

# Student Handbook

## 2025 - 2026

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*The Saint Libory School District 30 Student Handbook was read in May 2025 and accepted in June 2025 by the Saint Libory School District 30 Board of Education.*

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*Mrs. Bonnie Stroder, Vice President*

*Mrs. Julie Lange, Secretary*

*Mr. Ron Musenbrock*

*Mrs. Amber Harriman*

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## TABLE OF CONTENTS

WELCOME.....	1
VISITORS	
MISSION STATEMENT	
ENROLLMENT	
ADDRESS CHANGE	
PHYSICAL	
HOURS OF OPERATION.....	2
ABSENCES/EXCUSES	
TARDINESS	
CHRONIC OR HABITUAL TRUANCY.....	3
SNOW OR EMERGENCY SCHOOL CLOSINGS	
WHEN YOU SHOULD NOT SEND YOUR CHILD TO SCHOOL	
HEAD LICE	
ADMINISTERING MEDICINE TO STUDENTS	
SCHOOL LUNCH.....	4
MILK AND SNACK PAYMENT	
SACK LUNCH	
CONSUMABLE SUPPLIES FEE	
HOMEWORK AND CLASSROOM ASSIGNMENTS	
PARENT TEACHER CONFERENCES.....	5
REPORT CARDS AND PROGRESS REPORTS	
TESTING	
GRADING SYSTEM	
COMPLAINT	
RETENTION.....	6
STUDENT RIGHTS AND RESPONSIBILITIES	
FERPA	
PPRA.....	7
McKINNEY VENTO ACT.....	8

CHILD FIND	
FAPE	
PARENT TEACHER CLUB	
BUS CONDUCT	
STUDENT APPEARANCE.....	9
ATTENDANCE AND EXTRA-CURRICULAR ACTIVITIES	
STUDENT DUE PROCESS	
STUDENT COMPLAINTS AND GRIEVANCES	
PHYSICAL EDUCATION	
FIELD TRIPS.....	10
FUND RAISING	
STUDENT CONDUCT	
STUDENT DISCIPLINE	
DISCIPLINE PLAN	
AFTTER-SCHOOL DETETENTION.....	11
IN-SCHOOL SUSPENSION	
OUT OF SCHOOL SUSPENSION.....	12
BUS SUSPENSION	
DISCIPLINARY DUE PROCESS	
SEX EQUITY	
BULLYING	
SEXUAL HARRASSMENT.....	13
ALCOHOL,TOBACCO & DRUG POLICY	
SCOPE AND APLICATION	
RESPONSIBILITY OF SCHOOL PERSONNEL.....	14
TOBACCO	
ALCOHOL AND DRUGS	
CONFISCATION PROCEDURES.....	15
SEARCH AND SEIZURE	
VISION SCREENING.....	16
ACCEPTABLE USE POLICY	
PESTICIDE REGISTRATION LIST	
SCHOOL BOARD	

STUDENT TELEPHONE USEAGE

CELL PHONES AND ELECTRONIC DEVICES

SPORTS.....17

SPORT FEES

CODE OF CONDUCT FOR ATHLETES.....18

ELIGIBILITY PROCEDURES FOR ATHLETES

ATHLETIC LOCKERS

# School Calendar 2025 – 2026

(DATES ARE SUBJECT TO CHANGE OR ADDITIONAL DATES MAY BE ADDED THROUGHOUT THE YEAR)

August 11	Teacher Institute NO SCHOOL
August 12	Students 1 <sup>st</sup> Day of School
August 29	11:30 a.m. Early Dismissal School Improvement Day
September 1	Labor Day NO SCHOOL
October 9	11:30 a.m. Early Dismissal School Improvement Day
October 10	Teacher Institute NO SCHOOL
October 13	Columbus Day NO SCHOOL
October 31	END OF 1 <sup>st</sup> TRIMESTER
November 7	11:30 a.m. Early Dismissal School Improvement Day
November 10	NO SCHOOL
November 11	Veterans Day NO SCHOOL
November 26	NO SCHOOL
November 27	Thanksgiving Day NO SCHOOL
November 28	NO SCHOOL
December 19	11:30 a.m. Early Dismissal School Improvement Day
December 22 – January 2	Holiday Break NO SCHOOL
January 5	Teacher Institute NO SCHOOL
January 16	11:30 a.m. Early Dismissal School Improvement Day
January 19	Martin Luther King Jr. Day NO SCHOOL
February 13	11:30 a.m. Early Dismissal School Improvement Day
February 13	END OF 2 <sup>nd</sup> TRIMESTER
February 16	Presidents' Day NO SCHOOL
March 27	11:30 a.m. Early Dismissal School Improvement Day
March 30- April 6	Spring Break NO SCHOOL
April 24	11:30 a.m. Early Dismissal School Improvement Day
May 19	Last Day of School for Students 7:55 am – 11:30 am (If <b>NO</b> emergency days are used)
May 20	Teacher Institute (If <b>NO</b> emergency days are used)
May 25	Memorial Day NO SCHOOL
May 28	Last Day of School for Students (If all 5 emergency days are used)

## **WELCOME**

As you enter our doors, please know how pleased we are to have you as a part of the school. St. Libory Elementary School is proud to be a part of the community, and we are honored to have the opportunity to work with you and your family. Education is a crucial part of your life as it will help define a successful future. Your future; your success; is determined by what value you place on what you are provided today. Students and parents are encouraged to become involved around our school and community as this will help build a solid foundation of school knowledge and citizenship.

## **VISITORS**

An open-door policy is extended to parents during regular school hours. Parents and any other visitors must report to the office. Parents or any other visitors are required to sign in and sign out when entering and exiting the building. Parents must make arrangements with teachers before visiting their classrooms. All other visitors shall report to the Principal's Office. Student visitors are not permitted at St. Libory Elementary School without prior administration consent.

## **MISSION STATEMENT**

St. Libory Consolidated School District #30's mission is to recognize that every individual, regardless of his/her physical ability, mental development, financial status, or social standing is of equal moral worth and is deserving of an equal educational opportunity. Our mission is to develop young boys and girls with active and creative minds, a sense of understanding and compassion of others, and the courage to act on their beliefs. We stress the total development of each child: moral, intellectual, social, emotional, and physical.

## **ENROLLMENT**

Enrollment of a new student requires, 1) Birth certificate, 2) Immunization records, Medical exam (K. & 6<sup>th</sup> gr.), Vision exam (K. & first time IL students), and Dental exam (K., 2<sup>nd</sup>, & 6<sup>th</sup> gr.), 3) Transfer form from an Illinois public school, 4) If last names of parents and child(ren) are different, proof of custody, and 5) Current proof of address (3 forms). Homeless students are allowed to enroll as per the requirements of the McKinney-Vento Act. Students not defined by the McKinney Vento Act must reside within the boundaries of the district. Criminal charges may be filed for willfully misrepresenting information regarding residency.

## **ADDRESS CHANGE**

Parents should notify the office as soon as possible if there is a change of phone number, emergency contact or address. It is crucial that the school is able to contact the parent in case of an emergency.

## **PHYSICAL**

Students in K, 6<sup>th</sup>, and new Illinois students are required by state guidelines to have current physical examinations on file (as noted in Enrollment above). Physical forms are available in the school office and on our school website. Please abide by this guideline as the State of Illinois has established the date of October 15<sup>th</sup> as the compliance date. If a student has not had their physical by this date they are to be excluded from school until the physical has been given.

Students transferring from out-of-state or another Illinois school district, have three weeks from the date of enrollment to comply with this requirement. All transfer students with an out-of-state physical will need to obtain an Illinois form correctly completed in order to be considered in compliance of Illinois guidelines. If the health form received does not include all the information required, a new health examination must be submitted. This must be done within three weeks of receipt of records.

All students entering any grade must present proof of immunity for diphtheria, pertussis, tetanus, polio, measles, mumps, and rubella. Students entering 6<sup>th</sup> grade must have received the meningococcal vaccine and one dose of Tdap which is in

accordance with the Illinois Department of Public Health Rules. This information is due the first day of school. Students transferring from other school districts will be considered in compliance until that time if all immunization requirements are not met or immunization information is not received, proof of immunity must be provided within three weeks. Appointments for immunizations will be accepted in lieu of proof of immunity.

Persons who object to immunizations due to religious beliefs shall present a signed letter indicating their objections to the principal, subject to approval by the administration and medical staff.

Students who are medically unable to receive immunizations must submit a letter from their physician certifying that the specific immunization is medically contraindicated.

## **HOURS OF OPERATION**

### **A. School Hours**

**School Day** is from 7:55am to 2:50pm.

**Lunch Period** for students is from 11:10am to 12:00pm

**Bus Route** information can be obtained by calling the school office.

### **B. Office Hours**

The school office is open at 7:45am.

Students should not arrive to school before 7:45am. Upon arriving at school all students will go to the gym (taking a seat) to wait until dismissed. When dismissed, all students may go to their classroom. Students are expected to depart when school is dismissed unless they are going directly to an after-school activity. Students who arrive at 8:00 a.m. or later and students who are not picked up by 2:55 p.m. must have an adult come in to sign them in/out.

## **ABSENCES AND EXCUSES**

As a protection to their children, parents are requested to contact the school whenever the child will not be in attendance by 9:00 a.m. If a call is not made, a written excuse signed by the parent will be required. Parents are asked to report to the school when a child has been diagnosed as having a communicable disease. Notices can then be sent home to the parents of other children who may have been exposed, so that they may be alerted.

*PARENTS MUST SIGN IN STUDENTS WHEN THEY ARE RETURNING TO SCHOOL AND THE STUDENT MUST BE SIGNED OUT WHEN THEY ARE PICKED UP FROM SCHOOL IN THE OFFICE.*

**KINDERGARTEN - FIRST GRADE:** A child must have 240 minutes of instruction for a full day and 120 minutes of instruction for a half day. A child may arrive at 9:45am or leave at 1:05pm and still attend a full day.

**SECOND – EIGHTH GRADE:** A student must have 300 minutes of instruction for a full day and 150 minutes of instruction for a half day. A child may arrive at 8:45am or leave at 2:05pm and still attend a full day.

Days of absence in excess of ten (occurring at any point) during the school year will be excused with only a note or telephone call from a parent giving a valid excuse for the student's absence. Absences accompanied by verification are not considered part of these 10 days. Students who miss school due to a vacation, or similar activity, will be considered as unexcused; even if planned in advance and notified, this will be considered an unexcused absence. When a student has more than ten days of excused absence as the result of only a parent call or note, verification will be required for an excused absence. Verification may include but is not limited to doctor's note or receipt, dentist's note or receipt, obituary note or newspaper clipping. Without such verification the absence will be considered 'unexcused'. No credit will be given for classwork assigned and/or completed during the time of absence and these days will be considered as truant.

## **TARDINESS**

Students are considered "tardy" any day they arrive later than 8:00am. Students who chronically arrive late hurt their educational progress as well as those in the class. For this reason, students will be assigned an after school detention when they have four unexcused tardies per trimester. Examples of excused tardies would be the same as excused absences; medical appointments, illness, family emergency, and previously approved family commitments.



When a tardy is necessary, please bring your child directly to the office and sign him/her in. They can then proceed directly to the classroom. It is appreciated that you not walk to the room, because this can disrupt the educational process. Thank you for your cooperation.

## **CHRONIC OR HABITUAL TRUANT**

Shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from attendance for 10% of the 180 regular days. Such cases shall be referred to the truancy office of St. Clair County.

## **SNOW/EMERGENCY SCHOOL CLOSINGS**

School closings will be announced on our One Call Now system, and local media sources. Closings will be made as early as possible. If it is necessary to close school during the day due to bad weather, every attempt will be made to contact parents prior to dismissal. It would be appropriate to make arrangements with someone to pick up your children if you work as you would not be available to cover the early dismissal. Inform the school as to who will pick up your children if school is closed early. This information would be most helpful in our facilitating communication with that designated individual.

## **WHEN NOT TO SEND YOUR CHILD TO SCHOOL**

Please do not send your child to school if:

- They have had a fever of greater than 100 degrees within the past 24 hours (without taking fever reducing medicines).
- They have had vomiting or diarrhea within the last 24 hours.
- They have a sore throat accompanied by a fever, white spots or red swollen glands in the back of the throat should not attend school until 24 hours after antibiotics have been started and they are fever free for 24 hours.
- They have a rash without a doctor's note stating the student is not contagious.
- They have reddening of the whites of the eye accompanied by a discharge which causes the eyelids to stick together with sleep. Students with these symptoms must be kept at home until they have been seen by their physician. They may return to school 24 hours after prescribed treatment begins or with a physician's release.

Please remember to call your student's absence in before 9am.

## **HEAD LICE**

- Parents are required to notify the school if they suspect their child has head lice.
- Infested students will be sent home following notification of the parent or guardian.
- A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the person designated by the superintendent and the child is determined to be free of head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

## **ADMINISTERING MEDICINE TO STUDENTS**

The School Board recognizes that when parents cannot or will not administer such medication to students during the school day, or when it is medically necessary to address the health needs of a student during normal school hours, school personnel will address such problems. Such medications will be administered by the school only with appropriate **"Physician Medication Order Form"** This form allows permission from the parent and doctor including the doctor's directions. **This includes all over the counter medicines (Tylenol, Advil, cough medicines, allergy, sinus, etc...) A form is available for this purpose, and must be on file in the school office.** Your child may bring cough drops but they must be given to the Teacher for them to administer. The School Board further recognizes that it has a duty to obtain first aid or medical assistance to treat student medical emergencies which occur during the school day or during school sponsored activities. Students may possess medication for asthma or epinephrine auto-injector for immediate use at the student's discretion, provided the parents have completed and signed a **"Permission to Carry Inhaler or Epi-Pen at**

**School”** Parents indemnify and hold harmless the District and its employees and agents against any claims arising out of students’ self-administration of medication or the storage of the medication by school personnel.

## **CHILD ABUSE, NEGLECT, and SUICIDE PREVENTION**

A certified district employee who has reasonable cause to suspect that a student may be an abused or neglected child is required by law to report such a case to the Illinois Department of Children and Family Services. Student may access the suicide prevention website at <https://988lifeline.org/help-yourself/youth/>.

## **PARENT RESOURCES FOR CHILD ABUSE**

In an effort to always keep our students safe, we are sharing with you the warning signs of a child being abused on this link, [https://ww2.illinois.gov/dcf/safekids/prevention/howto\\_tell/Pages/Tips-for-RecognizingChild-Abuse.aspx](https://ww2.illinois.gov/dcf/safekids/prevention/howto_tell/Pages/Tips-for-RecognizingChild-Abuse.aspx) If you would need assistance, a referral or resource information, find additional information located on the Division of Child and Family Services website, <https://www2.illinois.gov/dcf/safekids/Pages/default.aspx> under Safe Kids tab.

## **SCHOOL LUNCH PROGRAM**

Menus are prepared monthly for your review and sent home with the youngest student in the family. Lunch costs for the 2024-2025 school year for K through 8<sup>th</sup> grade will be \$2.75. Additional milk is .40, and additional entrée is \$1.00. Payment may be made by the day, week, or month. Lunch bills will need to be paid by the 10<sup>th</sup> of the month. **Your prompt payment is greatly appreciated.** If a lunch bill is excessive and past due, students will be served a peanut butter and jelly sandwich in lieu of the main entrée item.

## **MILK/SNACK PAYMENT**

Primary grades (K-4<sup>th</sup>) have a daily milk break time each day at a cost of .40 per day. Payment for this milk may be made by the day, week, or month. Your prompt payment is greatly appreciated. If you do not want your child to receive milk please send a note stating this by the first week of school. The cost of milk will be included on the monthly lunch bill.

## **SACK LUNCHES**

Parents may send a bag lunch from home in lieu of purchasing a school lunch. Students may purchase 100% fruit juice or milk through the lunch staff. Students are not permitted to bring carbonated beverages (i.e. soda) when bringing a bag lunch from home rather than purchasing a school lunch.

## **CONSUMABLE SUPPLIES FEE**

The Consumable Supplies Fee for all students is \$95.00 per year. Please pay this rental at your earliest convenience in the school office by September 9<sup>th</sup>. If fees are still owed at the time report cards come out, the report card will not be released until fees are paid. If the student moves and fees are still owed, transcripts will not be released until fees are paid. If there are fees to be owed at the time of graduation, the student will not walk or participate in the graduation ceremony. All money paid to the school, regardless of its intended purpose, will be applied to school fees and lunch fees prior to sports fees.

## **HOMEWORK AND CLASSROOM ASSIGNMENTS**

Homework and classroom assignments are designed to help the students' overall progress. It is very important that these assignments are finished on time. If a student consistently fails to complete the assignments, their grades will be reduced accordingly. It is the parent's responsibility to provide a place for the student to do the work and to make sure the student does the homework on time.

## **PARENT/TEACHER CONFERENCES**

The educational progress of a student is directly affected by the teacher and parents. It is very important that teachers and parents work together to achieve the best possible student progress. Any time you wish to have a conference with a teacher, please contact the school office and a date/time will be arranged. Teachers normally are not available to meet for a conference without notice. "Dropping in" the classroom may seem convenient, but it can be very disruptive for the students in the classroom. Two Parent/Teacher Conferences are scheduled per school year. The school secretary will schedule times, and work schedules will be accommodated as parents are assigned conference times.

## **REPORT CARDS**

### **K-8 Grades will be sent out per trimester**

The purpose of the report card is to inform parents of their child's progress in school. Parents should sign the report card and return it promptly to the classroom teacher. The parent's signature indicates that the parent has seen the report card. Parents are always encouraged to have conferences with their child's teacher to discuss progress, conduct, etc. We only ask that you call for an appointment to ensure the availability of the teacher.

Report cards will be sent home at the end of the trimester

- November 1<sup>st</sup>
- February 14<sup>th</sup>
- Last day of school

## **TESTING**

The district tests periodically throughout the year. IAR tests will be given once a year in the spring. The Aims Web test will be administered in September, January, and May. The test results are available upon request in the school office.

## **GRADING SYSTEM**

St. Libory School is now using a Standards-Based Report Card (SBRC) for all grade levels. Standards-Based Classrooms allow teacher to plan instruction and interventions, including acceleration, based on specific data gathered around learning goals and targets from the Common Core State Standards.

Your child will receive a SBRC that uses a 4, 3, 2, 1 reporting system.

1-Emerging      2-Developing      3-Proficient      4-Exceeds

## **COMPLAINT**

If a parent or guardian has a complaint, please follow these procedures.

- Schedule an appointment with the employee to discuss the nature of the problem. If you are not satisfied,
- Schedule an appointment with administration. If you are not satisfied,
- The third step may include a meeting with administration, employee and you.
- The final step will result in a meeting with the Board of Education.

At any time, you may request a third party to sit in on your meeting with the staff, administration, and/or BOE.

## **RETENTION**

Retention is based on poor academic performance in the core subjects of Math, Language Arts, Reading, Science, Social Studies, and/or Spelling. Being promoted to the next grade is based on productive work performed by the student. Simply passing a student for the sake of passing is most unfair to that student. When a student is simply passed for the sake of passing the student is programmed for future unpleasant experiences of failure especially at the high school level. If you see that your child is having difficulty please notify the teacher as quickly as possible. The decision to retain a student will be made by the teachers and the superintendent as outlined in the policy manual of St. Libory District #30. The school has made an effort to improve communication with parents by scheduling two parent conferences a year.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

The Board of Education of St. Libory CSD #30 in support of the aims of public education, believe that behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline is one of the important ultimate goals of education. The Board of Education believes also that, while education is a right of American youth, it is not an absolute right. It is qualified first by eligibility requirements. Pupils who fail to perform those duties required of them upon attendance in school may be excluded from the school.

### **-RIGHTS AND RESPONSIBILITIES**

1. To attend school
2. To express his/her opinion in an appropriate manner
3. To dress in such a way as to express personality
4. To expect that the school be a safe place
5. To be informed of and adhere to reasonable rules and regulations
6. To respect the rights and individuality of others
7. To refrain from gross disobedience or misconduct of behavior
8. To maintain the best possible level of academic achievement
9. To respect the exercise of authority by all school personnel
10. To refrain from libel, slanderous remarks, and obscenity in verbal or non-verbal expression
11. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety
12. To be punctual and present in the regular or assigned program

Note that this is not intended to be a source of student rights, but represents the general rules and policies of the district.

## **STUDENT RECORDS- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA affords parents and students over 18 years of age ("Eligible students") certain rights with respect to the student's education records.

- a. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent of eligible students of the time and place where the records may be inspected.
- b. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested, the School will respond with the decision and advise of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.
- c. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit; a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Libory CSD30 to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:
- Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

The student permanent record consists of basic identifying information, academic transcript, attendance records, accident reports and health record, and record of release of permanent information. The permanent record shall be kept for 60 years after graduation or withdrawal. The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be reviewed every four years for destruction of out-of-date information and will be destroyed entirely within five years after graduation or permanent withdrawal.

Parents may copy any and all information contained in either or both student records. There may be a small charge for copies, not to exceed \$.35 a page. This fee will be waived for those unable to afford such costs.

The following is designated as public information and shall be released to the general public, unless the parents request that any or all such information not be release; students name and address, grade level, birth date and place, parent's names and addresses, information on participation in school sponsored activities and athletics, the students major field of study, and period of attendance in the school.

A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege of benefit, including employment, credit or insurance.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exam. These include the right to:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED); political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents' or income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of; any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use; protected information surveys of students; instruments used collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. St. Libory CSD30 has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Parents will be directly notified of these policies at least annually at the start of each school year and after any substantive changes. Parents of students who are scheduled to participate in the specific activities or surveys noted below will be directly notified, such as through U.S. Mail or email providing an opportunity for the parent to opt his or her child out of participation. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement; collection, disclosure, or use of personal information for marketing, sales, or other distribution; administration of any protected information survey not funded in whole or in part by ED; and any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202—5901

## **McKINNEY-VENTO ACT**

The McKinney-Vento Act defines homeless children as “individuals who lack a fixed, regular, and adequate nighttime residence.” The Act then goes on to give examples of children who would fall under this definition:

- (a) Children sharing housing due to economic hardship or loss of housing;
- (b) Children living in “motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations”
- (c) Children living in “emergency or transitional shelters”
- (d) Children “awaiting foster care placement”
- (e) Children whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- (f) Children living in “cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations...”

If you know of a child living in one of these examples, please contact the school administration immediately.

## **CHILD FIND**

St. Libory School offers Preschool Screening which is the process to identify eligible students who are not currently receiving services. Once located, these students are placed in an appropriate program that meets their individual needs.

## **FREE APPROPRIATE PUBLIC EDUCATION (FAPE) / SPECIAL EDUCATION INSTRUCTION**

FAPE is provided for all children with disabilities that are between the ages of 3 and 21 and who have not yet graduated from high school. At St. Libory School, this includes grades PreK through 8<sup>th</sup>. Freeburg Community High School District 77 serves older students. Special education services are coordinated with the Belleville Area Special Services Cooperative. Programs are available for all handicapping conditions; learning disability, behavioral disorders, speech therapy, early childhood education, hearing impaired, vision impaired, and mentally challenged. Specific questions/concerns should be directed towards the building principal.

## **PARENT TEACHER CLUB**

An active and supportive Parent Teacher Club (PTC) works for the benefit of all students. Activities include meetings every month, Fall Festival and fundraising. Current PTC President is Mrs. Amber Harriman. Please check the student monthly calendar and website for meeting dates and time.

## **BUS CONDUCT**

When students are being transported to and from school on buses, they are as much a part of the school as though they were on the campus. The rules of good citizenship, conduct, and fairness should prevail. The superintendent shall be responsible for development of rules, etc. mindful of safety and safe operation. Only with the authority of the Superintendent, and only with advance notification to the parents, may a decision be made to deny the privilege of riding the bus. Inappropriate bus behavior will be addressed through communication between the driver, administration, student, and parent. Consequences will be as follows;

First Notice: Conference with student / Written parent notification

Second Notice: Conference with student / Written parent notification / Suspension from the bus

Third Notice: Written parent notification / Bus manifestation hearing or regular hearing will be held.

Procedure as outlined in the Illinois School Code will be followed.

## **STUDENT APPEARANCE**

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming that are not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. Specific examples are as follows;

- Attire which promotes obscenity, denigration of others, offensive language, drugs, tobacco products, or alcohol.
- Headgear shall not be worn in the school building, except for a medical or religious purpose. Students wearing a hat will be warned the first time, and the second time it will be taken and returned at the end of the school year.
- No clothing considered to be revealing will be allowed. This would include, but not be limited to, bare midriffs, certain holes in clothing, and low cut tops. Skirts and shorts are to be gauged by the students arms at their side with a closed fist. The length of the shorts should be within an inch of the bottom of the closed fist.
- Pants should not sag excessively nor expose undergarments.
- Shirts having bare backs, one-shoulder, or spaghetti straps may not be worn. Shirt straps should be 2 adult finger widths wide.
- Footwear must be a regular shoe-type item; e.g.. NO boots, flip flops, slides, or slippers. Shoes must have a covered toe and a back to them.

These guidelines apply to all students, boys and girls. First time offenders will be given a warning slip to be signed by the parents. Disciplinary action will be taken with repeat offenders

## **ATTENDANCE AT EXTRACURRICULAR ACTIVITIES**

Students must be in attendance for a half day of the event (see absences and excuses for times), with an excused absence the remainder of the day, in order to be permitted attendance to an extracurricular activity. Students serving a suspension the day of the activity will not be allowed to attend the extra-curricular activity.

## **STUDENT DUE PROCESS**

In the operation of the schools, it is hoped that the hallmark of the exercise of authority will always be fairness. Every effort should be made to secure understanding and acceptance of decisions that are made in good faith. At times there may be legitimate differences of opinion between student and staff member. The student should know that he/she and/or his/her parents have a right to a hearing and a judgment by persons other than the one with whom the disagreement lies. The school principal, if he/she is not involved, shall be the first recourse. The Board will extend to students their full rights as provided by law. It is the Board's desire that the exercise of authority necessary in a school setting be fair and that the student's rights be fully protected. Due process is outlined in the District Policy Procedure Book found in the Superintendent's office.

## **STUDENT COMPLAINTS AND GRIEVANCES**

Students have both the right and the responsibility to express school related concerns and grievances to the administration. For the discussion and consideration of a grievance, any student or group of students should request a meeting time and place with the principal. One faculty member of the student's choice may be present at such meeting(s). Such time and place will be designated upon request.

## **PHYSICAL EDUCATION**

All students are required to take physical education. All activities in our program are appropriate for elementary school age students. All students must provide a pair of gym shoes to be worn only when playing in the gym (non-skid). If a child cannot participate in physical activity parents should please send a note explaining the reason.

## **FIELD TRIPS**

The school seeks to expand the background of its students through experiences outside the classrooms. Students are afforded a variety of field trips, as all grade levels are eligible to take at least one field trip each year. Parents/guardians are encouraged to volunteer as chaperones on these outings by calling the office or classroom teacher. Students who have accumulated three (3) or more detentions per quarter and/or owe money/fees in excess of \$75 are not eligible to go on class field trips, but will be provided with an appropriate educational program at school on that day. The detention requirement may be waived if a parent/guardian accompanies the student on the field trip. The money requirement may be waived if the principal has agreed to a payment plan with the parent to eventually pay all fees owed. All field trips must be approved by the board of education, and are not to exceed the hours of a regular school day without prior approval.

## **Fund Raising**

All fund raising that is to benefit the school, a school club, organization, or group must have both administrative and board of education approval prior to student groups or adult leaders engaging in any fund raising.

## **STUDENT CONDUCT**

The Board expects student's conduct to be such as to contribute to a productive learning climate. Individual rights are to be honored and protected; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all pupils shall have equal rights and equal responsibilities in their demeanor in the classroom or on any school property. The Board endorses the following principles of student conduct:

1. Respect for law and those given the authority to administer it shall be required of all students. This includes conformity to school rules as well as general provisions of the law regarding minors.
2. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
3. Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
4. Respect for individual worth to the end that every student shall be assisted to the limit of his/her ability is an obligation of the school. Diligence and a sincere desire to profit from the opportunity offered are an obligation of the school as well as the student.

## **STUDENT DISCIPLINE**

Discipline may be imposed for any misbehavior on school grounds, at school sponsored events, while representing the school, while using school equipment, or any activity which occurs any place and causes or is likely to cause substantial disruption to the educational environment. Specifically, hazing and gang activity are prohibited.

## **DISCIPLINE PLAN**

The St. Libory Discipline Policy is a general guide for students, parents, and staff. The lists and consequences are not intended to cover all possible situations and the superintendent/principal will use professional judgment in responding to deeds of misbehavior and subsequent consequences, students' right to due process. Behaviors are categorized into three types with related consequences.

**LEVEL I** discipline deals with minor misbehavior that impedes the orderly operation of the school (classroom, restroom, cafeteria, gym, hallways, school grounds, school bus and all school sponsored activities). LEVEL I misbehavior includes, but is not limited to:

1. Minor disturbances (running, pushing, wrestling, shouting, loitering, etc.)
2. Improper attire (advertising tobacco, alcohol, drugs, profanity)
3. Classroom disturbances as defined by the teachers' classroom rules
4. Excessive tardiness (two or more tardies to school in one grading period)
5. Cheating

LEVEL I consequences include, 1. Established classroom consequences as mandated by the teacher, 2. Referral to school administration, 3. Parent contact and/or conference, or 4. After School Detention



**LEVEL II** misbehavior represents misconduct that frequently disrupts the school's learning climate, endangers the well-being of others, or damages school property. Acts such as these require administrative action. LEVEL II misbehavior includes, but is not limited to:

1. A repetition of Level I offenses
2. Physical or verbal threats including fighting
3. Disrespect or insubordination toward any school staff member at school or on the bus
4. Petty theft (under \$20.00)
5. Verbal abuse including name calling and use of profanity
6. Minor acts of vandalism (under \$50.00)
7. Leaving school grounds without proper authorization from superintendent

LEVEL II consequences include, 1. Referral to school administration, 2. Parent conference, 3. Student detention after school for 1 hour not to exceed five days, 4. No more than three days school suspension, or 5. Reparations, if appropriate.

**LEVEL III** misbehavior is very serious and always requires immediate administrative action and at least temporary removal of the student. These acts may represent a direct threat to the health and safety of others. The intervention of law enforcement authorities and action by the School Board may be necessary. LEVEL III misbehavior includes, but is not limited to:

1. Repetition of Level II offenses
2. Deliberate physical injury to any person on school grounds including physical attack. Possession and/or use of a knife or any other weapon or injurious and/or their use in a dangerous manner
3. Major acts of vandalism including setting fires
4. Theft (over \$20.00)
5. Gross disobedience to a teacher, administrator, or other school employee
6. Acts which are seriously disruptive or abusive (including sexual misconduct) or that create a hazard, and
7. Any act involving a civil wrong or crime

LEVEL III consequences may include, 1. Referred to school administrator, 2. Parent conference, 3. Not more than 10 days suspension from school, or 4. Recommendation of expulsion to the school board by the superintendent.

## **AFTER SCHOOL DETENTION**

The teacher or principal who gives the detention will notify the child's parent by phone or written notice at least one day prior to the day the detention is to be served. School staff will supervise students who are detained after school. Detention for any given day is limited to a minimum of thirty (30) and a maximum of forty-five (45) minutes. The following school day will be designated as the detention day. If a detention falls on a day of an extra-curricular event the student will serve the detention and will not be permitted to attend the event or allowed to participate regardless of the scheduled event time. Parents must call if there is a problem with serving the detention on the date assigned otherwise it will be considered an unexcused absence. Receiving an unexcused absence will result in being assigned TWO detentions. Parents are responsible for transportation at the end of the assigned detention period. Possible causes for a detention include; aggressive behavior (i.e. pushing a person), inappropriate behavior (i.e. tripping a person), inappropriate language (i.e. cursing), disrespect (i.e. talking back to a teacher), insubordination (i.e. refusing to cooperate). Students who receive a detention will be expected to sit quietly and conduct themselves as in a classroom setting. They are expected to take a bathroom and drink break before coming to detention. Detention is a consequence of misbehavior so should not be a time when students can work on homework and receive help from the teacher. Students should have to take their homework home and complete it there. If a student receives a detention for repeatedly not turning in homework, that student will have to work on homework without the assistance of the teacher who is on duty.

A student who receives THREE after school detention (total) will be assigned to an in-school suspension on the FOURTH OFFENSE. If the student receives a FIFTH OFFENSE he/she will receive further out of school suspensions. This will be on a trimester basis. The student will start over each semester.

## **IN SCHOOL SUSPENSION**

In school suspensions are served in the Principal's office. The student will spend the entire day in the office; they will eat their lunch in the office and they will do their daily assignments for that day. They will receive full credit for all work they complete and turn in to the teacher that day. In school suspensions are assigned by the Principal.

## **OUT OF SCHOOL SUSPENSION**

The Principal assigns this suspension. A student receiving an out of school suspension will be allowed to turn in homework for credit. However, he/she will not be able to attend any school activity. This is in accordance with Illinois School Code. With regard to school suspension, the following procedure will be observed:

1. The student will be given oral and/or written notification of the charges and evidence to support the charges.
2. If the student denies the charges they will be granted the opportunity to present an explanation to the superintendent. The superintendent will inform the student whether or not the suspension will be enforced.
3. In all cases, the parent/guardian will be notified immediately of any suspension and will be provided a written statement within ten school days. Parents may seek a formal review of the suspension through the school board or hearing officer and the student, at their expense, may be represented by an attorney and may put forth a defense at the formal hearing or review. The school board and administration recognize their responsibility to maintain order and security in the school. School property, including but not limited to student desks and lockers, is subject to search and seizure in accordance with school district policy. St. Libory Discipline Policy regarding the use, possession or distribution of tobacco, alcohol, and drugs is presented in the "Summarization of Drug and Alcohol School Policy".

## **BUS SUSPENSION**

Students can be suspended from a bus by the administration for not following bus rules. Parents are expected to provide transportation for their child during this time.

## **DISCIPLINE DUE PROCESS**

A student will be advised of the charges against him/her and be given the opportunity to respond to the charges. The student and his/her parents will be advised by the administration of any disciplinary action taken as a result of the charges. The student or parents may appeal the disciplinary action by responding in writing to the Principal within three days of receiving the results of the charges.

## **SEX EQUITY**

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity. The District has a grievance procedure, which may be followed in the event a student feels they have been denied access to school opportunities. A copy of this procedure is available in the school office upon request.

## **BULLYING**

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, national origin, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. The District will not tolerate harassing intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying should be addressed to the school administration, a faculty or staff member immediately. The Superintendent shall use reasonable measures to inform staff members and students the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

## **SEXUAL HARASSMENT**

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

- An employee's or District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of,
  - a. Substantially interfering with a student's educational environment,
  - b. Creating an intimidating, hostile, or offensive environment,
  - c. Depriving a student of aid, benefits, services, or treatment, or
  - d. Making a submission to or reject of unwelcome conduct affecting academic decisions impacting the student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the school administration, or a member of the faculty or staff. An allegation that one student was sexually harassed by another student shall be referred to the administration for appropriate action.

## **ALCOHOL, TOBACCO, DRUG POLICY**

### **Definitions of Terms:**

Tobacco/Alcohol/Drug/Mood Altering Substance: includes any tobacco or tobacco products, any vaping or electronic cigarette products, any alcohol or malt beverage, any drug listed as a controlled substance, over the counter medication, or medication for which a prescription is required under the law, or any substance which is intended to alter mood.

Examples of the above include, but are not limited to: cigarettes, cigars, e-cigarettes/vaping, snuff, chewing tobacco, beer, wine, wine coolers, liquor, marijuana, hashish, chemical solvents, glue, narcotics, stimulants, hallucinogens, depressants, look-alike substances and any capsules or pills not registered in accordance with the District policy for the administration of medication to students in school.

Distribution: deliver, sell, or give any alcohol, tobacco, drug, or mood-altering substance, as defined by this policy, from one person to another or to aid therein.

Possession: knowingly possess or hold, without any attempt to distribute, any tobacco, alcohol, drug, or mood-altering substance determined to be illegal or restricted by this policy.

Use/Under the Influence of: individuals are determined to be using or under the influence of alcohol, drugs, or mood-altering substances based on a checklist of physical signs and symptoms.

Drug Paraphernalia: includes any utensil or item, which in the school's judgment can be associated with the use of tobacco, alcohol, drugs, or mood-altering substances.

## **SCOPE AND APPLICATION**

This policy applies at all times to students on school grounds, in school buildings, on school buses, or on other school property. It also applies to students at school sponsored and related activities (including field, athletic, trips or events, whether held before or after school, evenings, summers or weekends). Students shall be subjected to discipline pursuant to the procedures and provisions outlined in Board Policy. In addition to this policy, a student participating in extracurricular activities will be subject to the guidelines set forth in the extracurricular activity policy.

## **RESPONSIBILITY OF SCHOOL PERSONNEL**

1. All personnel should immediately report to an administrator any student on school property or at a school related function who is suspected of the use, possession, or distribution of tobacco, vaping/e-cigarette, alcohol, drugs, or mood-altering substances or the possession of drug paraphernalia. Personnel should avoid making any direct accusations to the student.

2. In cases of self-referral (unless a clear and imminent danger or health issue is involved or the student is "under the influence" or in "possession" of), the student will be referred to the school personnel. The student will also be told of available agencies in the area and encouraged to seek help.

## **TOBACCO**

It shall be the policy of the Board of Education that the possession, use, or distribution of tobacco or tobacco products, or alternative products such as vaping or e-cigarettes, is prohibited as stated under the Scope and Application section of this policy. A student who is found to be in violation of this policy for the first time shall be subject to the following action:

- a. The building administration or its designee shall immediately contact parents or guardians.
- b. The student, his locker, and other possessions will be searched as outlined under Search and Seizure in this policy. Any evidence that is confiscated shall be treated according to the procedures for confiscated substances.
- c. The student may receive up to a three (3) day out of school suspension along with an education assignment, such as a written review of literature, films, etc., on the effects of tobacco use. Parents or guardians will be notified of the suspension.
- d. A conference between the parents or guardians, student, administrator, and other persons who, in the judgment of the administration, could make contributions, shall be scheduled as soon as possible.
- e. An anecdotal report describing the incident shall be written by staff member(s) having knowledge of the incident.

## **ALCOHOL AND DRUGS**

It shall be the policy of the Board of Education that the possession of drug paraphernalia, or the possession, use, or distribution of alcohol, drugs, or mood altering substances is prohibited as stated under the Scope and Application of this policy. Furthermore, students shall not be permitted to attend or remain in school while under the influence of alcohol, drugs, or mood altering substances.

A student who is found to use, possess, or be under the influence of alcohol, drugs, or mood altering substances for the first time shall be subject to the following action:

- a. Parents or guardians shall be immediately contacted by the administration. The student shall be sent home or removed from the school for medical attention if necessary. If parents or guardians cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by the administration in consultation with the school nurse, if so employed by the school.
  - b. The student, his locker, and other possessions will be search as outlined under Search and Seizure in this policy. Any evidence that is confiscated shall be treated according to the procedures for confiscated substances.
  - c. The Superintendent shall notify the police department having jurisdiction over the area in which the school is located and the student shall be referred for appropriate action.
  - d. The student shall be suspended for a minimum of ten (10) days. This will be an out-of-school suspension. Parents or guardians will be notified of the suspension. The administration and Board of Education shall retain the discretion to impose additional disciplinary action including expulsion pursuant to the laws of the State of Illinois.
- A conference between the parents or guardians, student, administrator, and other persons who, in the judgment of the administration, could make contributions, shall be scheduled as soon as possible.
- f. An anecdotal report describing the incident shall be written by staff member (s) having knowledge of the incident.

**Any student who is found distributing alcohol, drugs, or mood-altering substances for the first time shall be subject to the following action:**

- a. Parents or guardians shall be immediately contacted by the administration.
- b. The student, his locker, and other possessions will be searched as outlined under Search and Seizure in this policy. Any evidence that is confiscated shall be treated according to the procedures for confiscated substances.
- c. The Superintendent shall notify the police department having jurisdiction over the area in which the school is located and the student shall be referred for appropriate action.
- d. The student shall receive a ten (10) day out of school suspension. Parents or guardians will be notified of the suspension.
- e. A conference between the parents or guardians, student, administrator, and other persons who, in the judgment of the administration, could make contributions shall be scheduled as soon as possible.
- f. An anecdotal report describing the incident shall be written by staff member (s) that has knowledge of the incident.

## **CONFISCATION PROCEDURES---ADMINISTRATION GUIDELINES**

The following procedure is recommended to protect the administrator, the school, and the rights of the student:

1. Never accuse a student of possession or use of anything. State that there is a suspicion of possession or use.
2. The administrator should place any confiscated sample in a sealed envelope or container with a witness present.
3. The following should be noted on the outside of the sealed envelope or container:  
-date and time    -school name    -description of contents    -signature of both parties
4. Make a separate list of every object found in possession of the student. Include the date, time, description, and signature of the administrator and witness.
5. The administrator should contact the authorities in any instance of possession of alcohol, drugs, or mood altering substances.
6. The authority receiving the sample should verify in the presence of the administrator that the indicated sample was received. Have the officer sign the sealed envelope or container.
7. The proper authorities will analyze confiscated substances.

## **SEARCH AND SEIZURE GUIDELINES**

The Board recognizes its responsibility to maintain order and security in the school, to protect school property, safeguard the education process, and protect the health, safety, and welfare of students and faculty. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District, in accordance with this policy.

**STUDENTS AND THEIR PERSONAL EFFECTS:** School authorities (certified employees and school administrators) may search a student and/or the student's personal effects (e.g. purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. It is preferable to obtain voluntary disclosure of the suspected property, without coercion or threat. The search should be conducted as follows:

- after consent by the individual, if possible, without coercion or threat.
- outside the view of others, including students
- in the presence of an administrator or adult witness
- by a certified employee or administrator of the same sex.

**SCHOOL PROPERTY:** School property, including but not limited to desks and lockers, is owned and controlled by the District and the District may regulate its use according to school policy and procedures.

School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g. searches of all student lockers) as a means of protecting the health, safety, and welfare of District employees and students, with notice to but not necessarily the consent of the students, and without a search warrant.

School authorities may search school property when there are reasonable grounds to suspect that the search will produce evidence that a student has violated either the law or the District's rules. It should be noted that automobiles parked on school property may be searched if there is reasonable cause to believe a law or District rule has been violated.

**SEIZURE OF PROPERTY:** If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the District's rules, such evidence may be seized by school authorities, and disciplinary action will be taken. When appropriate, such evidence will be transferred to law enforcement authorities.

## **VISION SCREENING**

Vision screening will be done, as mandated, for Preschool, Kindergarten, Second, and Eighth Grades. This will be done as part of the Preschool Screening process and parents notified as of the date when scheduled. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Vision screening is not an option. If a vision examination report is not on file from an eye doctor within the previous 12 months, your child will be screened.

## **ACCEPTABLE USE POLICY**

Use of school technology and internet access is a privilege, not a right, subject to compliance with the Acceptable Use Policy. Each parent and student is asked to sign this policy once during a student's attendance. The district will not request or require a student to provide a password or other related account information in order to gain access to a student's account or profile on a social networking platform.

## **PESTICIDE REGISTRATION LIST**

Although we have no intention of spraying or fogging with pesticides during the school day when children are in attendance, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event pesticides must be used immediately, we will notify you as soon as possible. Excluded from the notification are disinfectants, sanitizers, and insecticide and rodenticide baits. Contact the school office if you wish to be added to this registry.

## **SCHOOL BOARD**

The School Board meets every 4<sup>th</sup> Tuesday of each month. Meetings are held at the school and begin at 6:30 p.m. All meetings are open to the public.

## **STUDENT TELEPHONE USAGE**

One of the goals we strive to teach all students is personal responsibility. Students who habitually use the telephone to call for routine items not only show a lack of responsibility, but also miss valuable instructional time. In past years, the one telephone line has been so busy with students that the office has missed school related calls coming in. For these reasons, students may not use the telephone to call home for 'routine' matters and may need to face low level consequences. Be assured that any student with a health-related item will be granted permission to use the telephone. As per Illinois State Law, students may bring cell phones to school but these must remain OFF and stay in the student locker during the school day except for an emergency situation. Policy 710.12 specifically defines this requirement. Please contact the school office if you would like a copy of this document.

## **CELL PHONE AND ELECTRONIC DEVICES (Smart Phones, I-Pod, MP3 Players, etc.)**

In the event a teacher decides to allow students to use electronic devices for educational purposes they must seek administrative approval. Otherwise the policy is as follows;

The intent of this policy is to promote safety and provide students with the ability to communicate with parents or family **after** school hours. It is not the intent to provide students with a means of entertainment or unnecessary communication. ST. LIBORY SCHOOL is not responsible for lost or stolen devices.

Students who possess cell phones or electronic devices at school must follow the responsibilities below:

Students must turn their cell phones and electronic communication devices off when arriving on school grounds.

Cell phone and electronic communications devices are to be kept in student lockers during the school day and must remain turned off during school hours. Cell phones are not to be used while riding to or from school, but they may remain powered on for emergency purposes.

Consequences for cell phone and electronic communication devices infractions:

**First Offense** – The device will be confiscated and a parent will be notified to regain possession of the device from the office.

**Second Offense** – The device will be confiscated and a parent will be required to regain possession of the device.

**Third Offense** - Loss of privileges.

***St. Libory Elementary School and St. Libory Consolidated School District #30 reserve the right to revise policy and guidelines when situations arise which interfere with the educational mission of the school.***

**The following section contains information specifically designed for students grades 4<sup>th</sup> through 8<sup>th</sup>, and is in addition to the first section.**

## **SPORTS**

The school offers a variety of sports for student participation. Students are encouraged to participate and to enjoy the fun associated with playing a sport. There are NO TRYOUTS OR CUTS. If students participate in practice they are on the team. There are, however, no guarantees of minimum playing time. Although it is recommended that students from the 5<sup>th</sup> and 6<sup>th</sup> grades play on teams only when there are not enough 7<sup>th</sup> and 8<sup>th</sup> grade students to fill out a team, it shall ultimately be the coach's decision as to how the team is to be structured. Likewise, 4<sup>th</sup> grade students will be considered when there are not enough 5<sup>th</sup> through 8<sup>th</sup> grade students to fill out a team but it shall ultimately be the coach's decision as to how the team is to be structured. If a coach chooses to play a 4<sup>th</sup> grader over an 8<sup>th</sup> grader based on playing ability or practice participation, it is the coaches' discretion alone. The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. The following sports are offered:

FALL-----	Baseball (Boys)	
WINTER-----	Basketball (Girls)	Basketball (Boys)
SPRING-----	Volleyball (Girls)	Track/Field (CO-ED)

In multiple team sports the following apply;

**A Team-** We play to win at this level. Coaches will play the players capable of competing at this level. If there are not enough 7<sup>th</sup> and 8<sup>th</sup> grade athletes to compete at a high level or there is an exceptional younger player, the coach may utilize these students. Coaches will do their best to let everyone play when circumstances allow. Some students may see limited playing time.

**B Team-** The first priority is given to the 7<sup>th</sup> grades to start and play the majority of the games. If there is an exceptional younger player, the coach may utilize these students. Unexcused-missed practices, poor attitude, or lack of hustle may adversely affect playing time. Coaches will do their best to let everyone play when the circumstances arise but all students may not see the same amount of playing times.

**C Team-** 6<sup>th</sup> graders will start although Unexcused-missed practices, poor attitude, or lack of hustle may adversely affect playing time. 5<sup>th</sup> graders may enter as substitute players when needed.

The coaches will make out practice schedules for parent information. If you need to communicate with a coach please call the school for assistance. Any questions regarding the sports program should be directed to the athletic director and/or the Principal. There is a mandatory 24 hour wait time from the time of an incident and when a parent may speak with a coach concerning the event in question. Thank you for your cooperation.

**ALL STUDENTS PLAYING SPORTS MUST HAVE A PHYSICAL BEFORE THEY WILL BE ALLOWED TO PARTICIPATE. THIS IS A STATE RULE. FORMS ARE AVAILABLE IN THE OFFICE OR ONLINE.**

## **SPORT FEES**

Each sport your child chooses to participate in is a cost of \$40.00 per sport. If you have 2 or more children in one sport the cost is \$35.00 per child per sport.

## **CODE OF CONDUCT FOR ATHLETICS**

This activity code is an attempt to state expectations and help influence positive behavior of those students representing St. Libory School. St. Libory School believes that it is a privilege to participate in extra-curricular activities. Students that participate in extra-curricular activities are representatives of the school and community; therefore, when they choose to participate in an activity, the expectations of the students will be higher. Certain rules will apply to all participants in all extra-curricular activities. All coaches and sponsors of activities shall annually review the Rules of Conduct with participants and provide participants with a copy. The Rules or Conduct Code for each sport shall be reviewed by the Principal periodically at his or her discretion and presented to the School Board. Penalties shall be cumulative beginning with and throughout the student's participation in extra-curricular activities while attending St.

Libory School. This code also applies on weekends and after school hours and will be enforced when observed by a certified member of the staff and/or a law enforcement official. Activities included are basketball, volleyball, and baseball. Repercussions for students, parents, etc. who are removed from a game will be dictated by SIJHSAA policy.

FIRST VIOLATION OF RULES: Student will lose participation privilege in the following sports. The number indicates the number of events (dates of game, activity, or meet) the student will be excluded from:

3-----basketball      2-----baseball      2-----volleyball

SECOND VIOLATION OF RULES: The excluded events will be doubled.

THIRD VIOLATION OF RULES: Will result in the loss of a full calendar year of athletic eligibility.

## **ELIGIBILITY PROCEDURE FOR ATHLETICS**

At the beginning of each school year eligibility will be determined at the end of the second week. A student's eligibility will be determined on a weekly basis on each Friday. A student's weekly eligibility will be determined by averaging the total number of points accumulated from the beginning of the trimester by the total number of required homework, worksheets, tests, etc. The previous trimester's average will be figured only in the averaging of the 1<sup>st</sup> two weeks of each trimester. Students are determined ineligible if they are failing ONE subject. Failing shall be an overall score of 1.

EXAMPLE: If a student becomes ineligible on Friday (grade check) they will remain ineligible through to the following Friday at which time an evaluation (grade check) of the student's progress will be evaluated to determine if he/she is passing. If the student is passing then he/she will be eligible to participate on the weekend if competition is scheduled. There will be no practicing during the week of ineligibility. Ineligible players are not permitted to ride the team bus to/from away games. Ineligible players may only attend school sports events when accompanied by and in the presence of a parent/guardian. Under no circumstances shall they be associated with the team i.e. sitting on the bench, in the locker room, team huddles, etc. ALL SUBJECTS WILL BE CONSIDERED IN DETERMINING ELIGIBILITY. THIS INCLUDES ART, P.E., AND COMPUTER.

## **ATHLETIC LOCKERS**

Athletic lockers are available in the locker rooms. If there is a large number of student athletes some students may have to share lockers. The locker room area is to be used only for preparation for practices or events and changing into street clothes afterwards. They shall not be a social gathering place for groups of students.

The locks are rented for \$3.00 a year. At the end of the year students returning their locks will be refunded the \$3.00.

The Administration and Athletic Director of St. Libory Elementary School reserve the right to revise policy and guidelines when situations arise which are not specifically listed above.

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