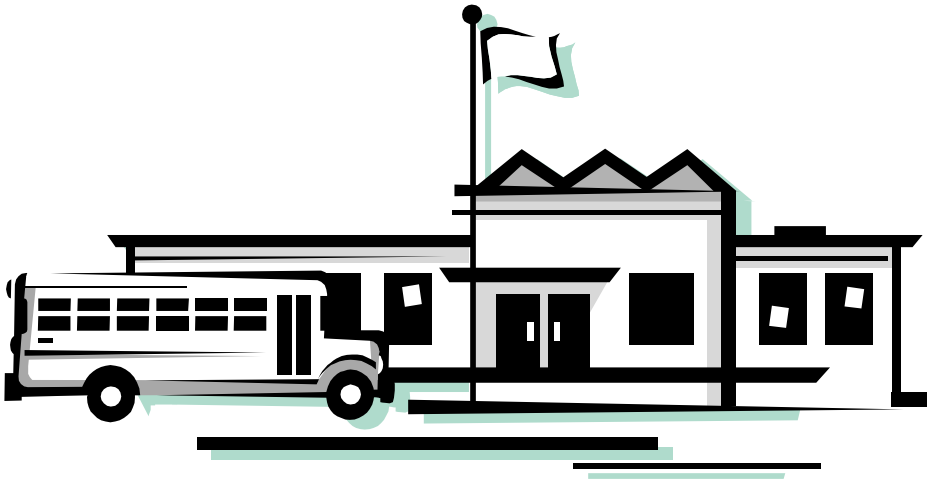
Marquardt School District 15

Excellence Opportunity Diversity

PARENT-STUDENT HANDBOOK

2016-2017



Board of Education policies, rules, and regulations may be amended at any time. In the event of a conflict between this handbook and the policies, rules, regulations, or applicable laws the policies, rules, regulations, or law shall control.

Revised: July 2017

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*Medication forms are located at the back of the handbook.

Parental involvement in the Marquardt School District is encouraged and appreciated. This Parent-Student Handbook is provided as a source of information about District 15 schools. Please contact the schools if there are any questions or concerns or to see a copy of a referenced policy.

MARQUARDT SCHOOL DISTRICT 15
1860 Glen Ellyn Road
Glendale Heights, IL 60139
Telephone: 630-469-7615
Fax: 630-790-1650

District 15 web site: www.d15.us

ADMINISTRATIVE STAFF

Dr. Jerry O'Shea, Superintendent of Schools

Allison Sherman, Assistant Superintendent of Instructional Services

Armand Gasbarro, Assistant Superintendent of Finance & Operations

Dr. Marie Cimaglia- Assistant Superintendent of HR

Amie Kaczmarek , CASE Special Education Administrator

DISTRICT 15 SCHOOLS

Black Hawk School
2101 Gladstone Drive
Glendale Heights, IL 60139
60139
Telephone: 630-893-5750
Fax: 630-307-6525
Kimberly Roberts, Principal

G. Stanley Hall School
1447 Wayne Avenue
Glendale Heights, IL 60139

Telephone: 630-469-7720
Fax: 630-790-5040
Karen Marino, Principal

Charles Reskin School
1555 Ardmore Avenue
Glendale Heights, IL

Telephone: 630-469-0612
Fax: 630-790-5041
David Rojas, Principal

Winnebago School
195 Greenway Drive
Bloomingdale, IL 60108
Telephone: 630-351-3416
Fax: 630-307-6524
Dr. Jon Pokora, Principal

Marquardt Middle School Campus
1912 Glen Ellyn Road
Glendale Heights, IL 60139
Telephone: 630-858-3850
Meredith Haugens, Principal
Matthew McDonald, Assistant Principal
Rebecca Gabreyna Assistant Principal

Lawrence J. Golden Sixth Grade Center
Fax: 630-858-4296

Seventh and Eighth Grade Center
Fax: 630-790-5042

MARQUARDT SCHOOL DISTRICT 15

MISSION STATEMENT

THE MISSION OF MARQUARDT SCHOOL DISTRICT 15 IS TO IMPLEMENT AN EDUCATIONAL PROGRAM WHICH PROVIDES STUDENTS WITH THE SKILLS AND KNOWLEDGE NECESSARY TO BECOME PRODUCTIVE MEMBERS OF SOCIETY AND LIFELONG LEARNERS.

PHILOSOPHY

MARQUARDT SCHOOL DISTRICT 15'S PHILOSOPHY ENCOMPASSES THE FOLLOWING:

- LEARNING IS A LIFELONG PROCESS.
- EVERY STUDENT HAS THE ABILITY TO LEARN.
- OUR EDUCATIONAL PROGRAM MUST BE CONDUCTED IN A SAFE, POSITIVE, AND SUPPORTIVE ENVIRONMENT.
- A STUDENT'S EDUCATION IS A SHARED RESPONSIBILITY OF THE STUDENT, FAMILY, AND SCHOOL.
- DISTRICT 15 MUST BE SENSITIVE TO THE CHANGING NATURE OF ITS SCHOOL COMMUNITY AND DEVELOP ITS EDUCATIONAL PROGRAM ACCORDINGLY.

STRATEGIC PARAMETERS

* All District programs, practices and activities shall be developed and implemented in accordance with the District's mission, beliefs, goals, and action plan.
* The District shall provide a safe, healthy and orderly learning environment for all students and staff.
* The District's educational program shall be constructed in such a way so that it addresses the characteristics of its student population.
* Student curriculum shall be developed and implemented in accordance with student needs and current research.
* Recommendations for all curriculums shall include an analysis of cost, an analysis of the impact on the allocation of instructional time and resources, and shall provide for adequate staff inservice and evaluation.
* The District shall be sensitive and accountable to all District 15 constituents. It shall seek to provide the best possible educational opportunities within the financial limitations established by the state and its local community.
* The District shall seek to recruit and make every effort to retain personnel who reflect the highest standards of teaching excellence.

BOARD OF EDUCATION

Bruce Barreras, President

Constance Kelly, Vice-President

Jean Randazzo, Secretary

Silvana McMillan

Enrique Arroyo

Danuta Polsakiewicz

Rich Pugh

BOARD OF EDUCATION MEETINGS

TIME: 7:30 p.m. **LOCATION:** **Board Room**
1860 Glen Ellyn Road
Glendale Heights, IL 60139

DATES:

July - No meeting

August 9, 2016

September 13, 2016

October 11, 2016

November 8, 2016

December 13, 2016

January 10, 2017

February 14, 2017

March 14, 2017

April 11, 2017

May 9, 2017

June 13, 2017

Agendas/Minutes may be accessed by following the Board links at www.d15.us.

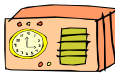
ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

The AHERA Management Plan and inspection reports may be examined in the school office or in the District Office, 1860 Glen Ellyn Road, Glendale Heights, Illinois. If you have any questions regarding this information, please do not hesitate to contact the Business Manager at the District Office.

BAND/ORCHESTRA PROGRAM

As a child learns to play an instrument, the child also learns discipline, cooperation with others, and an enriched lifestyle. Membership in either the band or orchestra program is a school activity that provides a constructive and creative outlet for students in grades four through eight.

The goal of the band or orchestra program is to improve student instrumental performance abilities. Students are provided with small ensemble or sectional experiences as well as a large ensemble experience. Band/ orchestra students are monitored on an individual basis and progress is reported to parents.



CLOSING OF SCHOOLS

Schools are equipped with a weather alert system to warn of imminent dangerous weather conditions. In the event of a warning during school hours, all students will remain in the building at the discretion of the school administrator in consultation with the superintendent, if possible.

Due to inclement weather or other hazardous conditions, school may be cancelled. When such conditions occur, the automated phone message system will be activated via a robo call and email message. It is vitally important that the school office have a current, **working phone number to contact parents/guardians**.

CURRICULUM: UNITS OF INSTRUCTION

District 15 curriculum guides are aligned to the Illinois Common Core Learning Standards. In addition to teaching the seven fundamental learning areas (language arts, mathematics, science, social science, fine arts, physical development and health, and foreign language at the middle school), Illinois School Code also requires specific units of instruction. These units include: conservation of natural resources, history, holocaust, black history, history of women in America, career education, health, safety education, danger and avoidance of abduction, prevention and avoidance of alcohol, tobacco use, drug and substance abuse. Students in grades 7 & 8 also receive instruction in the prevention, transmission and spread of AIDS, and prevention and abuse of anabolic steroids. For more information on Curriculum, please visit www.d15.us, Parent Tab, Curriculum.

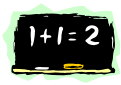
Student Use of Technology

Student access to technology can be found in every classroom in District 15. Teachers integrate technology into classroom lessons. Students use various technology tools to help them collect, manage, evaluate, and communicate information. At the elementary level K-4, in addition to classroom technology, students use technology on mobile wireless laptop carts and in library media centers in every building. At grade 5 students begin the 1:1 initiative that allows them the use of their own laptop on school grounds. At the Middle School the 1 to 1 laptop initiative extends to students being able to have the option to take their laptops home with them with the purchase of insurance.
When a child enters a school as a Kindergartner, 6th grader or transfer student Technology Use Agreements will be part of the Registration Packet. At K-5 the student's parent is required to review and sign the Acceptable Use Policy (AUP). Parents are then to review the policy with their child. At grades 6-8 the parents and the student are required to review and sign the Student Required Use and Internet Safety Policy (RUP). The signed AUP or RUP will then remain on file with the school for the length of the student's time there. This form is updated whenever a child changes schools. Middle School parents are also required to attend a parent laptop meeting to learn more about the initiative and have the option to sign a contract to purchase laptop insurance.

Each year District 15 staff will review individual students' responsibilities for using technology and Internet responsibility and safety using appropriate grade level terminology. District 15's technology policies ensures that all students have equal access and that equipment and individual user rights are protected and secure. Note: The District may authorize disclosure, use or dissemination of personal identification information regarding minors for educational purposes through approved secure web sites.

DISTRICT PARTNERSHIP COUNCIL/SCHOOL PARTNERSHIP COUNCIL

District 15 has formed a District Partnership Council (DPC) comprised of trained members representing all constituent groups from each school as well as the District at large. The purpose of the group is to provide a strategic plan for improving student achievement, increasing communication, and reviewing district discipline practices and policies. In addition to the District Partnership Council, each school has a School Partnership Council (SPC). Some of the representatives on the School Partnership Council also serve on the District Partnership Council to facilitate communication between Councils. Parents who would like to participate in the DPC or SPC should contact the school principal.



EARLY ENTRANCE TO KINDERGARTEN/FIRST GRADE

A child may be considered for Early Entrance to Kindergarten only in the event that he/she becomes five years of age within one month following the date prescribed by law for enrollment in Kindergarten. Only children falling within that time period may be considered for the Early Entrance program. The procedural steps listed in the Early Entrance Policy will be followed for those children who qualify as candidates for the Early Entrance to Kindergarten program. The Assistant Superintendent of Instruction's decision regarding the progression of the application at any step will be final.

Children that reach age six by September 1 will be considered for first grade without the benefit of the early application process. Students who were admitted to District 15 under Early Entrance to Kindergarten and successfully completed kindergarten will also be enrolled in first grade. A child may be considered for Early Entrance to First Grade in the event that he/she becomes six years of age on or before October 1. The procedural steps listed in the Early Entrance Policy will be followed for those children who qualify as candidates for the Early Entrance to First Grade program.

EMERGENCY DRILLS

Practice drills are held periodically to promote student safety during an emergency situation. It is important that students learn to move as quickly and orderly as possible to a safe area. Emergency procedures are posted in all school areas and are coordinated with local fire and police agencies.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Marquardt School District 15 values effective and efficient communication with parents and guardians. The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires that school districts obtain written consent prior to the disclosure of personally identifiable information from your child's education records. School districts may disclose certain information, called "directory information" without written consent, unless a parent/guardian requests that it not be released. The primary purpose of sharing this information is to allow the school district to highlight notable student achievements and events in certain school publications.

Examples include:

- A playbill showing your student's role in a drama production
- Annual yearbook
- Honor roll or other recognition lists
- Graduation program
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- Photographs from school events and ceremonies in community and school newsletters

The following information is designated as directory information:

- Academic awards, degrees, honors
- Information related to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in the school
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs.
- Student's name, address, gender, grade level, birth date and birth place; and parents/guardians' names, mailing addresses, electronic mail addresses, and telephone numbers.

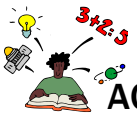
Photographs of students participating in school-sponsored activities may be posted on the school district's website or social media sites, without student names, unless an opt-out request is submitted. The following information will not be released: an image on a school security video recording, student Social Security number, student identification number, or unique student identifier.

If you do not want Marquardt School District 15 to disclose directory information without your prior written consent, you must notify the District by submitting a written request to the student's school (addressed to the Principal). The request must be submitted within the first two weeks of the school term.

Parents/guardians should understand that if they withhold consent, none of the student's information would be released. This includes information/photographs for the yearbook, award listings such as honor roll, and classroom projects and achievements highlighted in digital and print form.

FIELD TRIPS

Sometimes during the school year, it is appropriate to move the educational setting out of the school classroom to a different environment, such as a museum or nature park. If the class is having a field trip, students will bring home permission slips for parents to sign so students may participate in the field trips. Parent volunteers are frequently requested to accompany the classroom teachers. Please look for these shared educational opportunities.



ACADEMICALLY CHALLENGING ACCELERATED EDUCATION PROGRAM

Academically talented students in the upper elementary and middle grades may be invited to participate in the academically challenging accelerated education program. The upper elementary program focuses on the fundamental learning area of mathematics. At the middle school, identified students are placed in advanced classes in mathematics. Test scores, checklists regarding characteristics of students, and teacher recommendations are used to identify students for the program.

8th GRADE PROMOTION REQUIREMENTS

In addition to the core curriculum requirements, each 8th grade student must pass an examination regarding the state and federal governments, the Declaration of Independence, and the American flag.

HEALTH SERVICES

Accidents & Illness

Children are supervised at all times, and every effort is made to prevent injury to children on school grounds. A District nurse and health aides are available if a student becomes ill or injured at school. **Please keep home, work, and emergency numbers current, so that a member of the health department may reach you if necessary**. In the event of an emergency, every effort will be made to contact the parent/guardian in order to advise them of the situation.

When to Keep Your Child at Home

- When he/she has had a fever of 100° or more within the last 24 hours.
- When he/she has thrown up or had diarrhea within the last 24 hours.
- When he/she has a rash that has not been seen by a doctor.
- When he/she has pinkeye that has not been treated for 24 hours.

Physical Examinations & Immunizations

Illinois law requires that students have a physical examination and the required immunizations when entering school for the first time and prior to the sixth grade. Physical examinations are also required to try out for any organized sport. Physicians licensed to practice medicine in all of its branches, Advanced Practice Nurses or Physicians Assistants shall be responsible for the performance of the health examinations, other than dental examinations and vision and hearing screening, and shall sign all report forms required. Exemptions to the requirements are limited to medical contraindication or religious objection. Illinois law requires students to be excluded from school if these requirements have not been met. The mandated form must be turned in to the health office no later than October 15 of that school year. Physical examination forms are available from the school health office and are available on the district health services website.

Required vaccinations when entering school for the first time:

1. Diphtheria, pertussis, tetanus (DPT) with boosters after four years of age and one dose of Tdap prior to 6th grade entry
2. Polio with boosters after four years of age
3. Measles, mumps, rubella (MMR) two doses with the first dose given on or after the first birthday and the second dose no less than 4 weeks later
4. Chickenpox (Varicella), two doses with the first dose given on or after the first birthday and the second dose no less than 4 weeks later
5. Hib vaccine (for students entering Early Childhood and Pre-Kindergarten programs only)
6. Hepatitis B vaccine, a series of three over a 6 month period (early childhood, pre-kindergarten and grades six through 8)
7. Pneumococcal conjugate vaccine (for students entering Early Childhood and Pre-Kindergarten programs only)
8. Meningococcal Conjugate Vaccine – prior to 6th grade entry given on or after the 10th birthday

Note: It is strongly recommended that students also have a skin test for tuberculosis.

Dental Examination

Effective July 1, 2005, Public Act 93-946 requires all Illinois children in Kindergarten, second and sixth grades to have a dental examination between Nov. 15 of the previous school year and May 15 of the current school year. Dental examination forms are available from the school health office and are available on the district health services website.

Vision Examination – Kindergarten and Students New to the State of Illinois

Public Act 95-0671 requires that all children entering kindergarten and all students (grades 1-12) entering an Illinois school for the first time have proof of an eye exam. This exam must have been performed by a physician licensed to practice medicine in all of its branches or a licensed optometrist within the previous year. The mandated form must be turned in to the health office no later than October 15 of that school year. Vision exam forms are available from the school health office and are available on the district health services website.

Vision & Hearing Screening

Parents will be notified by the school principal in advance of vision or hearing screenings. A child exhibiting vision or hearing problems should consult a doctor regardless of the screening results. The Child Vision and Hearing Test Act (PA 76-1571) requires the following vision and hearing testing be done:

Vision

1. Preschool yearly
2. Special education yearly
3. Foster children yearly
4. Students new to the District who have not been screened at the required grades
5. 2nd and 8th grade*
6. Students at other grade levels may be screened at the request of the teacher or parent.
7. Kindergarten students who have not submitted required exam.

*Students are also screened at 1st and 4th grades.

Hearing

1. Preschool yearly
2. Special education yearly
3. Students new to the District who have not been screened at the required grades
4. Kindergarten, 1st, 2nd, and 3rd grade
5. Students at other grade levels may be screened at the request of the teacher or parent.
6. Foster children yearly

Administration of Medication

The primary responsibility for administering medication rests with the parents/guardians of the student. Medication will be administered at school only when necessary for the critical health and well being of the student. Self-administration of medication by students with asthma or the use of an epinephrine auto-injector by students at risk of anaphylaxis will be permitted in accordance with the School Code and the District's procedures. Prior to dispensing any medications, a medication form needs to be completed by the parents and physician. Copies of the forms are located at the end of this handbook as a convenience to parents and are available on the district health services website.

Communicable Diseases

District personnel who know or reasonably believe that a student is or may be suffering from a serious illness (i.e. Rubella, Cytomegalovirus, Hepatitis Type B, Herpes Simplex virus, illness due to infection with HTLV-III (AIDS) virus, etc.) will immediately notify the District nurse and School administrator of the name of the student. The administrative procedures accompanying the Board Policy on Communicable Diseases will be implemented immediately. The identity of the infected child will be protected unless authorized by the Superintendent.

HOMELESS ASSISTANCE

The District Homeless Liaison is Dr. Marie Cimaglia 630-469-7615.

HOMEWORK

Homework is student work done outside of the class where the work was assigned. It may consist of work that was not completed during the regular school day or it may be a specific student project. In either case, the teacher has sufficiently prepared the student in class so that the homework may be completed independently.

Homework plays an important part in developing a child's responsibility for completing work and in providing additional practice for daily skills and concepts. Parents can encourage students to complete their homework by providing a workspace at home and if necessary, by checking to be sure assignments are finished on a daily basis.

HONOR ROLL (6-8)

Physical Education/Health	English	Social Science
Mathematics	Science	Music/Art/Foreign Language
Band/Choir/Orchestra		

Students receive letter grades in all of their classes. A student must maintain a "B" average with no "D's" or "F's" to qualify for the honor roll.

IDENTIFICATION CARDS (6-8)

At the beginning of the year, identification cards will be issued to Middle School students. Middle School students need to have their I.D. cards at all times. These cards are used for bus assignments, fee collections, library circulation, and entrance to school activities. If a card is lost, stolen or destroyed, the student needs to immediately acquire a new card from the office. The initial identification card is free. New I.D. cards will be replaced at cost.

LIBRARY MEDIA CENTER

Marquardt District 15 provides a library media center in each building. Library media centers are areas that house the library collection. Books, journals, and other information are available for student checkout. At all buildings, the circulation of materials has been computerized for more efficient student use. Students use the library media center for a variety of uses that include research, reading, and small group activities. Library and reference skills instruction is also part of the library media instructional program.

LOCKERS (6-8)

Lockers are assigned to individual students by school personnel. Sharing and/or exchanging of lockers is not permitted. Once the lockers have been assigned, students are responsible for their own locker combination and contents. Only school-issued locks are permitted on lockers. It is strongly urged that students not leave money or expensive items in their lockers. The school reserves the right to inspect lockers, desks, parking lots, and other school property owned or controlled by the District as well as the student and his/her personal effects and remove anything contrary to school rules or potentially detrimental to the safety and welfare of the student body and school program. Any inspection or search of lockers, desks, parking lots and other school property, and personal effects left in those places by students, may occur without notice to or consent of the student, and without a search warrant. This search and seizure will be predicated upon reasonable suspicion that the student or students have in his/her or their possession items and/or substances that constitute a violation of the law or school rules. Periodically, there will be a locker cleanup by the students under the direction of the teacher to avoid health and safety hazards.

Wellness Policy

Marquardt School District 15 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle, and that recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The District 15 school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and to promote health and wellness, good nutrition and regular physical activity.

District 15 has initiated guidelines for school celebrations (i.e. birthday treats), foods in classrooms, and rewards that meet new federal guidelines for food served in schools. For complete information and options please visit www.d15foodandnutrition.us

MEAL PROGRAM

Marquardt District 15 offers a hot lunch program at all of our schools in addition to a breakfast program daily. Our mission is to provide safe and nutritious meals to our students that foster proper growth and development to prepare students to learn at their optimal level during the school day. We participate in the National School Lunch and School Breakfast Program and meet all the nutritional requirements of these programs. We offer a variety of both fruits and vegetables daily, including local produce and all grains offered are whole grain rich. Our meals meet the calorie, fat and sodium guidelines as set forth by the USDA. Our daily menu selections are served in age appropriate portions. We offer only fat-free flavored or low-fat white milk. Milk is part of a school meal; however, it is also sold separately for those who choose to bring a lunch from home.

At the beginning of the school year a menu will be provided to every student. The menu and nutritional content of all of our meals is also available on our website at www.d15foodandnutrition.us. Lunch and breakfast prices are published yearly on the menus.

ELEMENTARY SCHOOLS: At breakfast, we offer a "Grab and Go" breakfast, fruit and milk daily. Students grab their breakfast as they enter school and eat in the classroom. Students are not allowed to bring in breakfast from home and only can consume school provided breakfast in the classroom. Each school has established times and areas in which that students are allowed to come in and get breakfast, so please contact your school for these times.

At lunch, we offer one hot entrée and two cold entrées daily for the students to choose from. Students can choose one entrée and combine up to three side choices and milk to make a complete lunch. Students are responsible for ordering lunch daily and must raise their hand in the classroom in the morning. It is the family's responsibility to make sure students have money on their food service accounts. We encourage that meal payments are made in advance on-line (using credit or debit card), cash, or by check. Your student will hand in the money/check into their homeroom teacher or school office in the morning. Change will not be given and the total amount of cash/check will be deposited on your child's account. Meal payment (cash or check) should be placed in an envelope marked "School Lunch/Breakfast" and must include student name, grade/teacher, and check or cash. Checks are to be made payable to Marquardt School District 15. If you have more than one student at the same school you need to write only one check and indicate how much is to go into each child's account.

ELEMENTARY NEGATIVE BALANCE PROCEDURE: If a student has a negative balance in their meal account a negative balance reminder will be sent home with the student. We ask that when the negative notice is sent home that money is sent with the student the following day. Students will not be able to have a negative balance higher than -$5.50. If the student comes thru the lunch line and has a negative balance of -$5.50 or more, they will not be able to receive the entrée that day. However, we do not want your child to go without eating, so we will provide them with an alternate meal. Students will also not be allowed to take a breakfast if their balance exceeds $-5.50. The alternate meal for breakfast is fruit and a milk.

MIDDLE SCHOOL: At breakfast, students have several hot and cold breakfast options daily at both the 6th grade and 7/8 grade buildings. Students are allowed in the school at 7:40 am to get breakfast. Students are then instructed to go back outside and can eat as they wait for the bell to ring or some choose to eat once they get into the classroom. If the weather is below freezing students are allowed to eat breakfast indoors.

At Lunch, we offer multiple entrees' daily. Students can choose one entrée and combine up to three side choices and milk to make a complete lunch. In addition to meals, we offer a healthy selection of a la carte items daily that meet the USDA "Smart Snacks" Standards. Money deposited in students' accounts can be used for both lunch and a la carte purchases. If you do not want your student to purchase a la carte items from their account, please call your school cafeteria so your student's account can be blocked of ala carte purchases.

MIDDLE SCHOOL NEGATIVE BALANCE PROCEDURE: Students at the middle school level are NOT permitted to charge meals to their account. Money must be in their account or cash must be available at the time of purchase. If your student does not have any money on their account or no cash with them they will not be able to receive a meal. However, we do not want your child to go without eating, so we will provide them with an alternate meal. If a student does not have money on their account at breakfast time they will not be allowed to purchase breakfast and an alternate meal of fruit and milk will be given. Students must come with money the following day if they wish to purchase breakfast and/or lunch.

MEAL PAYMENTS: Online payments can be made with credit or debit cards for both Elementary and Middle School students. Please log on to our website at www.d15foodandnutrition.us. Select pre-payment options and this will instruct you how to pay online using the mymealtime.com link. You will need your student's I.D. number to set up an online account. Please call our Food Service Dept. at 630-469-7615 x1171 if you do not know your child's ID number.

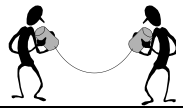
FREE & REDUCED PRICE MEALS: Free and reduced priced meals are provided for families meeting federally established income guidelines. You can obtain the application from your school office, print the application from our website, or apply online at www.mymealtime.com (there is a link to this site on our district website). Applications for this school year are available beginning the first week of August.

For more information about the food service program please contact the District 15 Food Service Department at 630-469-7615 x1171 or visit our website at www.d15foodandnutrition.us.

MIDDLE SCHOOL ACTIVITIES

As during the day, students are to conduct themselves in a courteous and polite manner during all school activities. This includes, but is not limited to: Sporting Events, Extra Curricular Activities, Dances, and Field Trips. Students who are absent from school, leave school due to an illness, who are serving an in-school or out-of-school suspension, or who receive a detention on the day of an activity will not be allowed to participate.

School dances may be held periodically during the year. Students attending these activities must live within the District and be enrolled at Marquardt Middle School. No students will be allowed to leave the dance early unless they have a note from their parents.



PARENT/STAFF COMMUNICATIONS

Marquardt District 15 encourages communication, sharing, and involvement on the part of the school and home to ensure a quality education and a successful school experience for all students. District personnel recognize the rights of parents to voice concerns regarding the progress of their child in school. Academic, discipline, social, and safety issues are among the many concerns parents have regarding their child. Concerns of this nature should first be addressed with the classroom teacher as the most effective communication will take place at this level. Any further or additional concerns should be addressed to the following people in the order listed:

Academic

Teacher - Assistant Principal/Principal – Assistant Superintendent of Instruction - Superintendent

Transportation

Assistant Principal/Principal – Assistant Superintendent of Finance - Superintendent

Discipline/Personnel/Other School Problems

Teacher - Assistant Principal/Principal – Superintendent

Bilingual Parent Advisory Committee

Marquardt School District 15 has established a Bilingual Parent Advisory Committee (BPAC). The purpose of the District BPAC is to establish parent and community participation. Meetings are held four times per year. Participation includes parents or legal guardians of students in the program, bilingual teachers, and community members. A majority of members must be parents of students enrolled in the TBE program. Information regarding BPAC may be obtained from the Bilingual Program Coordinator at (630) 469-7615.

TEACHER QUALIFICATIONS

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW* every parent has the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

PHYSICAL EDUCATION/PHYSICAL FITNESS/HEALTH

Physical education is an integral part of the total education program and is offered daily to all students. Students are taught fundamental skills in the area of physical education. Rhythm, manipulative, and movement skills are introduced at the primary grade levels. As students progress through the upper and middle grades, they are introduced to basic game skills, physical fitness activities, team sports, and other activities that promote cooperative participation and a healthy lifestyle.

A fitness center at the middle school featuring fitness equipment will be incorporated in the physical education curriculum. Middle school students will be instructed in safe and appropriate use of the equipment.

The health program at the elementary grades is taught by the classroom teacher in conjunction with the science program. At the middle level, health is taught by the PE/Health teachers. Health skills cover the elements of safety, nutrition, substance abuse prevention, and an understanding of human growth and development.

PROMOTION, RETENTION AND REMEDIATION

Decisions regarding placement, promotion, or retention are made in the best interests of the student after a careful evaluation of the advantages and disadvantages of the various alternatives. Every effort shall be made to identify candidates for retention and to implement retention decisions in the primary grades rather than later in the student's academic experience.

Decisions to promote or retain students in any classes are based on: 1) successful completion of the curriculum; 2) attendance; 3) performance based on standardized tests, state mandated tests, locally developed tests, and other authentic performance based measures adopted by the District; 4) cognitive ability, handicapping condition, disability, and/or rate of learning; 5) English language acquisition; and 6) other criteria established by the Board of Education.

When any alteration in a student's normal progression through school is contemplated (i.e. retention or skipping of a grade), all factors shall be considered. The teacher and school administrator use the expertise of other professional personnel as appropriate, and the support of the parents shall be solicited before a decision is reached.

PROOF OF RESIDENCY

In order to ensure that only residents of District 15 have children enrolled in the schools, the Board of Education requires all registering students to prove each year, that they reside in the District. Proof of residency is the responsibility of the registering parent.

Residency documents can be obtained by going to www.d15.us, from your child's school office or from the District Office.

Except as provided by statute, non-resident students attending the District's schools will be charged tuition. Persons who knowingly attempt to enroll or provide false information in connection with the enrollment of a non-resident student on a tuition-free basis are subject to criminal penalties.

Preschool Screening

Preschool screening is offered periodically during the school year for children ages three to five not yet in kindergarten. The areas of concept development, speech/language development, group learning, socialization, motor, and vision and hearing are assessed. Parents should contact the District Office to schedule a preschool screening appointment.

Problem Solving Services (PSST)/Special Services Team (SST)

The Problem Solving Services Team is designed and staffed to monitor those students requiring intervention services based on school wide assessments. The PSST will be include the classroom teacher, reading specialists, the special education resource teacher and may include certified personnel who provide related services and/or health services. The School administrator is the chair of the PSST.

Through the PSST, when a certified staff member or parent perceives that a student has learning problems, appropriate interventions will be initiated and documented. Students demonstrating behavioral concerns will be addressed through the school wide behavior program.

When learning and/or behavioral difficulties persist, the SST, including the school administrator, school psychologist, school social worker, school nurse, classroom teacher and other related services personnel as needed, will meet to discuss the student's educational needs/concerns. The documentation from PSST will be reviewed and the SST may recommend additional intervention steps or may recommend referral for a full and individual evaluation. The student's primary language and/or mode of communication must be documented.

Special Education Programs

Marquardt School District 15 offers special education programs and related services for those students who have been determined eligible. Eligibility and placement decisions are determined by the multidisciplinary team working with that student. Parents are members of this team for their individual child. Listed below is a description of the various types of programming available for eligible students.

Early Childhood Special Education – The Early Childhood Special Education Program is designed for students with identified developmental delays in the area of speech and language, motoric, behavioral and/or cognitive functioning. This program is designed to provide early intervention in each of the developmental areas.

Speech and Language – Speech and Language Services are provided for students with speech and/or language impairments which interfere with their educational or social development.

Resource – The Resource Program is designed for students who require special education services less than 50% of their school day. This type of program can include consultation by the resource teacher to the regular classroom teacher and/or individual or small group direct instruction, by the special education teacher.

Modified Instructional Program – The Modified Program is a self-contained program which serves students who demonstrate significant difficulties with academics, and require intensive small group instruction and techniques in order for them to make academic progress. Students in these programs require special education services for more than 50% of their school day. These programs provide direct instruction for students who require a modified curriculum in one or more academic areas.

Specialized Academic Classrooms - (Supported by the Cooperative Association for Special Education) – Specialized Academic Classrooms are self-contained special education classrooms designed for students who exhibit difficulties in the area of communication, socialization and academics. Support is also provided for students who have motor or sensory needs. Some Specialized Academic Classrooms are located within the special ed. cooperative, but not within Marquardt District 15.

Emotional Support Program – (ESP) – The ESP program is a highly structured program for students who exhibit emotional and/or behavioral difficulties. These programs provide specialized techniques and emotional support to allow students to benefit from educational instruction.

Hearing Impaired – Programs for students with hearing impairments are available in cooperation with the C.A.S.E. or SASED Special Education Cooperatives. Students may be serviced by an itinerant teacher who comes to the child's home school or in a self-contained class structure.

Visually Impaired – Programs for students with a visual impairment are available in cooperation with the C.A.S.E. or SASED Special Education Cooperatives. Students may be serviced by an itinerant teacher who comes to the child's home school or in a self-contained class structure.

STUDENT ATTENDANCE

The habit of regular attendance is important to student success at school. Make-up work can never fully compensate for the loss of class instruction and participation in class discussions. Section 26-2a of the Illinois School Code cites the following as valid causes of absenteeism or an excused absence.

- Illness
- Observance of a religious holiday
- Death in the immediate family
- Family emergency
- Circumstances that cause reasonable concern to the parent or guardian for the safety or health of the student
- Other situations beyond the control of the student as determined by the Board of Education.

All other absences will be considered unexcused.

Students who are absent may not attend or participate in before/after activities on the day of absence unless granted an exception by the school administrator.

When a student is going to be absent from school, parents should call the absence in to the school before 8:00 a.m. or as soon as possible to inform the school for the reason of absence. The school will attempt to contact those parents who have not called school within two hours of the start of the school day. If no contact has occurred between the home and the school, the student should bring a written excuse from home on first day back to school. Three or more days consecutive absence may require a doctor's note.

A full day of attendance is important for every student. Illinois School Code requires that students arriving thirty minutes late or leaving thirty minutes early will only be credited for a half day of attendance. If it is known in advance that a late arrival or early dismissal is necessary, parents should send a note to the teacher. Children leaving school early need to be picked up in the school office. A child will be released when signed out by an authorized person bearing proper identification. For their own protection, children are not permitted to wait in the parking lot or walk home.

A student who misses three (3) or more consecutive days of school may be required to provide a note signed by a physician stating the dates that the student was unable to attend school and the date the doctor saw the student. Notes from parents are acceptable for excusing a student from Physical Education (PE) for a short time, not to exceed three (3) days.

Arrival and Dismissal Times

Middle School Chorus, Band and Orchestra students begin at 7:20 am and may enter the building beginning at 7:10 am. All other classes begin at 7:55 am. Students in grades 6-8 may arrive at school at 7:40 am. The school entry bell will ring at 7:48 am. On Mondays, dismissal for Middle School will be at 2:20 pm. Tuesdays through Fridays, dismissal will be at 3:05 pm.

Students in grades 1-5 and morning Kindergarten may arrive at school at 8:35 am. The school entry bell will ring at 8:40 am. Instruction for students in grades 1-5 begin at 8:50 am. On Mondays, dismissal will be at 2:55 pm. Tuesdays through Fridays, dismissal will be at 3:40 pm.

Morning Kindergarten classes begin at 8:50 am. On Mondays, dismissal will be at 11:15 am. Tuesdays through Fridays, dismissal will be at 11:40 am. On Mondays, afternoon Kindergarten classes will begin at 12:30 pm and end at 2:55 pm. Tuesdays through Fridays, afternoon Kindergarten classes will begin at 12:55 pm and end at 3:40 pm.

A student who arrives at school after school has started must report to the school office before being admitted to class. Parents may be contacted for verification at this time.

Students having permission to leave the building during school hours will be required to be signed out in the school office by a parent, guardian or person specifically approved by the parent or guardian. Identification may be required prior to a student being called to the office and before the release of any student.

Tardy

Students are marked tardy if they arrive up to 30 minutes late from the start of the instructional day. There are two exceptions: a) students who are on buses that arrive to school late or students who arrive late due to inclement weather and b) students who arrive within the first 30 minutes of the instructional day with a note signed by a doctor or dentist verifying an appointment. Students who arrive more than 30 minutes late will be marked absent for half a day. Excessive tardies will result in action by the school administrator.

Truancy

Truancy is defined as an unexcused absence from school. Chronic truancy is defined as having 5% or more absences without valid cause in the last 180 days of school. Excessive or long-term absences will result in action by the school administrator and/or may require a doctor's note. Supportive services and available resources may be provided for students on an as needed basis.

STUDENT DISCIPLINE

Philosophy

The Board believes that a school's climate should promote open expression of beliefs, mutual respect and trust, as well as personal, caring relationships. However, when that climate is violated by inappropriate or illegal student conduct, the Board recognizes its responsibility to establish disciplinary policies and procedures that deal with such conduct in a fair and responsible manner.

In all matters related to student conduct and discipline, the following individuals assume the supervisory role of parent/guardian to the students: teachers, other certificated employees (such as administrators), and any other person (whether or not a certificated employee) who provides a related service for or with respect to a student. This relationship extends to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students. The Board will give full support and assistance to its staff with respect to the maintenance of control and discipline in the schools within the parameters of this policy.

This discipline policy will be uniformly applied throughout all of the schools of the Marquardt School District and will be in compliance with all the appropriate state and federal requirements.

Extracurricular Activities

Students who participate in extracurricular activities, including but not limited to interscholastic athletics and competitive clubs, must also adhere to the requirements of the athletic and activities code.

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials including e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, inhalants, mind-altering drugs, look-alike drugs, unauthorized medication, and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have drugs in their possession.

4. Using, possessing, distributing, displaying, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon, or used as a weapon, or that looks like a weapon.

5. Using, possessing, or distributing matches, lighters, or other items which may be used as incendiary devices.

6. Using or possessing cell phones and/or electronic signaling and cellular radio telecommunication devices, unless authorized and approved by the building principal. Electronic signaling devices include pocket and all similar electronic paging devices or beepers.

7. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.

8. Engaging in bullying behavior such as violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.

9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property at school.

10. Unexcused absenteeism (subject to the truancy statutes and Board policy concerning chronic and habitual truancy).

11. Being a member of, joining, promising or pledging to join, or soliciting any other person to become a member of any public school fraternity, sorority or secret society.

12. Involvement in gangs or gang-related activities, including but not limited to the display or possession of gang symbols, identifiers or paraphernalia, soliciting others for membership, requesting payment of dues, insurance or other forms of protection from any individual, intimidating or threatening any individual, and/or inciting others to participate in any form of physical violence involving persons or property.

13. Engaging in any activity that constitutes an interference with or disruption of school purposes or an educational function.

14. Harassment of any type, including sexual harassment and racial/ethnic harassment.

15. Hazing of any type (subjecting others to pranks or humiliating ordeals) by any individual(s), any school-sponsored club or organization or at any school-sponsored activity.

16. Misuse of electronic technology.

17. Engaging in gambling activities, including but not limited to card playing or playing other games of chance or skill for money or other thing of value, wagering upon the results of any game, contest or other activity, or otherwise engaging in gambling as prohibited by law, unless such activities are part of a lesson plan or otherwise occur within the organized educational program of the District.

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

1. In school buildings;

2. On school grounds;

3. Off school grounds at a school activity, function, or event;

4. On a school bus or other vehicle traveling to or from school or a school activity, function or event; or

5. Anywhere, if the conduct may reasonably be considered to be a threat or attempted intimidation of a staff member or an interference with school purposes or an education function.

Disciplinary Measures

Disciplinary measures include, but may not be limited to, the following:

1. Personal counseling.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and school property and all school-sponsored events for up to ten (10) school days, provided that appropriate procedures are followed.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and school property and all school-sponsored events for a definite time period not to exceed two (2) calendar years, provided that appropriate procedures are followed.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Removal from classroom.
10. In-school suspension. The building principal or a designee will ensure that the student is properly supervised.
11. Detention or Saturday school, provided that the student's parent(s)/guardian(s) has been notified in advance, transportation arrangements are agreed upon, and proper supervision is ensured.
12. According to Board Policy any Battery, Firearm, or Drug incident will be reported to the Student Incident Reporting System (SIRS).

Corporal Punishment

Corporal punishment 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, and personnel are permitted to use reasonable force as needed to maintain safety for self, other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

Weapons

In accordance with federal and State law, any student who possesses a weapon at any school in the District, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to the District, may be expelled from school for a period of not less than one year. However, this expulsion period may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board, on a case-by-case basis.

For the purposes of this policy, the term *weapon* means (1) a firearm, defined as any gun, rifle, shotgun, a *weapon* as defined by Section 921 of Title 18 of the United States Code (including, but not limited to, any weapon, including a starter gun, that will or is designed to or may readily be converted to expel a projectile by action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device, including any explosive, incendiary, or poison gas), "firearm" as defined in Section 1.1 of the Illinois Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Illinois Criminal Code, (2) knives, brass knuckles or other knuckle weapons regardless of composition, or billy clubs, or (3) any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined in this policy.

Aggressive Behavior

Aggressive behavior is defined as using, or urging other students to use, force, noise, coercion, threats, intimidation, fear or other comparable conduct toward another person. A student shall be considered to have aggressive tendencies if he or she: (1) repeatedly engages in aggressive behavior, or (2) repeatedly demonstrates behaviors that put him or her at risk for engaging in aggressive behavior ("at risk behavior"). When a student displays aggressive tendencies, District personnel shall record the aggressive and/or at risk behavior and shall notify the student's parents or guardians. When a student engages in aggressive and/or at risk behavior, District administrators shall arrange for the student to receive intervention procedures in order to mitigate the aggressive tendencies. The fact that students with aggressive tendencies receive intervention procedures shall not preclude any other type of discipline from being imposed in accord with the other provisions of this policy. See below for additional provisions relating to bullying.

Psychotropic or Psychostimulant Medication

No disciplinary action shall be taken that is based, in whole or in part, on the refusal of a student's parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. This policy does not prohibit disciplinary action or the use of behavioral interventions, to the extent otherwise permitted by law, when a student violates a Board of Education policy, school or class rule, and/or federal, State, or local law, while at school, on school property, or at a school-related activity or event.

Due Process

Before receiving disciplinary action under this policy, the student will be notified of the wrongful nature of the alleged conduct, and given the opportunity to deny or explain his/her conduct.

In taking any disciplinary action under this policy, including the expulsion of students, the District will follow procedures required by State and federal law and Board policy.

Authority to Impose Discipline

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure (other than suspension, expulsion, corporal punishment or in-school suspension) that is appropriate and in accordance with District/school policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, will maintain discipline in the school and on school grounds.

Reasonable force may be used to restrain a student as needed to maintain safety for self, other students, school personnel or persons, or for the purpose of self-defense or the defense of property. Also, teachers may remove students from a classroom in cases of disruptive behavior.

The Superintendent, building principals, assistant building principals or deans of students are authorized to impose the same disciplinary measures as teachers. Also, they may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus for a period not to exceed 10 school days, provided the appropriate procedures are followed.

The Board may suspend a student from riding the bus in excess of 10 days for safety reasons. Further, students guilty of gross disobedience or misconduct may be expelled from riding the bus for the remainder of the school term or for a shorter period, as determined by the Board.

Disciplinary Policies and Rules

Each student is responsible for becoming familiar with the District's disciplinary policies and rules, and any claim of lack of knowledge of such policies and rules will not affect any disciplinary proceedings that are initiated against a student.

Suspension Procedures

The following suspension procedures will be followed:

1. The appropriate school official will provide the student with oral or written notice of the charges against him/her and the reasons for the charges. If the student denies the charges, the student will be given an opportunity to present his/her explanation of the conduct to school officials.

2. Prior notice and hearing are not required. The student can be immediately removed from school, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption of the educational process.

3. A suspension will be reported immediately to the student's parent(s)/guardians(s). The student will not be sent home during school hours until the appropriate school official has contacted the student's parent(s)/guardian(s).

4. A written notice of the suspension will be given to the student's parent(s)/guardians(s) as soon as possible and will contain the reasons for the suspension, the rule(s) or regulation(s) that the student is accused of having broken, the beginning date and number of days of the suspension, and the right to review out-of-school suspensions. In school and bus suspensions are not reviewable.

5. Upon request of the student's parent(s)/guardians(s), a hearing will be conducted by a hearing officer appointed by the Board to review the suspension.

   At the hearing, the student's parent(s)/guardians(s) may appear and discuss the suspension with the hearing officer and may be represented by counsel at their own expense. After presentation of the evidence, the hearing officer will report to the Board via a written summary of the evidence heard. The Board may then take such action as it finds appropriate.

Expulsion Procedures

The following expulsion procedures will be followed:

1. The school administrator will recommend to the Superintendent whether a student should be expelled. If the Superintendent agrees with the school principal, a written notice will be sent to the student and his/her parent(s)/guardian(s) by registered or certified mail. The written notice will include (1) the reason the student is being recommended for expulsion, (2) the specific rule(s) or regulation(s) the student is accused of breaking, (3) the fact that a hearing will be conducted to discuss the student's behavior, (4) the time, date and place of the hearing, and (5) the fact that the hearing will be conducted by a hearing officer appointed by the Board. The written notice also will advise the student that, at the hearing, he/she has the right to have legal counsel at his or her own expense, the right to question the school administrator who made the recommendation to expel him/her, the right to have and question witnesses, and the right to make a statement in his/her behalf.

2. At the expulsion hearing, the hearing officer will hear evidence of the student's alleged gross disobedience or misconduct. After the hearing, the hearing officer will report to the Board a written summary of the evidence heard. Thereafter, the Board may take such action as it finds appropriate.

3. The student and his or her parent(s)/guardian(s) will be given written notification of the Board's decision.

4. Once a student has been expelled, his/her presence anywhere on District 15 property is prohibited until the completion of the expulsion period.

Rules and Responsibilities

The Board of Education expects student behavior to reflect the standards of *Character Counts (Trustworthiness, Respect, Fairness, Responsibility, Caring, and Citizenship)* and to be in keeping with the maturity level of the students and the bounds set by constituted authority. Students should cooperate with all personnel and the school community and display high standards of responsibility.

Students in the school community have three basic responsibilities:

1. Respect for themselves
2. Respect for others
3. Respect for the school

While on the school premises, riding on school buses, or at any activity whenever the conduct, activity, or event bears a reasonable relationship to school, students are expected to behave in an orderly and appropriate manner with respect for the rules and regulations of our school district and the school the student attends. Misbehavior is a matter of choice. Choosing to disrupt class infringes upon the rights of the teacher and the rights of other students to learn. Students who choose to behave in an inappropriate manner will be subject to appropriate disciplinary measures.

The discipline policy will be uniformly applied throughout all the schools of the Marquardt School District and will be in compliance with all the appropriate state and federal requirements. For any event that subjects a student to disciplinary sanctions, the administration reserves the right to seek such discipline as necessary that may include suspension and expulsion. Such a determination is to be made with consideration of the seriousness of the conduct, the past conduct of the student, the effect of the action on the delivery of educational services, maintenance of safety and discipline, the severity of the penalty to be imposed, and the best interests of the student. Consequences typically become more restrictive as the behavior persists.

The categories below should not be interpreted as being the only offenses for which disciplinary actions may be taken. Any behavior or attempt at any of the prohibited activities, whether or not on school property, that is neither conducive to a healthy school environment or could pose a danger to oneself or others will be dealt with accordingly. Any misconduct or inappropriate behavior is subject to discipline.

Level I Infractions

As a general rule, teachers will respond to the circumstances and actions of the students for Level I infractions. These infractions may include, but are not limited to:

- Electronic Devices
- Cheating
- Classroom disruption
- Gambling
- Destruction of student property
- Graffiti
- Insubordination
- Profanity
- Inappropriate attire
- Tardiness
- Throwing objects
- Yelling/running in the hallway
- Inappropriate display of affection
- Failure to serve a detention

Consequences may include, but are not limited to: verbal warning, student/teacher conference, student/team conference, classroom isolation, parent contact, parent/team conference, social work referral, student contract, team intervention, conflict resolution/mediation, or detention.

Level II Infractions

These problems require the attention of the administration because they are too disruptive, too frequent, or too serious to be handled by school staff members while they are supervising or teaching other students. Level II infractions may include but are not limited to:

- Electronic Devices
- Fighting
- Forgery
- Intimidating others/bullying
- Destruction of school property
- Misuse of the Internet
- Obstruction of an investigation
- Possession of illicit items
- Solicitation
- Major classroom disruption
- Minor theft
- Truancy
- Gross insubordination
- Established pattern of Level I behavior

Consequences may include, but are not limited to: parent contact, social work referral, detention, Saturday school, in-school suspension, social probation, out-of-school suspension, or office referral.

Level III Infractions

These severe offenses present a substantial disruption and/or danger to the orderly operation of the school and/or to the health and safety of students, employees, and other persons. These incidents require administrative intervention. Intervention at this level may also involve the Board of Education. Level III infractions may include but are not limited to:

- Arson
- Assault
- Battery
- Extortion
- Possession/sale of illegal substances
- False alarm
- Possession of fireworks
- Gang activity
- Gross disobedience
- Harassment
- Major theft
- Weapon possession
- Repeated and/or aggravated lower-level infractions

Consequences may include but are not limited to: Social probation, in-school suspension, out-of-school suspension, or expulsion.

Please remember that these are only general guidelines for student discipline. Specific consequences/ disciplinary actions listed above may be modified at the discretion of the administration.

STUDENT DISCIPLINE - BULLYING

For purposes of this section and Policy 715.01a, "bullying" means any severe or pervasive physical or verbal act or conduct (including communications made in writing or electronically) that is directed toward a student or students and that has or can be reasonably predicted to have the effect of one or more of the following:

(1) placing the student or students in reasonable fear of harm to the student's or students' person or property;

(2) causing a substantially detrimental effect on the student's or students' physical or mental health;

(3) substantially interfering with the student's or students' academic performance; or

(4) substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, as defined herein, 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. This list is meant to be illustrative and non-exhaustive.

It has been determined that a safe and civil school environment is necessary for students to learn and achieve; that bullying causes physical, psychological, and emotional harm to students; that bullying interferes with students' ability to learn and participate in school activities; and that 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, sexual harassment, and sexual violence.

Bullying is contrary to State law and the policy of this School District. Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military

service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited. No student shall be subjected to bullying: (1) during any school-sponsored education program or activity; (2) while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or (3) through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

The School District will implement the following procedures for reporting, investigating, and addressing bullying:

1. A student who is being bullied is encouraged to immediately report the situation to the District's Complaint Manager or to any staff member whom the student is comfortable contacting. Anyone who has information about actual or threatened bullying is encouraged to report it to the District's Complaint Manager or to any staff member. The Complaint Manager's name and contact information can be found in Policy 296 (Uniform Grievance Procedure). Contact information for staff members (including telephone numbers and email addresses) can be found on the school's website or obtained from the school's main office. Anonymous reports can be submitted to the school's Principal, via email (to the Principal's email address listed on the school's website) or via mail (directed to the Principal at the school address listed on the website).

2. An employee who receives a report of bullying must notify the school's Principal or his/her designee, as soon as possible after the report is received.

3. The School District will promptly investigate reports of bullying. Investigations will include the following procedures:

    a. Consistent with federal and State laws and rules governing student privacy rights, the School District will endeavor to promptly inform parents/guardians of all students involved in the alleged bullying. Such contacts may include, as appropriate, discussions of the availability of interventions.

    b. The School District will make all reasonable efforts to complete the investigation within 10 school days after the report of bullying was received, taking into consideration additional relevant information received during the course of the investigation.

    c. To the extent deemed appropriate, the investigation process will involve appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention.

    d. Consistent with federal and State laws and rules governing student privacy rights, the School District will provide parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Principal or his/her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported bullying.

4. The School District will promptly address bullying that is found to have occurred. Students who engage in bullying will be subject to discipline and interventions as described below.

Interventions to address bullying may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. For purposes of this section and Policy 715.01a, "restorative measures" means a continuum of school-based alternatives to exclusionary discipline (such as suspensions and expulsions) that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

The School District prohibits reprisal or retaliation against anyone who reports an act of bullying. Any person who engages in reprisal or retaliation will be subject to discipline and may be required to participate in appropriate remedial activities.

The School District prohibits falsely accusing another of bullying as a means of retaliation or as a means of bullying. Any person who is found to have engaged in such misconduct will be subject to discipline and may be required to participate in appropriate remedial activities.

Nothing in this section or Policy 715.01a is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 of Article I of the Illinois Constitution.

As required by *School Code* Section 27-23.7:

- Every 2 years the School District will conduct a review and re-evaluation of the policy and make any necessary and appropriate revisions.

- As part of the process of reviewing and re-evaluating the policy, the School District will assess the outcomes and effectiveness of the policy. The assessment will include a review of factors such as: the frequency of victimization; student, staff, and family observations of safety at school; identification of school areas where bullying occurs; the types of bullying utilized; and bystander intervention or participation. The information developed as a result of the policy evaluation will be made available on the School District's website.

- The policy will be filed with the State Board of Education after being updated.

The policy will be posted on the School District's website. Via this handbook, the policy is distributed annually to parents, guardians, and students. In addition, the policy will be distributed annually to school personnel, including new employees when hired.

STUDENT DRESS CODE

While in attendance at school, students are to be neat and clean in their personal grooming and attire. A student's grooming and dress must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, modesty and decency as determined by the school administrator or his/her designee. This helps to ensure that students are not exposed to unsanitary, offensive or embarrassing conditions which detract from the learning environment of the school. Restrictions on student dress will be imposed when, in the opinion of the school administrator or his/her designee, that dress is unsafe to either the student or others present at the school, and/or disruptive to the school's operation and educational program.

School Dress Code - Regulations

1. Appropriate footwear must be worn at all times.
2. Bare midriffs, see-through clothing or clothing which bares the chest (i.e., tube tops, tank tops, and halter-tops) are prohibited. Shirts and tops must be worn long enough to be tucked in.
3. Clothing will fit appropriately, shorts, skorts, and skirts are to be worn at the waistline and shorts, skorts and skirts should be no shorter than mid-thigh. Pants will not be worn in a way that allows underwear to be seen. Oversized clothing that allows underwear to be seen, or bares the midriff, is prohibited. Attire that is considered swimwear, underwear or nightwear will not be worn as outerwear. Students will not wear any clothing that is suggestive or that does not adhere to the rules of modesty.
4. Clothing, accessories, jewelry or T-shirts with objectionable language or which depicts alcoholic beverages, tobacco products, drugs, drug symbols, or drug use are prohibited. Clothing that is obscene or has sexually explicit language, profane language, or provocative pictures is also prohibited.
5. Clothing which bears any message that is considered to be disrespectful of country, school, religion, or debasing the dignity of groups or individuals is prohibited.

6. The wearing, display or possession of any item of clothing, accessories, or jewelry, emblems, badges, symbols, signs, colors, or other things which are evidence of membership in or affiliation or alignment with any gang, secret society, or unauthorized organization is prohibited.

7. The wearing of hats, hoods, sunglasses, bandannas, overcoats, or out-of-doors clothing in classrooms or in the building during class time is prohibited unless specifically approved by the School Principal/Assistant Principal and/or designee.

8. Any clothing accessories, which could be used as weapons, are prohibited. This will include but not be limited to, hair picks, excessively long neck chains, waist jewelry and wallet chains. Waist jewelry or belts will be connected end to end around the waist, with no extension. With the exception of appropriate jewelry or belts, chains worn around the waist are prohibited unless specifically approved by the School Principal or his/her designee.

9. Parents or students who have questions regarding the appropriateness of any attire should contact the School Principal/Assistant Principal (or his/her designee) who is the final authority for judging the appropriateness of a student's appearance.

10. Students violating these rules and regulations will be sent to the School Principal's/Assistant Principal's office for disciplinary action, and will be required to change into acceptable clothing.

STUDENT EQUITY

The Marquardt School District 15 Board of Education prohibits discrimination against any student because of race, color, religion, national origin or disability in educational programs, activities, services or benefits.

The Board also prohibits discrimination against students on the basis of gender in the provision of programs, activities, services or benefits and, insofar as reasonably possible, the School District guarantees to all students appropriate equal access to educational and extracurricular programs and activities.

The prohibition on the basis of gender is also intended to bar sexual harassment in any form as defined in Board Policy on sexual harassment. Complaints of discrimination or harassment should be brought to the attention of the school administrator in writing within fourteen days of the occurrence. Within seven days of receipt of the complaint, the administrator will respond in writing to the complaints and forward copies of the decision to the complainant, the District Equity Coordinator, and the Superintendent. An initial appeal of the decision may be made to the District Equity Coordinator. The District Equity Coordinator is the Assistant Superintendent of Instructional Services at the District Office. If necessary, further appeals may be made to the Superintendent, the Board of Education, and the Regional Superintendent.

STUDENT FEES

The Board of Education approves student fees for each school year. All fees are payable at registration time. Checks should be made payable to **Marquardt School District 15.** All checks must have your name and address preprinted on the face of the check**.** Parents may apply for a payment plan through the school administrator. Approval of a Free/Reduced Lunch Application for a student will act as a fee waiver. Free/Reduced Lunch Applications are available at the school office or on the school website, www.d15.us.

Effective November 2012, District 15 has implemented a new process for depositing check payments. All checks received for payment will be converted to either a demand draft or an electronic item for bank clearing. If a check is converted in this way, the payment will be debited against the account holder's bank account, possibly the same day it is received. Checks may no longer be returned with monthly bank statements, but statements will reflect the check numbers, dates cleared and show *Marquardt School* as the payee. A service fee of $25.00 may be collected through an electronic fund transfer if payment is returned unpaid. Parents may opt out of the process by providing a written notice requesting this. All future financial transactions with the district would then be required to be paid in cash.

STUDENT INSURANCE

District 15 has obtained a student accident insurance program that covers students for injuries incurred during school and while participating in school sponsored and supervised activities, including all sports. This insurance plan provides **secondary** coverage and will pay benefits after any insurance parents carry and may pay deductibles and coinsurance costs. Claim forms are available at each school. Parents may take out the optional 24-hour coverage for additional protection.

STUDENT PROGRESS REPORTS

Parents will be informed at regular intervals regarding their child's performance in school. In addition to midterms and report cards, parent/teacher conferences are scheduled to discuss student progress. Teachers and parents should confer as often as necessary for the purpose of discussing the child's performance in school and other matters of mutual concern. Scheduled conference dates are listed below. Parents are encouraged, however, to schedule a conference with teachers whenever the need arises.

Grades K - 8 report cards will be issued on a trimester schedule as follows:

End of Grading Period	**Report Cards Issued**
November 11, 2016	November 21, 2016 (Parent Conferences)
Feb 24, 2017	March 20, 2017 (Parent Conferences)
May 31, 2017*	May 31, 2017*

*Tentative date

STUDENT RECORDS

Notification of Rights

According to federal and state laws (Illinois School Student Records Act, 105 ILCS 10/1 *et seq.,* regulations adopted by the State Board of Education and the federal Family Educational Rights and Privacy Act), parents have the right to review student records. It is the procedure of Marquardt School District 15 to maintain a cumulative record of all standardized test scores, report cards, and special tests given to the student as he/she proceeds through the school system. These records may be inspected by contacting the school administrator of the school and making an appointment to review them.

The review of student records to verify entries and eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information shall be conducted every four years or upon a student's change in attendance centers, whichever occurs first.

There are two types of records maintained on students.

The permanent record includes:

1. Basic information about students: parents' names, address, place and date of birth, and gender,
2. Grades, class rank, grade level achieved, and graduation,
3. Attendance,
4. Record of release of permanent record information.

The temporary record consists of all information not required to be in the student's permanent record and may include:

1. Family background information,
2. Intelligence test scores, both group and individual,
3. Aptitude test scores,
4. Reports of psychological evaluations including intelligence, personality, academic information obtained by test administration, observation, or interviews,
5. Elementary achievement level results and state test results,
6. Participation in extra-curricular activities; such as offices held, awards, and honors,
7. Teacher anecdotal records,
8. Serious disciplinary infractions resulting in expulsion, suspension, or punishment/sanction,

9. Special education files including the record of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education hearings and appeals,
10. Verified reports or information of clear relevance to the education of the student.
11. Completed Home Language Survey
12. Information provided under Section 8.6 of the Abused and Neglected Reporting Act (325 ILCS 5/8.6) as required by Section 2(f) of 105 ILSC 10/2(f)

Rights of Parents, Authorized Representatives of Students

Parents may:

1. Inspect and copy permanent and temporary records, except where an order of protection prohibits disclosure.
2. Control access and release of school student records as well as request a copy of information released.
3. Challenge contents in a student's record, except for academic grades.
4. Notice is hereby given that access is afforded on a need basis to:
    a. Teachers of a child
    b. School administrator
    c. Psychologist and, if necessary, for possible special education placement, CASE personnel, DuPage mental health agencies, schools, both public and private, and facilities where placement is pending
    d. Superintendent
    e. Assistant Superintendent of Instructional Services
    f. DCFS
    g. Representatives of state agencies.
5. Copy before destruction or deletion of a student's records and be notified of the schedule for review and destruction.
6. Be made aware of categories designated as directory information and exercise the right to prohibit the release of such information.
7. Challenge, prior to transfer to another District, any information in a student's records, except for academic grades. In addition, if the challenge is made at the time the records are being forwarded to another school to which the student is transferring, parents do not have the right to challenge references to out-of-school suspensions or expulsions.
8. No person may condition the granting or withholding of rights or privilege or benefits of make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record.

Procedures for Challenge

1. Parents may inspect records to determine exactly what is to be challenged and list those items in writing.
2. Parents may turn in this list to the Principal.
3. The Principal makes a determination. If the Principal does not agree with the parent, the Principal notifies the parent in writing of his/her action and his/her forwarding the challenge to an impartial hearing officer.
4. The hearing officer notifies the parent of the time and place of the hearing.
5. A record is made of the hearing.
6. The parent has the right to submit evidence for cause of reversal.
7. Notification of the finding of the hearing officer is given to the parent. The parent is advised of further steps possible if the hearing officer disagrees with the parent's request.

The review of student records to verify entries and eliminate or correct all out-of-date, misleading, inaccurate, unnecessary, or irrelevant information shall be conducted every four years or upon a student's change in attendance centers, whichever occurs first. This section does not apply to records of students who have graduated, transferred or permanently withdrawn prior to March of the previous school year.

Upon graduation, transfer, or permanent withdrawal of a student from a school, the school shall notify the parents and the student of the destruction schedule for the student permanent record and the student temporary record and the right to request a copy of such records at any time prior to their destruction.

Upon graduation or permanent withdrawal of a handicapped student (as defined in the Illinois Student Records Act and the Rules and Regulations to Govern the Administration and Operation of Special Education), psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. The school shall explain to the student and the parent the future usefulness of these records.

The school may charge the actual cost for providing a copy of school student records or any portion of such records to parents and students upon request for such copies, at a cost of 25 cents per page. No parent or student, however, shall be denied a requested copy of school student records due to inability to bear the cost of such copying.

Parents' Right to Deny Directory Information

Notice must be given to parents that a request for publication has been made. Parents have the right to deny the publishing of the following information:

1. Student name
2. Student address
3. Parent name
4. Telephone listing
5. Class designation
6. Achievements, awards, honors and academic activities of a notable nature
7. School or district previously attended
8. Student picture or videotape

Release of Information

All special education materials, i.e., psychological reports, social developmental studies, health histories, I.E.P.'s, etc. will be released when a properly signed release of information form is received. This release must specify which special education reports or psychological, health, I.E.P.'s, specialized evaluations, etc. are to be released.

Records can be sent to other CASE members without a release. Individual student case study components must be given to parents at an I.E.P. meeting.

STUDENT TELEPHONE CALLS / OTHER ELECTRONIC DEVICES

Please attempt to take care of all personal arrangements with students before the school day begins. In order to maximize student instructional time, students will not be called from classes to answer the phone. Messages of extreme importance, however, will be delivered to students.

Students may not carry cell phones, camera telephones, or other electronic devices to school unless authorized or approved by the school administrator.

STUDENT TRANSFERS

Parents who will be transferring students to another school need to contact the school office as soon as possible so that paperwork can be completed in a timely manner. Students new to District 15 will need to provide an original copy of the birth certificate and proof of residency. A student transferring within Illinois needs to supply an Illinois School Student Transfer Form. When a new student applies for admission to a school and does not present his school student record, such school may notify the school or school district last attended by such student, requesting that the student's school record be copied and sent. The District observes the statutory regulations that require the forwarding within ten (10) days of the receipt of request of records, an unofficial record of the student's grades to the school to which the student is transferring. Each school shall forward written information relative to the grade levels, subjects and record of academic grades achieved, current mathematics and language arts placement levels, health records and most current set of standardized test reports.

SUBSTITUTE TEACHERS

Substitute teachers are an essential element in the school program, providing for the continuity of instruction for students. A substitute teacher has the same authority as does the student's regularly assigned teacher and should be treated with courtesy and respect by all students.

TEXTBOOKS

Students rent textbooks and some materials supplied by the District through student fees. It is important that textbooks and materials are returned in good condition since books are used for several years, and lost or damaged books must be replaced.

Current copies of textbooks are also available for use in the public libraries. The Glenside Public Library and the Bloomingdale Public Library have copies of District 15 textbooks in the reserve sections.

The Board of Education loans textbooks to students whose parents need to pay student fees on a payment schedule or need reduced or free textbook fees based on income concerns. Approval of a Free/Reduced Lunch Application for a student will act as a fee waiver. Free/Reduced Lunch Applications are available at the school office or on the school website, www.d15.us.

TRANSPORTATION

Bus service is provided for students who live within the boundaries of the District and live one and one-half miles or more from school. District 15 students who are assigned to schools other than their home school may be eligible for bus transportation. Student bus schedules are distributed in August prior to the opening of school.

Students will be assigned to one bus and bus stop only. This assignment is for the entire school year. A permanent change to a student's bus assignment must be approved by the school principal or assistant principal. If students are not riding the assigned bus, they must be picked up by parents/guardians.

Bus riders need to follow the rules while boarding, riding, standing at the bus stop, or walking to and from the bus stop. Student behavior that interferes with the health and safety of the driver or other students on the bus will be considered a discipline issue and may result in the loss of bus privileges.

Student Surveillance

The Board of Education authorizes the Administration to install electronic recording devices, included but not limited to, a motion picture, videotape, digital or other visual audio recording, made of the interior of the school bus while the school bus is being used in the transportation of students to and from school and school-sponsored activities. Notice of such recording policy shall be included in student handbooks and other documents including the policies of the school. Notice of the policy regarding recording shall be provided to parents of students, and notice of such recording is clearly posted on the door of and inside the school bus.

Any disciplinary action resulting from the use of the digital recording shall be determined by the appropriate principal who shall ensure that due process is provided to the students involved, in accordance with Board policy and administrative guidelines relating to discipline. Recordings made pursuant to this section shall be confidential records and may only be used by school officials (or their designees) and law enforcement personnel for investigations, school disciplinary actions and hearings, proceedings under the Juvenile Court Act of 1987, and criminal prosecutions, related to incidents occurring in or around the school bus.

The Assistant Superintendent for Financial Operations, in cooperation with the bus company terminal manager, shall be responsible for reviewing the recordings for the purpose of assuring that bus safety procedures are being followed properly and the buses are being operated in accordance with guidelines and state law.

Procedure

When disciplinary action is necessary, the following steps may be taken:

1. Upon the first violation of bus rules, a warning letter may be sent to the student's parent(s) or guardian(s).

2. With the second violation of bus rules, the student may be suspended from riding the bus for up to five (5) school days.

3. The third reported violation may result in a suspension of bus privileges for up to ten (10) school days.

4. Bus privileges may be suspended for more than ten school days by action of the Board of Education, for safety reasons.

5. In addition, the principal may impose other disciplinary actions as deemed necessary.

The principal may bypass Steps 1 and 2 if, in his/her opinion, this is in the best interest of the District.

The District's regular suspension procedures will be used in the case of a suspension of a student's privilege to ride a school bus, subject to the following:

- A student's bus privileges will be suspended only after other avenues of bus discipline have failed and a review of the specific problem is made (e.g., consultation with students, interviews with driver or review of driver reports and/or review of the specific problem with driver and the transportation supervisor). However, the student's bus privileges may be suspended immediately if he/she creates a hazard, threatens the safety of other students, or damages property. In all cases, before a student is suspended from riding a school bus, his/her parent(s)/guardians must be informed.

- Any suspension will be reported immediately to the parent(s) or guardian(s) of the student along with a full statement of the reasons for the suspension and a notice of their right to a review.

- Upon request of the parent(s) or guardian(s), the Board or a hearing officer appointed by the Board will review the suspension.

- At such review, the parent(s) or guardian(s) of the student may appear and discuss the suspension with the Board or its hearing officer.

- In cases where a hearing officer is used, the hearing officer will provide the Board with a written summary of the hearing.

- After the hearing, the Board may take any action it finds appropriate.

Flexible Transportation Zones (FTZs)

District 15 is committed to providing quality education for all students. To help in this endeavor, the District has established Flexible Transportation Zones to assist in balancing elementary school class sizes whenever possible. The goal is to maintain the smallest student-to-teacher ratio feasible. Students living in an FTZ will be assigned to a school based upon class size at the grade level in which they are enrolling. Bus transportation will be provided if the student is not within walking distance of the assigned school. For information concerning specific addresses included in the Flexible Transportation Zones, please contact the school administrator of any District 15 elementary school.

VISITORS

The first month of school is an important adjustment to school life for your child. After the first month, parents are invited to visit the classroom. Please call the teacher for an appointment, and check into the office upon your arrival at school.

Marquardt School District 15

STUDENT MEDICATION FORM
(PHYSICIAN OR LICENSED PROVIDER)

TO: Marquardt School District No. 15
1860 Glen Ellyn Road
Glendale Heights, Illinois 60139

To Whom It May Concern:

Please be advised that the following student is presently under my care. I believe that the failure of the student to receive the medication referenced herein, which I have prescribed, during the school day would jeopardize the student's health and education:

Student's Name:_____ Birth Date:_____

Student's Address:_____ Phone No.:_____

School Attended:_____ Grade::_____

* * *

Name of
Medication:_____

Dosage:_____ Time:_____

Purpose of
Medication:_____

Disease or Illness Involved:_____

Possible Side Effects:_____

Additional Instructions (if any):_____

_____
Signature of Physician Date

_____
Name of Physician

_____
Street Address

_____
City/State ZIP Code

_____
Office Phone No.

_____
Emergency Phone No.

Signed on _____ day _____ school year.Title I Policy

Marquardt School District 15

STUDENT MEDICATION FORM (PARENT OR GUARDIAN)

TO: Marquardt School District No. 15
1860 Glen Ellyn Road
Glendale Heights, Illinois 60139

To Whom It May Concern:

The undersigned, being the parent or guardian of the following named student, hereby requests that School District 15 administrative personnel administer prescription medication ordered by the student's physician or licensed prescriber in accordance with the letter that accompanies this form.

Student's Name:_____

Student's Address:_____

School Attended:_____

I recognize that it is not always practical or possible for medication to be administered by a school nurse and, therefore, consent to administration of medication to the student by the following administrative personnel in addition to the school nurse:

_____
(Persons Authorized to Administer Medication)

I understand that I am to bring the medication to the school office in a pharmaceutical container labeled with the student's name, name of medication, dosage and all pertinent instructions.

I hereby release School District 15, its officers, directors, agents, employees and assigns from any and all liability arising from the administration of medication to the above-named student.

_____
Signature of Parent/Guardian Date

_____
Name of Parent/Guardian

_____
Street Address

_____
City/State ZIP Code

_____
Phone No. During School Hours

_____
Emergency Phone No.

Signed on _____ day _____ school year.Title I Policy

Marquardt School District 15

SELF-ADMINISTRATION OF ASTHMA MEDICATION

(PARENT OR GUARDIAN)

Pursuant to the *School Code,* Marquardt School District No. 15 will permit the self-administration of medication by a student with asthma if the following are provided by the student's parents or guardians:

1. Written authorization, signed by the parent or guardian; and
2. The box with the prescription label containing the following information:
   A. The name and purpose of the medication;
   B. The prescribed dosage; and
   C. The time or times at which or the special circumstances under which the medication is to be administered.

By signing this document, you authorize the School District to permit your child to self-administer his or her asthma medication. The School District and its employees and agents will incur no liability, except for willful and wanton conduct, as a result of any injury arising from the student's self-administration of the medication.

Student's Name _____
Student's Address _____
School Attended _____

The undersigned, being the parent or guardian of the student named above, authorizes the School District to permit the student to self-administer his or her asthma medication.

I acknowledge that the School District and its employees and agents will incur no liability, except for willful and wanton conduct, as a result of any injury arising from the student's self-administration of the medication. I agree to indemnify and hold harmless the School District and its employees and agents against any and all claims, except claims based on willful and wanton conduct, arising out of the self-administration of medication by the student.

_____
Signature of Parent/Guardian Date

_____
Name of Parent/Guardian (Please Print)

_____
Street Address

_____
City/State Zip Code

_____
Daytime Phone Number

Signed on _____ day _____ school year.Title I Policy