Science Assessment (ISA). This assessment is aligned to the new Illinois Learning Standards in Science.

Each year Kindergarten and First grade students are given the EASY CBM benchmark for reading and math, and the Rigby benchmark for Reading.

All students will be benchmarked in reading and math using MAP. Grades 3, 4, 5 will take the IAR reading and math tests.

**PARENTAL INVOLVEMENT (TITLE 1) – ELEMENTARY SCHOOL**

The Reed-Custer Elementary School has a meeting for the Parents/Guardians.

At the meeting, the Title teachers discuss parental involvement, and opportunities for the Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meetings or conferences to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available to meet with parents as needed to discuss the progress of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum and policy.

The school provides Parents/Guardians with access to:
1. School performance profiles required by Federal law and their child’s individual student assessment results, including an interpretation of such results.
2. A descriptions and explanation of the curriculum in use at the school and the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.
3. Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best
education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child’s classroom, and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The state’s resources on parental involvement can be located at http://illinoisparents.org/. The state’s website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

**DCFS INVESTIGATIONS**

See page 14 of the District Handbook for information regarding DCFS investigations.