

# LISBON GRADE SCHOOL PARENT/STUDENT HANDBOOK



**2018 - 2019**

WELCOME TO LISBON SCHOOL  
WELCOME TO LISBON GRADE SCHOOL  
öHome of the Lionsö

Welcome to Lisbon Grade School, where we strive to provide students with all of the needed tools to be effective, lifelong learners. Thank you for taking the time to read this edition of the Parent/Student Handbook.

The Parent/Student Handbook has been designed to help you become better acquainted with the policies and procedures of Lisbon Grade School. Please read through the information contained in the handbook carefully. We hope you find it informative and helpful.

Our goal is to help shape students into those who are willing to accept responsibility for their learning, aspire to think strategically, and are driven to reach his/her own maximum potential. It is essential that students, teachers and parents work together to ensure student success.

Parents should keep this handbook in an accessible location to assist in answering any questions that may arise. If you have any further questions after reading this material, please don't hesitate to contact the school.

We will need you to verify that you have read the discipline policy and agree to Lisbon Grade School internet policy.

As a team, we work closely to monitor student progress throughout the year and are very proud of what the students and teachers accomplish. It is my pleasure to be a part of such a wonderful school.

Melanie Elias  
District Administrator

**Parents: When contacting teachers, please use the school phone or the school's email system. When you contact staff members by text, the information can be subject to FOIA requests and expose you and the staff member to disclosure of confidential information to the general public.**

**School's Website: [Lisbon.k12.il.us](http://Lisbon.k12.il.us)**

**Parents: Please note that students cannot be left at school after the 3:00 P.M. dismissal time unless there is an extreme emergency.**

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## **BEGINNING OF SCHOOL DAY**

The first bell in the morning rings at 8:15 A.M. School ends at 3:00 P.M. for grades K-8.

There is no supervision outside in the morning until 8:10 A.M. We ask that students do not arrive too early. There is no playground supervision after school. During periods of inclement weather, the doors will be opened early, and students will be allowed into the hallway or gym.

“Moment of Silent Reflection”: Lisbon CCSD #90 will have a brief period of silence followed by the Pledge of Allegiance. This period shall not be conducted as a religious exercise, but shall be an opportunity for silent prayer or for silent reflection on the anticipated activities of the day.

## **ABSENCES AND TARDINESS**

The school must be called between 7:45 A.M. and 9:15 A.M. on mornings when your child will be absent. This enables us to count an illness as an excused absence for purposes of reporting truancy.

### **Tardiness**

The school discourages late arrival to school, as this can delay the smooth beginning of classes. The second bell rings at 8:20 A.M. Anyone arriving after the 8:20 A.M. bell will be marked tardy. Anyone with four (4) tardy days in a semester will be asked to go to the office to discuss ways to remedy the situation.

### **Regular school attendance**

Students will be marked absent ½ day if they miss more than 70 minutes of instruction (9:30 A.M.) Students will be marked absent ½ day if they leave school before 1:50 P.M. If a student leaves after 1:50 P.M they will be marked as an “early departure”.

### **Early-out days for weather/safety**

If school closes due to emergency weather conditions or building safety students (in attendance) will be considered in attendance for a full day if they leave at the designated release time.

### **Scheduled early-out days**

Students will not be counted absent if they leave after 12:35 P.M. They will be marked ½ day absent if the student leaves after 10:50 A.M. but before 12:35 P.M

A “tardy” or “early departures” will not count against perfect attendance.

We will also send notices to parents of any children who have missed ten (10) or more days of school during the year regardless of the reason.

### **Perfect Attendance**

Perfect attendance is defined as no absences (1/2 day or full day). School sponsored trips that the student(s) are directly involved in are the exception. Dentist, Doctor, funerals, and job shadowing or other similar days are considered absences.

### **ACCIDENT INSURANCE**

A low cost supplemental insurance policy is offered to all students. This insurance policy is provided directly to students by the insurance company which issues the policy. The school district does not sponsor, finance or guarantee this insurance coverage or its benefits in any way.

### **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities shall be provided an opportunity to participate in all school sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the district may provide to persons with disabilities aids, benefits, or services that differ from, but are as effective as, those provided to others; unless taking such steps would fundamentally alter the nature of the function, program, or meeting or would be an undue burden.

### **ADMISSION TO KINDERGARTEN**

Admission into the Lisbon Grade School is based on chronological age. To be eligible the child must be five on or before September 1<sup>st</sup> of any school year. No student will be considered for early attendance whose birth date falls after December 31<sup>st</sup> of the enrolling year.

The School Board recognizes that growth and maturity in a child takes place in ways other than chronologically. The child's parents/guardian may request early admission for their child. The District Superintendent shall establish District criteria and procedures for the assessment of the child seeking early admission.

Early admission for the child will be based on the child satisfactorily meeting the District criteria, as well as the District's ability to meet the needs of the child.

Parents may desire to postpone entrance of a child who meets the age qualification.

District personnel shall be available to counsel parents in making this decision.

Specific test and qualification:

Test ó Dibles ó 45 minutes test duration

Criteria ó Score at an appropriate level for kindergarten students as described by the test.

Test ó Phelps Kindergarten Readiness Scale ó 45 minutes test duration

Criteria ó Score at or above the 70% level.

The following records must be provided before a student enters school for the first time:

- Physical Examination
- Dental Examination

- Immunization Records
- Birth Certificate
- Eye Exam

Due to new academic standards, naps for kindergarten students will be eliminated after Christmas break.

## **AFTER-SCHOOL ACTIVITIES AND ABSENCE**

When a student is absent from school for more than half the day, the student is not to be at after-school activities of any kind. The school discourages sending students to school when they are ill solely for the purpose of participating in that night's activities. No student shall be allowed to participate in any after-school activity if the student is not in attendance for the final two hours of the school day due to illness even if the student is feeling better. Students that have doctor or dentist appointment(s), funeral, hospital visits or other pre-approved events are exempt from this policy.

Students must be in attendance all day to participate in field trip or reward activities, unless prior arrangements are made with the building administrator (Example: Doctor's appointment).

## **AFTER SCHOOL DEPARTURES AND ACTIVITIES**

All students are expected to go home at 3:00 P.M. unless they are directly involved in a school activity which the teacher is aware of. Parents should make arrangements in case of emergencies, for their children to ride the bus or walk to a classmate's home if the student can't be picked up on time. **The teacher must have a signed note or a phone call from the parent/guardian any time the student is to go anywhere other than their normal routine.** Students that are not on the "team" or a member of the organization (ex: Scholastic Bowl) are not allowed to stay at school, to wait for an event, unless prior arrangements have been made with the activity supervisor.

## **ANTI-GANG STATEMENT**

Lisbon School District wishes to provide a safe and healthy environment. Gang activity goes against that goal. Visible indicators of gang involvement such as attire, symbolism, etc. will not be tolerated. Lisbon School has a "no tolerance" policy towards gang activity in cooperation with legal authorities.

## **ASBESTOS NOTIFICATION**

This is to inform parents and students of the status of Lisbon Grade School's asbestos management plan. It has been determined by the Illinois Dept. of Public Health and the Federal EPA that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.



As required, our building was initially inspected for asbestos on Sept. 2, 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for public review in the school office during school hours. Any concerns relative to asbestos containing materials should be directed to the office.

## **BIRTHDAY PARTIES**

Students are allowed to bring treats to school to celebrate their birthdays. Parents, please plan accordingly for these treats since we have limited refrigeration/freezer space available at the school. Just as the Christmas party money for our gift exchange has a limit, we have placed a limit on birthday parties at school. We do not want any student to feel badly because they cannot compete with others by having a big party. Please do not arrange pizza parties or to have gifts brought to school for your child. We appreciate that people mean well, but without intending to, it has caused problems. What we do still approve of is a modest birthday treat to be shared with friends.

Children have also had hurt feelings when birthday party invitations have been handed out in school to some children and not others. We would ask that party invitations be passed out at school only if (1) the whole class is invited or (2) if all boys or all girls are invited.

**Parents – If you have items that need to be refrigerated, please contact the office to make arrangements.**

## **BOARD OF EDUCATION**

The regular monthly meetings of the Board of Education are held at the Lisbon School on the second Monday of each month at 7:00 P.M. unless otherwise noted. Visitors are welcome. Board meeting dates are posted on the schools website.

## **BOARD POLICIES AND PROCEDURES**

A copy of the Board Policies and Procedures Manual for District #90 is on file at all times in the Superintendent's Office. During the 2014-2015 year, the policy manual was updated. The policy manual is available on our website.

## **BULLYING**

The Board of Education recognizes that no student should be subject to bullying, aggression, or violence. Accordingly, aggressive student behavior, including, but not limited to student bullying in all forms, is prohibited on school grounds, on a school bus,

at any school-sponsored activity or event, or at any activity or event which bears a reasonable relationship to school.

Aggressive behavior is defined as assertive words and/or actions intended to threaten, injure, harass, provoke or incite another person or as hostile words and/or actions towards the property of another. Bullying is defined as student behavior which hurts, frightens, threatens, or tyrannizes students who are either physically or psychologically smaller or weaker than the person engaging in bullying. Examples of bullying may include, but are not limited to:

- Physical Bullying: may include punching, shoving, poking, hair-pulling or other similar behaviors.
- Verbal Bullying: may include name calling, teasing, gossip, humiliation, intimidation, or other similar behavior (including racial or ethnic remarks).

Students who engage in acts of bullying may be subject to discipline in accordance with the Board's general student discipline policy. Such discipline may include but is not limited to, verbal or written reprimand, in-school suspension, change of placement and/or out of school suspension or expulsion. Parental notification of discipline will be made in accordance with Disciplinary Procedures.

Students who are victims of bullying also may be referred to the school's social worker for assistance including counseling or other supportive services from school or community agencies. The student's parent/guardians shall be advised verbally or in writing of the referral to the social worker.

In addition, school personnel shall monitor and identify students who exhibit behaviors that indicate a tendency toward aggressive behavior, including bullying. School personnel who identify students who have demonstrated behaviors that put them at risk for aggressive behavior should refer the students to the social worker and building administrator.

The building administration and/or social worker shall monitor the student, review any non-school, community-based interventions available for the student and consider necessary school based interventions including, but not limited to, referral for an evaluation to determine special education eligibility. If the student is currently a student with a disability, the student's IEP or Section 504 team may, when appropriate, assume the functions of the social worker and/or administrator.

## **CANCELLATION OF SCHOOL DUE TO WEATHER**

We do not wish to cancel school or to close early any more than we have to, but sometimes the weather creates safety risks. When school is to be cancelled the Lisbon Grade School will use Blackboard Connect to alert everyone in the district as quickly as possible.

**Be sure we have your current home, work and cell phone numbers, and email, and please make arrangements for a place for your child(ren) to go to in the event that you are not there.**

## **CLASS CHANGES**

Students are not allowed to drop/add a class (example: band, choir, etc.) except in the first 2 weeks of the semester. An exception may be granted if academic success is in jeopardy and the change is approved by staff, administration, and parents.

## **DIABETIC STUDENTS**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the diabetes Care Plan.
4. Grant consent for and authorize designated School District representative to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

## **DIRECTORY INFORMATION**

Some of the information in a student's school records is not confidential and may be released without parent consent. This information is known as "directory information." Directory information includes the following:

- Full legal name and address
- The image or likeness in pictures, videotape, film, or other medium
- Dates of attendance
- Major field of study
- Participation in officially recognized sports and activities
- Height and weight of athletic team members
- Degrees and awards received
- Most recent previous educational institution attended
- Subsequent educational institution attended
- Academic work intended for publication or display

If you do not want directory information released, you must tell the building administrator in writing what types of directory information you do not want released. That written notice to the building administrator must be received no later than September 15<sup>th</sup> of each year or within 30 days of receiving this annual notice.

Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to such release. If you notify your building administrator in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

Both parents have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access school records. Copies of school records are available for a minimal copying charge.

## **DISCIPLINE POLICY**

The desire of the staff of Lisbon Grade School is to use the discipline policy as little as possible. The discipline policy originated with use in grades 5-8 and is still used there. Teachers of grades K-4 are advised to use discretion with the policy, and are allowed to use less severe methods with children in cases which the teacher feels can be solved without using the discipline policy. Parent(s)/guardian(s) and older students need to read the policy and sign that they have read and understand it. **The discipline policy is listed separately in another portion of the handbook.**

## **DRESS CODE**

1. Clothing, makeup, or hairstyle that is disruptive to a classroom or the school is prohibited.
2. At all times on school property, acceptable footwear must be worn. PE (gym) shoes are not allowed to be worn outside.
3. No sunglasses, hats, caps, or other head attire such as scarves or sweatbands are allowed indoors. Appropriate hair accessories are allowed.
4. Clothing that refers to or advertises drugs, alcohol, satanic symbols, obscene materials, gang attire, or other inappropriate subjects may not be worn.
5. Bare midriffs, halters, and bareback attire, spaghetti straps, or any clothing that exposes undergarments will not be acceptable. Clothing, which has slits/holes in them, that is in poor taste or is revealing is not allowed. Jeans or shorts that have slits or holes that do not conform with the 6 inch rule above the knee, must wear spandex or other similar material under the jeans or shorts so skin is not exposed.
6. Excessively short or tight dresses, skirts, pants, or shorts are prohibited. The hem of the garment must be at an appropriate length deemed not to be too short. Shorts should be no higher than 6" above the kneecap while standing. Clothing made of compression fitting spandex or similar material may not be worn unless other clothing is worn over it, buttocks must be covered by long shirt, sweater, or similar item for K-8<sup>th</sup> grades. Skirts with leggings are allowed. (Any other clothing deemed inappropriate for a school setting by the Teachers and/or the Building Administrator will be dealt with on an individual basis).

7. Excessively large (width and length) or extremely loose-fitting pants or shorts will not be permitted. Pants must cover undergarments and stay above the hips at all times.
8. Outerwear (jackets, coats, etc.), designed to be worn, for protection against the weather should not be worn in school except in cases of emergency. Hoodies or sweatshirts may be worn but the hoods cannot be pulled over head in the building.
9. Gang identifiers (stars, crowns, pitchforks, dollar signs, dice, colored head wear, bandanas, etc.) or inappropriate behavior will not be allowed.
10. Pajama pants are not appropriate and the school prefers students not wear them.

In some cases, students will be asked to remove makeup, hat or foot items, and turn unacceptable shirts inside out. T-shirts will be kept in the office to cover other unacceptable shirts. Students will be excluded from class until they can make arrangements for acceptable attire. Failure to comply with the dress code may result in a Class 1, 2, or 3 discipline offense.

## **ELECTRONIC/READING DEVICES**

### **RADIOS, ELECTRONIC GAMES, CELLULAR PHONES, CD PLAYERS, ETC.**

If the above electronic devices are brought to school, they must be turned off and put away upon arrival at the school site. If electronic devices are used during school hours (including lunch or recess), they will be confiscated and documented as a Class 1 disciplinary action. Any items that are confiscated will be returned at the end of the day. If the item(s) is/are confiscated a second time during the same school year, the item(s) will be taken to the principal's office and returned at the end of the year or when a parent comes to the office to pick it up. Use of these devices on field trips will be left to the discretion of staff members. **The school is not responsible for theft or breakage of these devices. Use of a camera phone in an inappropriate manner or setting will result in a more severe disciplinary action.**

The school strongly recommends that parents check with their providers and place a block on cell phone usage from 8:15 A.M to 3:00 P.M., Monday ó Friday. This will help curb the temptation students have to text or call someone during school time.

## **EMERGENCY INFORMATION SHEET**

An emergency card is kept on file in the District office for each child. The required information includes:

- Legal student name and the name student goes by, ie. nickname.
- Parent/guardian names
- Address

- Home, work and cell phone numbers for parents/guardians
- Emergency phone number for friend or relative
- Name, address and phone number of child's physician and dentist

## **EMERGENCY PROCEDURES**

Emergency drills (including fire, tornado and intruder) will be scheduled periodically during the year.

### Fire Drills:

When the alarm sounds, students will leave the building by the closest safe exit. All students should stay with their class and listen to the teacher for any further instructions about where to go or when to return to the building.

### Tornado Drills:

During a tornado drill students should go with their class to the predetermined location in the building. Students should remain calm and quiet at all times in order to receive instructions from those in charge. If the take cover signal is given, students should kneel on the floor facing an inside wall away from glass windows, bury their heads between their knees, and put their hands over their heads.

### Emergency Location:

In a case of extreme emergency, Lisbon Grade School has arranged for the use of Lisbon Bethlehem Lutheran Church as an evacuation site. The phone number is 736-6271.

### Intruder Drills:

Intruder drills will be conducted during the school year. Teachers and students will remain in "lockdown" until the building administration or police officer opens the classroom and announces "all clear".

## **EQUAL EDUCATION OPPORTUNITIES**

Lisbon School District adheres to the policy that no student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. The district does not discriminate on the basis of race, ethnicity, gender or religion.

## **EXTRA CURRICULAR ACTIVITIES & ELIGIBILITY**

(See "Parents Extra-curricular Handbook") at the back of this handbook.

## **FEES**

See Lisbon Grade School District Fees at the back of this handbook.

## **FEE WAIVER**

As required by the Illinois School Code, the Lisbon School District may waive fees for students determined to be eligible, and whose parents/guardians apply for such waiver. Eligible students shall include those who qualify under the Community School Lunch Program. School fees shall include any monetary charge collected by the district as a prerequisite to a student's participation in any curricular or extracurricular program of the district or textbook fees. See complete policy and fee waiver form at the back of this handbook.

## **FIELD TRIPS/REWARD TRIPS**

As field trips are scheduled during the year to supplement the school program and to introduce students to new resources, all students should go (except for discipline reasons noted below); students must ride the bus to and from the activity. Students that do not ride the bus will not be eligible to take part in the field trip or any related activities, unless granted permission by the building administrator in cases of special circumstances (example: doctor or dentist appointment).

Room parents and/or volunteer supervisors must follow all district guidelines and any other guidelines set by the classroom teachers. Only students and parent supervisors are allowed to go on the field trip. Siblings, aunts, uncles, grandparents, etc, are not allowed to participate. This policy is in effect for all field trips, reward trips, and field day activities.

Buses for field trips will not be delayed departure from the school due to student tardiness. This is in effect to keep the field trip(s) to the scheduled time for return to the school.

Junior High Student Council raises money for their trip. A small amount of money for admissions or meals may be requested for field trips.

Students exceeding 25 points on the discipline policy (warning=1, detention=3, half day in-school suspension=5, full day suspension=10, 3 day out of school suspension=25) will not be allowed to go on the first or second semester field trip. This rule does not apply to the monthly reward trips. Room parents often accompany their child's class on field trips.

## **FOOD ALLERGIES**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building administrator.

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

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

## FUNDRAISERS

In response to new legislation by the State of Illinois and recognizing the importance of fundraisers as an integral part of school activities, the following rules will apply to all fundraisers for the Lisbon School District.

Only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fundraising activities:

1. School sponsored student organizations.
2. Parent organizations and booster clubs that are recognized by the school district.

The School District's implementing procedures shall provide that:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. Fundraising efforts must be voluntary.
3. For school sponsored student organizations, a school staff member must supervise the fundraising activities and must safeguard the financial accounts.
4. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
5. The funds shall be used to the maximum extent possible for the designated purpose.
6. **Prior to any fundraising activities, the organization must complete the proper form and receive approval by the Lisbon Board of Education.**

## GRADING SCALES

Listed below is the grading scale for Lisbon Grade School.

- |     |          |
|-----|----------|
| ➤ A | 94 - 100 |
| ➤ B | 87 - 93  |
| ➤ C | 76 - 86  |
| ➤ D | 67 - 75  |
| ➤ F | Below 67 |



## **GRADUATION**

Biological parents and/or legal guardians and spouses will be listed in the program and announced at Graduation. Each student will receive one (1) rose to present to a parent. This will be presented to parent/legal guardian of the student's choice.

## **GRADUATION COMPOSITE**

All pictures for the 8<sup>th</sup> Grade Composite will be taken by the school photographer and subject to school dress requirements. This will ensure the highest quality of school composite for permanent display.

## **GRADUATION DRESS CODE**

Males will wear shirt and tie, with dark slacks and dress shoes, suits are encouraged. Females will wear dress, skirt or pant suits with dress shoes. Strapless dresses, unless worn with a jacket, are not allowed. All attire is subject to all other school dress code requirements.

## **GRANTS**

The Title I grant money will be used to aid students that need extra help in reading/math and will follow all ESSA guidelines.

## **GROUP PICTURES**

Group or team pictures will be taken in complete uniform attire that is normally worn by the team during competition.

## **HOME AND HOSPITAL INSTRUCTION**

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education governing the continuum of placement options for home/hospital services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

## **HOMELESS CHILD'S RIGHT TO EDUCATION**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

## **HOMEWORK MAKE-UP**

Homework is a vital part of a student's work day and the teachers will work with the students to get homework turned in when assigned. **At times, a teacher may find it necessary to have a student stay in from recess, PE, or music to complete the assigned work if not turned in when it was due.**

### **Make-up work due to illness, doctor's appointment, funerals, etc.:**

One day is provided for each day missed to complete all homework assignments. Tests should be taken on the normal schedule. (Example: If the first day a student is absent is on the scheduled test day or they must take the test the first day they return). If the first day students are absent is not on a test day the students have one day for each day missed to make up the test.) Parents are encouraged to have the teacher send homework home so students do not fall behind academically. If assignments are not completed by the assigned day, they will fall under the "forgotten or lost work" policy.

### **Make-up work due to vacations, funerals, doctor or dentist appointments or other prior known absences:**

If work is provided prior to a vacation, funeral, doctor/dentist appointment or other prior known or planned absence, all work is to be completed by the day the student returns to school. **Any tests missed while absent will also be made up the day the student returns to school.** Homework assignments for students missing due to this portion of the policy may be provided the day before students leave or the day they leave.

If work is not given to the student prior to vacation, then only one day is given to complete work for each three days missed. Upon returning to school tests will be taken on the regularly scheduled day, and any tests missed during the vacation will be taken in a timely manner according to teacher discretion.

If assignments are not completed by the assigned day, a zero grade will be given on that portion of the work not turned in. Student academic performance/ability can be taken into account if requested by parent. Teachers request that parents provide as much advanced notice of vacation plans as possible.

**Teachers request that they are given 2 weeks' notice if students are to be absent for vacations. This will allow the teacher adequate time to get materials ready.**

### **Forgotten or Lost work:**

The value for homework that is late due to circumstances such as lost, forgotten, etc., will be 70% of value if presented to the teacher the following day, 40% if 2 days late and a (0) zero if 3 or more days late. **Students may be required to stay in at noon or other recess time to complete these assignments.**

### **Homework and Monthly Rewards:**

Homework not completed prior (the day before so it can be graded and recorded) to the monthly reward (grades 5<sup>th</sup>-8<sup>th</sup>), will be completed during the monthly reward activity time. Exceptions will be due to the above noted policies.

### **Homework or tests missed during OSS/ISS:**

Homework missed during OSS/ISS must be turned in the day the student returns to class. Tests must be made-up the day returns to class.

## **KINDERGARTEN GRADUATION**

Kindergarten Graduation will be held, yearly, as scheduled by the building administrator. Parents and community members are welcome to attend. Siblings (including half-brothers, half-sisters) may attend if they desire to do so. Other students may attend if the parent calls or writes a note to provide permission. Students may not miss scheduled tests, make-up tests or other mandatory class functions. All students attending the kindergarten ceremony must sit with their families and return to their classrooms immediately following the completion of the ceremony.

## **LAWN CARE PRODUCTS AND PEST CONTROL**

Lisbon CCSD #90 will provide notification to parents and staff at least four business days before application of any lawn care products. Also, the school will provide parents and staff at least 2 business days notice if pesticide will be applied to the building or grounds. Monthly, Orkin places insect/rodent traps and sprays for insects. If you have questions, please contact the Superintendent.

## **LEGAL NAME ADMINISTRATIVE POLICY FOR STUDENT NAME(S)/RECORDS**

Students that are enrolled in the Lisbon School District 90 will have the **legal name** placed on all official records. These official records include but are not limited to the following:

1. Transcripts
2. Student identification numbers
3. IEPs
4. Health records
5. Grade cards
6. Diplomas
7. Testing Documents
8. High Honor & Honor Roll certificates

At the parent's request, students can be referred to by other first or last names for the following:

1. Sports programs
2. Music or other extra-curricular programs
3. Classroom activities
4. Graduation programs except Parent/Student recognition page

## LIBRARY

No pop or drinks are allowed in the library near the computers without adult/teacher supervision.

## LOCKERS

Lockers and desks are school property NOT personal property and may be searched by school personnel. Each student should have a lock on their student locker and PE locker. **Only school locks will be permitted. Locks will be checked periodically during the year. Damage to the lockers or desks must be reimbursed to the school.**

## LOOP

The Lisbon Organization of Parents is the planned organization for the children of Lisbon Grade School. LOOP plans to raise money for all kinds of equipment and materials for the students attending the school. LOOP has elected officers. During the spring, a meeting will be held in the school library for the purpose of determining how to spend the money the LOOP has raised. All district parents are welcome to attend the meeting and to provide input.

## LUNCH COST

The Lisbon Board of Education has tried to keep the cost of lunch affordable to all students in the District. This program is not a moneymaker for the school, but provides a valuable service for our children.

Listed on the next page are the current lunch and milk costs for the 2018-19 school year

- |   |         |                                     |
|---|---------|-------------------------------------|
| ○ K- 4 <sup>th</sup> Grade Lunch                | \$18.00 | 10 Day Lunch Ticket (includes milk) |
| ○ 5 <sup>th</sup> - 8 <sup>th</sup> Grade Lunch | \$20.00 | 10 Day Lunch Ticket (includes milk) |
| ○ Adult Lunch                                   | \$23.00 | 10 Day Lunch Ticket (includes milk) |

You may purchase milk for any student eating cold lunch or wanting extra milk with lunch. The pricing is as follows:

|                                 |         |                          |
|---------------------------------|---------|--------------------------|
| *K - 8 <sup>th</sup> Grade Milk | \$ .40  | Individual Milk          |
|                                 | \$ 4.00 | 10 Day Milk Ticket       |
|                                 | \$34.80 | 1 Semester               |
| Reduced Lunch                   | \$ 4.00 | 10 Day Lunch Ticket      |
|                                 | \$ .40  | Individual Reduced Lunch |

\*Milk does not qualify for reduced cost.

If a student qualifies for free or reduced lunch they receive 1 milk with their lunch. If they choose to have more than 1 milk, or bring a sack lunch they **must pay** the \$.40 milk price.

Students who are behind in payments by 3 or more lunches will be provided a milk and a PB&J sandwich or other substitute until the debt has been paid. Students owing for more than 3 milks will not be allowed to purchase extra milks (with their sack lunch) until the debt has been paid. In addition, students that are behind by 3 or more lunches **will not be allowed** to purchase the \$.50 extra main course that is sometimes available.

## **LUNCH RECESS**

During inclement weather, students will stay inside. Students must wear gym shoes for indoor recess during lunch or other times during the day.

## **LUNCHROOM RULES**

1. **No sharing/trading of food or drink either purchased at the school or brought from home (unless approved by lunchroom personnel).**
2. Students, who purchased hot lunch, may purchase a-la-carte items during their lunch period (if items are available).
3. Students who are behind in payments by 3 or more lunches will be provided a PB&J sandwich or other substitute and a milk.
4. Students served a PB&J sandwich are not eligible to purchase a-la-carte items.
5. Students may not take food from the cafeteria, unless approved by the lunch supervisor.
6. **NO** carbonated drinks can be sold or consumed at lunch unless approved by the building administrator. Students can bring fruit juice, sparkling water, V-8, Gatorade, etc. with their sack lunches.

## **MANDATED REPORTERS**

All school personnel are required to report any suspected or reported child abuse or neglect directly to the Illinois Department of Children and Family Services. Any person required by law to report child abuse and neglect who willfully fails to report is guilty of a Class A misdemeanor.

## **MEDICATION POLICY**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form".

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other

than as provided for in this procedure. **This policy includes Sun screen or similar products for events like field trips, field days, etc.**

A student may possess an epinephrine auto-injector (EpiPen) and/or asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

If your child is on **ANY** medication, please let the school know so that we can be aware in the event the child suffers a reaction.

Please see the medication policy included in this handbook.

## **MOVIES**

At various times during the year, either for motivational or educational purposes, the district will show either a G or PG rated selection to the students. We try to screen these carefully for content prior to showing. **However, if you do not wish for your child to view these movies, please notify the district and we will make other arrangements for this time frame.**

On some occasions, PG13 may be shown to grades 5<sup>th</sup>-8<sup>th</sup> if a written permission is given by a parent/guardian.

## **NON-SUFFICIENT FUNDS/CHECKS**

If the school district is presented with an NSF check twice, in a school year, the district will no longer accept checks from that individual for payment of fees, lunches, field trips or other school related charges.

All NSF checks received by the district will incur all bank fees plus the amount of the check.

## **PARENT/STUDENT RIGHTS**

State and federal law gives parents (and students over 18 years of age) certain rights concerning the student's school records. These rights are listed below.

1. You have the right to look at your school records. To look at your records, you should give the principal a written request listing the records that you want to see. The principal must allow you to see the records within 30 days from

receiving your request.

2. You have the right to request changes in your school records if you believe the records are inaccurate, misleading, or that they violate your privacy rights. If you want to change your records; you should tell the principal in writing what you want changed and why you think it ought to be changed. If the principal agrees with you, your records will be changed. If the principal disagrees with you, you may request a hearing.
3. You have the right to let other people see your school records, however, the law allows some people to see your records without your consent. For example, a school district employee or adult volunteer may see your records if they need information in the records to do their job as an employee or volunteer.
4. You have the right to file a complaint with the U.S. Department of Education if you believe the school has violated any of your right with respect to school records. If you have a complaint, send it in writing to:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are set up for twice each year. They occur after the first and third nine-week grading periods. The school secretary sends out a form asking parents when they would like to be scheduled in, and then attempts to get everyone scheduled during the allotted time frame. Please refer to the school calendar in the back of this manual for parent-teacher conference dates and times for the 2018-19 school year.

## **PARENTAL INVOLVEMENT PLAN (TITLE I/ESSA)**

The school annually has a meeting for all parents/guardians, of Title I. At the meeting, the school will discuss parental involvement and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs

are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides parents/guardians with access to:

- School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- Opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
- Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in education the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom, and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the administrator. Parents/guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the school administrator.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

## **PARTIES**

Classroom parties, with room parents providing treats, are set up for three times each year: Halloween, Christmas and Valentine's Day.



For Halloween, the younger children dress up in costumes that are not evil or promoting violence and parade around the school grounds. Guns, swords, spears, knives or other similar weapons will not be allowed.

For Christmas, a gift exchange is conducted in each room. A note is sent out each year with a suggested maximum (K-4<sup>th</sup> = \$8 while grades 5-8 = \$10) to be spent on student gifts.

For Valentine's Day, the teachers usually provide a class list of names for the students and valentines are exchanged.

Classroom teachers will send information home during the first week of school for parents to sign up for room activities. These parents and the classroom teacher will meet and plan games and treats for the three parties.

Families who object to the parties for religious or philosophical reasons may withdraw their child up to a half hour before the parties are to begin. There will be no penalty to the student for leaving early.

As with any day of school, we do not wish to have children with illnesses in attendance. If a child is sick the morning of the party and has not arrived by 9:30, the child will **NOT** be allowed to participate in the party. Medical appointments are excluded from this rule.

## **PHYSICALS**

Students that have not completed required school/sports physicals will not be allowed to participate in athletics, practices, games, field trips or other school sponsored activities until physicals are turned into the office. Students must still attend scheduled practices/games.

## **PHYSICAL EDUCATION UNIFORM**

The Lisbon District 90 requires grades 6<sup>th</sup>-8<sup>th</sup> students to wear the gray T-shirts with school colored lettering and green shorts that can be purchased at ***Logo Works, 824 Liberty St., Morris; (815) 942-4700. Gym T-shirt (Gildan 50/50), and Gym Shorts (Badger Mesh) (Prices Subject to Change). (PE uniforms may need to be ordered, please allow 3 to 5 business days.)***

Students that do not have a PE uniform can borrow one, if available, for short term use, from the teacher. If a student does not dress for PE, (without providing a doctor's excuse), they will have to complete an assignment given by the PE Teacher.

Parents may request a change to the PE dress code policy. This request must be in writing and presented to the PE instructor and approved by the athletic director and building administrator.

## **PLAYGROUND**

Parents, we want to encourage you to use the city park rather than the school's playground equipment during the school day. Students are easily distracted by the outdoor activity when younger children play on the equipment during class time. Parents are also responsible for students who play on school playground equipment after the school day is over.

## **PROGRESS REPORTS/MID-TERMS**

Grade reports are sent out to alert parents of pupil progress in the middle of each nine-week grading period. Please see the yearly calendar for midterm and report card dates. All classroom grades are available on the internet (grades 3<sup>rd</sup>-8<sup>th</sup>). Please check these often!

## **RELIGIOUS INSTRUCTION/OBSERVANCE**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building administrator at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirements. Students missing for religious reasons will have this day count as an absence when figuring perfect attendance.

## **RETENTION POLICY**

### **Grades K – 5<sup>th</sup>**

Decisions about promotion and retention at the elementary level will be made by the school Superintendent/Principal in consultation with the classroom teacher, the student's parent(s)/guardian(s) and other appropriate professionals. Written appeals to a decision may be addressed to the Board of Education and will be included in the student's file, regardless of the outcome of the appeal.

By the conclusion of the first semester, elementary school teachers should notify the Superintendent/Principal of those students who might be considered for retention. Shortly thereafter, parents will be notified and required to attend a conference to discuss remediation, which may include an after-school remediation program. Ongoing communication between the school and the parent(s)/guardian(s) should culminate in a decision about promotion or retention before the conclusion of the school year. Should retention be recommended, a retention form must be signed by the parent(s)/guardian(s) saying they agree or disagree. This will be included in the student's file. A parent/guardian may deny retention only once.

Following is a partial list of profile data that may be used in determining whether or not to promote a student to the next grade:

- Attendance
- Testing results
- Grades
- Personal attributes: age, size, health, etc.
- Current placement and previous retentions, if any
- Transience in and out of the District and prior schools
- Developmental delays: skills, language, etc.
- Current interventions: Social worker, speech pathologist, etc.
- Prior school experience
- Observed behaviors: gross/fine motor skills, social behavior, cognitive ability, knowledge of English, speech, maturity, motivation, etc.
- Parent involvement, participation, support

### **Grades 6<sup>th</sup> – 8<sup>th</sup>**

In order to better educate all of the students in grades six, seven and eight at Lisbon Junior High, District 90, the following policy for retention and remediation will be enforced. It is the goal of the junior high to educate all students and prepare them for high school. It is also a goal to have no student retained in sixth, seventh or eighth grade. To enable both of these goals to occur, all failures (F grades) in the five major academic areas of reading, English, math, social studies and science must be remediated in the nine weeks immediately following a failing grade for the nine weeks. Any ðFö grade on homework or tests must be reviewed and a passing grade earned before they will be considered as meeting this policy. If in the view of teaches/administration that remediation would be of help to this student and said student would participate in the after school activities. Failure to participate in remediation (if required) or failure to successfully complete remediation (if required), within the expected time frame set by the teacher, will result first in loss of privileges and may result in retention for that academic year. A letter will be mailed home with the report card to the parent(s)/guardian(s) outlining the remediation procedure.

For students having F grades; Students will stay after school and be dismissed promptly at 4:20 P.M. No transportation is provided. Therefore, it is important that you make dependable arrangements for your child to be picked up promptly at 4:20 P.M. Remediation will take precedence over extracurricular activities.

The purpose of this remediation program is to improve subject knowledge and to prevent students from being retained at the conclusion of this school year. It is important that a student remediate their current Føš and strive to go ðFö free during future quarters. Second quarter Føš need to be remediated by the end of the third quarter. Failure to remediate the second quarterøš Føš during third quarter will result in those Føš remaining as unremediated Føš. They cannot be remediated at a later date.

### **SCHOOL BUS CONDUCT**

It is important that students follow the rules outlined in the Lisbon discipline policy on the bus. Our school bus provider and driver have rules for bus conduct also. School bus drivers may write referrals for misbehavior on the school bus. The referrals will be sent

home for parent(s)/guardian(s) to sign. The following consequences have been established:

1. First referral:
  - A. Speak to Superintendent/Principal
  - B. Have referral signed by parent/guardian
  
2. Second referral:
  - A. Speak to Superintendent/Principal
  - B. Have referral signed by parent/guardian
  - C. Stay in at lunch hour recess for two (2) days
  
3. Third referral:
  - A. Suspension of riding privileges for a minimum of two (2) days
  - B. Parent(s)/guardian(s) will be notified
  - C. If the student misses school because of the bus riding suspension, it will be an unexcused absence and the child's grade will be lowered by 2 percent.
  
4. Subsequent referrals:
  - A. Bus riding privileges will be suspended by a minimum of five (5) days
  - B. Parents/guardians will be notified
  - C. Absence is unexcused and grade lowered

**Gross disobedience or misconduct will result in immediate suspension from riding the school bus, without prior warning, for a period not to exceed ten (10) days.**

These include:

1. Prohibited student conduct as outlined in the school discipline policy.
2. Willful injury or threat to a bus driver or another driver.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity or willful disobedience of driver's directives.
5. Other behavior as administration deems to threaten the safe operation of the bus and/or its occupants.

## **SCHOOL CALENDAR**

Please see the school calendar at the back of this handbook.

## **SCHOOL SUPPLY LIST**

A school supply list is provided each year at registration time. It lists grade by grade, the supplies that the students will need for the school year. It can also be found at the back of this handbook and on the district's website.

## **SEARCHES**

The Superintendent and his/her designee may search the pockets of outerwear clothing and any object in the possession of the student such as a purse, satchel, backpack, or briefcase, if circumstances exist which cause a reasonable person to believe that such a

search will lead to the discovery of one or more prohibited items, or lost or stolen items. The Superintendent or his/her designee shall not require a student to remove any article of clothing and shall not pat down the body of any student, except under circumstances which create a probable cause that the student has hidden or concealed in the student's clothing, on the student's body, or in any object possessed by the student, any prohibited items. If it becomes necessary, the appropriate law enforcement agency would be called to conduct the search. Another staff member should be in attendance during any search.

## **SEX OFFENDERS NOTIFICATION**

Effective January 1, 2007, the Sex Offender Community Notification Law, has been amended to include a notification requirement for all Illinois public and private elementary schools. This information can be found on the Statewide Sex Offender Database, which is accessible via the Department's home page <http://www.isp.state.il.us/sor/>.

## **SIGNING STUDENTS IN OR OUT OF SCHOOL DURING SCHOOL DAY**

When students are brought into school late or when the student needs to leave school early for any reason, we ask that the parent/guardian responsible for getting the student to and from school please come into the office to sign the student in or out.

When you enter the office you will find a sign-in log on the counter. Please sign your child in or out so that the school has a record of where every child is during the school day.

## **SPECIAL EDUCATION SERVICES**

Lisbon Grade School is served by the Plano Area Special Education Co-op. Services are available which include the help from a social worker each week. These services include LD testing and speech and language services. Information can be obtained from Plano Special Ed Director's office at 630-552-8978.

## **STUDENT RECORDS**

Temporary and permanent school records are kept at the school for each child. Parents have rights to inspect records as outlined in the Illinois State Code. Lisbon Grade School will adhere to the State Code in case of any issues with records.

## **TEACHER QUALIFICATION**

### **Parent Request for Teacher Qualifications**

At the beginning of each school year, districts must notify parents that they have the right to request specific information about the professional qualifications of their child's classroom teacher(s). This information includes:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or conditional certification.
- The baccalaureate degree major of the teacher and other graduate certification or degree, and the field of discipline of the certification and/or degree.
- The information must also disclose whether the child is provided services by paraprofessionals, and if so, the paraprofessionals' qualifications. [20 U.S.C. Sec. 1111(h)(6)(A)]; U.S. Department of Education's non-regulatory guidance on Parent Involvement in Title I, Part A, Question C-6.

## **TECHNOLOGY/INTERNET USE POLICY**

Lisbon Grade School students have been provided access to the Internet during some school class periods. The School Board and staff of Lisbon Grade School desire for the use of the Internet to be a useful tool for our students, to create learning opportunities and not to create problems. The Lisbon School Board of Education has adopted an Internet use policy for students and teachers which came from the Illinois Association of School Boards. Those using the Internet need to read and sign the policy to ensure proper use of the Internet. This Authorization for Internet Access form can be found at the back of this handbook.

## **TELEPHONE USE**

School telephones are to be used by students during school hours for emergency purposes only. Any arrangements to visit friends' homes or to go somewhere with a friend are to be made before coming to school each day. Students and parent(s)/guardian(s) need to know before school starts each day how the student is going to get home that night. Students will be allowed to use a phone during cases of illness or emergency, but not for social arrangements.

## **TESTING**

We will be giving your child state-required achievement tests (PARCC) during the school year, for students in grades 3<sup>rd</sup>-8<sup>th</sup>. The tests are part of the Illinois Common Core Standards program, and are being given to all eligible students. The results of state tests will be reported to you on the School Report Card in the fall. We will review state test results along with other information to help us improve our school program. In addition, you will receive information about your child's performance on the state tests he or she has taken.

You can help your child do his or her best on the test by:

1. Making sure, if possible, that your child attends school on the days of testing.

2. Making sure your child gets a good night's sleep the night before testing.
3. Providing breakfast on the mornings of testing.
4. Reminding your child to ask the teacher questions if he or she does not understand the test directions.
5. Letting your child know that you have confidence in his or her ability to do his or her best.
6. Advising your child not to worry about the test, just do the best he or she can.

Please call your child's teacher if you want additional information or have further questions about these tests.

## **TRANSPORTATION**

All students outside of the village limits are offered transportation to and from school on a school bus. All kindergarten students whether in town or not are allowed to ride the bus to and from school. The bus drivers notify the families prior to the first day of school approximate times they will be arriving to retrieve students in the morning. **This route will remain in effect until Christmas break at which time the routes will be reversed and pick up and drop off times will change.**

## **VACATIONS**

The School District highly discourages parent(s)/guardian(s) from removing students from school for vacation purposes during the period when school is in session. Given prior notice, teachers will help students who have to be out, but generally teachers only write lesson plans for one week in advance. (Please refer to homework policies).

We feel that absence from school causes instructional loss to the student and that classroom instruction is hard to replace. Our teachers try to be helpful, but simply cannot provide the same instruction when students miss long periods of school.

## **VISITORS**

**For the sake of the safety of our children,** all parent(s)/guardian(s) **must** come in the front doors and check in at the office before walking down the hallways.

## **WHEELED SHOES**

Students will not be allowed to wear wheeled shoes, roller blades, or have skate boards in school.

# **LISBON GRADE SCHOOL DISCIPLINE RULES AND REGULATIONS**

## **STUDENT DISCIPLINE**

The School Discipline Rules and Regulations are categorized into three classes. Teachers will also have their own classroom rules and penalties that will be enforced. Disciplinary action may be taken against any student guilty of disobedience or misconduct including, but not limited to:

### **Class I**

1. Gum chewing in school. Candy or food without permission.
2. Littering in desks, classroom, halls, school property
3. Tardiness to class
4. Classroom disturbance
5. Unacceptable classroom/hallway behavior

### **Class II**

1. Fighting (physical conflict between two students).
2. Stealing, petty theft, knowledgeable possession of stolen property under \$20.
3. Profane language, obscene gestures or notes, imitation profanity.
4. Assault or physical intimidation of students.
5. Dishonesty, lying (supplying false information to school employees).
6. Unauthorized absence from class.
7. Mishandling of school property or personal property belonging to others. If this results in breakage or loss, punishment will include replacement.
8. Disrespectful comments or action, including tantrums, toward any school employee.
9. Disobeying directives from staff members.
10. Cheating, getting unauthorized help from another source.
11. Engaging in any activity that constitutes an interference with school purposes or the educational process.
12. Threats (verbal, written or implied) towards another student.
13. Necessary materials not brought to class (books, paper, pencil, pen, assignments,í ).

### **Class III**

1. Using, possessing, distributing, or purchasing drugs, tobacco, or alcohol at school or any school sponsored event. Being under the influence is included.
2. Using, possessing, distributing, or purchasing combustible materials, firearms, knives, or any object that can reasonably be considered a weapon.
3. Possession of pornographic materials.
4. Extreme insubordination upon school employee. This includes any profanity directed at staff members.
5. Using extreme violence, force, coercion, threats, intimidation, or fear toward anyone or arranging for anyone to do so. Assault causing major injury.



6. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property of over \$20 in value.
7. Involvement in gangs or gang related activities.
8. Sexual harassment or exposure. Severity and age will be considered.
9. Threats (verbal, written or implied) toward a staff member.

Repeated violations of the discipline policy will result in cumulative disciplinary actions. In other words if a student has a history of offenses, the administration will have the authority to extend harsher punishment for any offense than that which is listed under this policy. These offenses do not have to fall under the same category for this to take place.

## **LISBON GRADE SCHOOL DISCIPLINE RULES AND REGULATIONS PUNISHMENT**

### **Class I Offenses: Any of the following may be used.**

1. Student will be warned and behavior will be discussed with student before any written warning is given. Verbal warnings begin anew each week.
2. Written warnings are sent home. Student is to return to school the next morning. If student does not have signature, he/she must contact parent(s)/guardian(s) by phone.
3. One-hour detention. Parent(s)/guardian(s) will call the school the next day to verify that they received the detention slip. Those failing to serve detention will be given half-day in-school suspension. After three (3) detentions in a school year, the student moves to Class 2 consequences for detentions.

### **Class II Offenses: Any of the following may be used.**

1. **One-hour detention:** Parents/guardians will call the school the next day to verify that they received the detention slip. Those failing to serve detention will be given half-day in-school suspension.
2. **Half-day in-school suspension:** After three detentions in a school year, the student will be required to serve a half-day in-school suspension. Parent(s)/guardian(s) will be notified. The student will be given assignments and grades will count.
3. **Full-day in-school suspension:** If a student has been given three (3) detentions and two (2) half-day in-school suspensions, the next step would be a full-day in-school suspension. Parent(s)/guardian(s) will be notified. Assignments and grades will be given.
4. **Full-day out-of-school suspension:** After two full-day in-school suspensions, a student would have to serve out-of-school suspension.

### **Class III Offenses: Any of the following may be used.**

The School Board has delegated authority to the Superintendent/Principal the power to suspend any student whose conduct is detrimental to the school. Parent(s)/guardian(s) will be notified. Students serving out-of-school suspension will be given assignments and may make up tests. The student's grade for the nine weeks will be lowered by failure to keep up with the assignments or make up tests.

1. Class 3 offenses will be assessed individually, but serious offenses will begin with a three (3) day out-of-school suspension as a minimum.
2. Subsequent Class 3 offenses will involve five (5) day and then ten (10) day out-of-school suspensions.

## **CHEATING**

In addition to the above discipline action, the student's work will be confiscated. A failing grade will be recorded for the work and parents will be notified.

## **AMENDMENTS TO DISCIPLINE POLICY**

### **LOCATION**

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

1. On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function, or event.
4. Anywhere if the conduct may reasonably be considered to be a threat or an attempted intimidation of staff member, or an interference with school purposes or an education function.

### **EMPLOYEE AUTHORITY**

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, other than suspension or expulsion, corporal punishment or in-school suspension, which appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force, as needed, to maintain safety for other students, school personnel or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior. The Superintendent/Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

### **WEAPONS**

A student who may use, possess, control, or transfer a weapon or any object that can reasonably be considered as or looks like a weapon, shall be expelled for at least one (1) calendar year, but no more than two (2) calendar years. The Superintendent/Principal may modify the expulsion period and the Board may modify the Superintendent/Principal's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of : 1) any gun, rifle, shotgun, a weapon as defined by

Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owner's Identification Act, or use of a weapon as defined in Section 24.1 of the Criminal Code; 2) any other object, if used or attempted to be used, to cause bodily harm, including but not limited to knives, brass knuckles, billy clubs, or; 3) look-alikes of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent/Principal or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

## REQUIRED NOTICES

A school staff member shall immediately notify the Superintendent/Principal in the event that he/she; 1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his/her supervision; 2) observes or has reason to suspect that any person on school grounds is or was involved in a drug related incident, or; 3) observes a battery committed against any staff member. Upon receiving such a report, the Superintendent/Principal or designee shall immediately notify the local law enforcement agency, State Police and the student's parent(s)/guardian(s).

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior, that may reasonably produce physical or physiological harm to someone else. The Superintendent/Principal or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

## PLAYGROUND RULES

The following rules are in addition to the rules in the LGS discipline policy. Following these rules should make lunchtime and recess run more smoothly.

1. Treat lunchroom supervisors, playground supervisors and cooks with respect.
2. Do not play in a rough manner that may cause injury. No tackle football (or similar contact games). Two handed touch or flag football is allowed.
3. Absolutely no throwing food or leaving lunchroom a mess.
4. All food is to be eaten in the cafeteria. No food is to be taken out to recess, unless special permission is given by the teaching/lunchroom staff.
5. Intimidating others into giving away their food will not be tolerated.
6. No pop is allowed in the cafeteria or gym.
7. All children are to go directly outside after they finish eating (on outdoor recess days). They should not be in the classrooms or hallways.
8. Use restrooms before and after lunch hour, not during lunch hour.
9. All students will go outside unless they have a note from home.



With this educational opportunity also comes responsibility. You and your child should read the enclosed *Authorization for Internet Access* and discuss it together. The use of inappropriate material or language, or violation of copyright laws may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. However, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the *Authorization for Internet Access* with your child. If you agree to allow your child to use the Internet account, sign the *Authorization* form and return it to school.

Sincerely,  
Administration and Staff  
Lisbon Grade School

## **AUTHORIZATION FOR INTERNET ACCESS**

*Each teacher must sign this Authorization as a condition for using the District's Internet connection. Each student's parent(s)/guardian(s) must sign the Authorization before the student is granted unsupervised access. School Board members and administrators are treated like teachers for purposes of this Authorization. Please read this document carefully before signing.*

All use of the Internet account shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the *Authorization for Internet Access* will result in the loss of privileges, disciplinary action and/or appropriate legal action.

### **TERMS AND CONDITIONS**

1. Acceptable Use ó Use of the District's Internet account must be for the purpose of education or research and consistent with the educational objectives of the District.
2. Privileges ó The use of the District's Internet account is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether a user has violated this *Authorization* and may deny, revoke, or suspend access at any time: his/her decision is final.

3. Unacceptable Use ó Each user is responsible for his/her actions and activities while using the Internet account. Some examples of unacceptable uses are:
  - a. Using the Internet account for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation.
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
  - c. Downloading copyrighted material for other than personal use.
  - d. Using the Internet account for private financial or commercial gain.
  - e. Wastefully using resources, such as file space.
  - f. Attempting to invade or invading the privacy of individuals.
  - g. Attempting to gain or gaining unauthorized access to resources or entities.
  - h. Using another user's account or password.
  - i. Posting material authored or created by another without his/her consent.
  - j. Posting anonymous messages.
  - k. Using the Internet account for commercial or private advertising.
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially-offensive, harassing, or illegal materials.
  
4. Network Etiquette ó Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal address or telephone numbers of students or colleagues.
  - d. Do not use electronic mail (E-mail) for messages intended to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the Internet account in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the Internet account to be private property.
  
5. No Warranties ó The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages incurred by the user. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet account is at the user's risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through this service.
  
6. Indemnification ó The user agrees to indemnify the School District for any losses, costs or damages, including reasonable attorney fees, incurred by the District relating to or arising out of any violation of this *Authorization*.

7. Security ó Network security is a high priority. If the user can identify a security problem concerning the District's Internet account, the user must notify the system administrator or Superintendent/Principal. Do not demonstrate the problem to other users. Each user shall keep his/her account and password confidential. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the Internet account.
8. Vandalism ó Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Charges ó The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Students' parent(s)/guardian(s) and teachers desiring access to the District's Internet account must sign this *Authorization for internet Access* only once while enrolled in or employed by the School District.

## Illness Policy

If a student comes to school when he/she is not feeling well, he/she will be more vulnerable to infection. It is the best interests of your child and the other students at Lisbon Grade School-Dist. 90 to keep your child at home when he/she is ill. A student needs to be well to be able to participate actively in the school program.

### **Guidelines:**

- 1. After a fever, a child's temperature must be normal (98.6 Deg F.) for 24 hours before he/she returns to school.**
2. If a child is well enough to come to school, the school will expect him/her to go outdoors with his/her class, weather permitting (exception: a note from the student's *parent or doctor* requesting limited activity level.)
3. Often, children may ask to come to school even though they are ill. Although your child may be disappointed, please keep him/her at home if he/she is sick.
4. If your child becomes ill while at school and you are called, please cooperate by picking up your child promptly. The school will not call unless your child needs to be at home.
- 5. If your child is too ill or injured to participate in P.E., they will not be allowed to participate in recess. After school activities (i.e. – soccer, volleyball, basketball, track etc.) will be at the coaches/AD's discretion.**
6. If the student is absent 4 or more consecutive days the school must be provided with a Dr. release to return to school.

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### **Illness Requiring Exclusion**

**Temperature**-oral temperature above 100 degrees F. accompanied by behavior changes or other signs or symptoms of illness-until medical evaluation indicates inclusion in the facility.

**Signs of possible severe illness**-including unusual lethargy, irritability, persistent crying, difficult breathing, uncontrolled coughing.

**Uncontrolled diarrhea**-defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form that is not contained by the toilet use.

**Vomiting**-two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.

**Mouth Sores**-with drooling unless the child's physician or local health department authority states the child is non-infectious.



**Rash**-undetermined rash with fever or behavior change until a physician has determined the illness not to be a communicable disease.

**Head Lice**-students will be sent home and cannot return until lice free. Students may return when they have been properly treated for nits and most of the eggs have been removed.

**Purulent conjunctivas**-defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye, until 24 hours after treatment was begun.

**Infestation**-(e.g., scabies), until 24 hours after treatment was begun.

**Rubella**-until 6 days after the rash appears.

**Measles**-until 6 days after the rash appears.

**Tuberculosis**-until the child's physician or local health department authority states the child is non-infectious.

**Impetigo**-until 24 hours after treatment was begun.

**Streptococcal pharyngitis**-until 24 hours after treatment has been initiated, and until the child has been afebrile for 24 hours.

**Ringworm infection**-(tinea capitis, tinea corporis, tinea cruris, and tinea pedis) until 24 hours after treatment was begun.

**Varicella (chicken pox)**-until 6 days after onset of rash or until all lesions have dried and crusted.

**Shingles**-only if sores cannot be covered by clothing or a dressing, until the sore(s) have crusted.

**Pertussis**-which is laboratory confirmed, or suspected based on symptoms of the illness, or suspected because of cough onset within 14 days after having face-to-face contact with a laboratory confirmed case of pertussis in a household or classroom, until 5 days of appropriate chemoprophylaxis (currently, erythromycin) has been completed.

**Mumps**-until 9 days after onset of parotid gland swelling.

**Hepatitis A**-virus infection until 1 week after onset of illness or until after immune serum globulin has been given to appropriate children and staff in the program, as directed by the responsible health department.

REF:Med.Source A. Peds Assoc.

## VISION EXAMINATION ðCö UPDATE

**Vision Examinations:** Public Act 95-671, effective **Tuesday, January 1, 2008**, requires that all children enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination.

1. Each such child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist with in the previous year before October 15 of the school year. If the child fails to present proof by **October 15**, the school may hold the child's report card until either (a) the child presents proof of a completed eye examination or (b) the child presents proof that any eye examination will take place within 60 days after October 15.
2. This requirement may be waived for children who show an undue burden or a lack of access to a physician licensed to practice medicine in all its branches who provides eye examinations or to a licensed optometrist. Moreover, parents or legal guardians who object to eye examinations on religious grounds shall not be required to submit their children to the examination if such parents or legal guardians present to the appropriate local school authority a signed statement of objection, detailing the grounds for the objection.
3. Each public, private and parochial school is required to give notice of this eye examination requirement to the parents and guardians of students. Every school shall report to the State Board of Education by **June 30<sup>th</sup>** the number of children who have received the required eye examination, indicating, of those who have not received the required eye examination, the number of children who are exempt from the eye examination on religious grounds, the number of children who have received a waiver, and the total number of children in noncompliance with the eye examination requirements.



## PARENTAL AUTHORIZATION

I herewith acknowledge that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize Lisbon Community Consolidated Grade School District No. 90 and its employees and agents, on my behalf and stead, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse, and specifically consent to such practices. I further acknowledge and agree that, when the lawfully prescribed medication is so administered or attempted to be administered, I waive any claims I might have against the Lisbon School District, its employees and agents arising out of the administration of said medication. In addition, I agree to hold harmless and indemnify the Lisbon School District, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

|                                    |                         |
|------------------------------------|-------------------------|
| _____<br>Parent/Guardian Signature | _____<br>Home Phone     |
| _____<br>Parent/Guardian Address   | _____<br>Business Phone |
| _____<br>Date                      | _____<br>Cell Phone     |

Additional information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PHYSICIAN REQUEST FOR  
SELF-ADMINISTRATION  
OF MEDICATION**

|                  |            |
|------------------|------------|
| Name of Student  | Birth Date |
| City             | Zip        |
| Telephone Number |            |

**TO:**

Principal: \_\_\_\_\_

School: \_\_\_\_\_

The above named pupil has \_\_\_\_\_  
Name of Disease or Syndrome

I am requesting that the above named student take the following medication during school hours.

|                    |   |
|--------------------|---|
| Name of Medication | Type of Medication (Tablet, Liquid<br>or Capsule) |
| Dosage             | Time(s) to be given                               |

Possible Side Affects: \_\_\_\_\_

I certify that \_\_\_\_\_ (Name of Student) has been instructed in  
the use and self-administration of \_\_\_\_\_.  
Name of Medication

He/she understands the need for the medication, and the necessity to report to school personnel any unusual side effects. He/she is capable of using this medication independently.

I may be reached at the following phone # in the event of a reaction to the medication or an emergency:

|                          |                        |      |
|--------------------------|------------------------|------|
| Physician's Phone Number | Physician's Signature  | Date |
| Physician's Address      | Print Physician's Name | Date |

## Waiver of Student Fees

The School Board may establish fees and charges to fund certain school activities. The board recognizes that some students will be unable to pay these fees. However, students shall not be denied educational services or academic credit due to the inability of parents or guardians to pay fees and charges.

Students whose parents are unable to afford student fees may receive a waiver of the fees for textbooks, combination locks, sports, fieldtrips, and extra-curricular fees. However, these students are not exempt from charges for lost and/or damaged: books, locks, materials, supplies and equipment.

Applications for fee waivers may be submitted, on an application form available from the District Administrator, by the parent/guardian.

A Student shall be eligible for a waiver of a fee(s) when at least one of the following guidelines is met:

1. The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).
2. The student is currently eligible for Free or Reduced Price Meals pursuant to Ill. Rev. Stat. Ch. 122, paragraph 712.1 et seq.
3. The student's family is currently eligible under the guidelines of family-size income levels prescribed annually by the Secretary of Agriculture.

Also, consideration will be given by the District Administrator to additional factors such as:

1. Severe illness or injury in the family.
2. Unusual expenses such as fire, flood, storm damages, etc.
3. Seasonal unemployment.

List of Waiver Fees:

1. Textbook Fees
2. Combination Locks (Locks must be returned)
3. Sports/Extra-Curricular Fees
4. Field Trips

The District Administrator will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. A District Administrator's denial of a fee waiver request may be appealed to the Lisbon School Board by submitting the appeal in writing to the Board President or his designee within fourteen (14) days of the denial. If appealed, the Board will reconsider the decision to deny the fee waiver request, and will notify the parent/guardian in writing of its decision. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the District Administrator's Office at 815-736-6324 or in person at 127 South Canal St. Newark, IL 60541.

# LISBON CCSD #90 FEE WAIVER FORM

School fees may be waived for the following: Textbook Fees, Fieldtrips, Sports, Extra-Curricular fees, and School Locks (locks must be returned at the end of the year).

**Eligibility Criteria: One of the following three criteria must be met.**

1. **F/R Lunches:** Students must meet the income requirements of the School Breakfast and Lunch Program Act, **but** need not participate in order to receive a waiver of school fees.
2. **Extenuating Circumstances:** They include significant loss of income due to severe illness or injury in the family **or** unusual expenses such as fire, flood, storm damage, or seasonal unemployment.
3. **Public Aid**

Proof: District can/will ask for payroll stubs, tax returns or other information to verify a family's income.

Information Required:

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Reason(s) for Requesting Waiver of

Fees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Professional Personnel**

### **Exhibit – Notice to Parents of Their Right to Request Their Child’s Classroom Teachers’ Qualifications**

Re: Notice to Parents of Their Right to Request Their Child’s Classroom Teachers’ Qualifications

As a parent or guardian of a student at a school receiving funds under Title 1 of the Elementary and Secondary Education Act, you have the right to know the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. Federal law gives you the right to receive the following information about each of your child’s classroom teachers and their paraprofessional assistants, if any:

- Whether Illinois has licensed or qualified the teacher for the grades and Subjects he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
- The teacher’s college major.
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the school office.

## **Professional Personnel**

### **Teacher Qualifications**

A teacher, as the term is used in this policy, refers to a District employee who is required to be certified under State law. The following qualifications apply:

1. Each teacher must:
  - a. Have a valid Illinois certificate that legally qualifies the teacher for the duties for which the teacher is employed.
  - b. Provide the District Office with proof of certification by the end of the first week of school, each school year.
  - c. Provide the District Office with a complete transcript of credits earned in institutions of higher education and, annually by July 1<sup>st</sup>, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
  - d. Notify the Superintendent of any change in the teacher’s transcript.



2. The following teachers must be "highly qualified" as defined by the State and Federal law: (a) newly hired teachers who will work in a program supported with Title 1 funds, and (b) by the end of the 2005 ó 2006 school year, all teachers of core academic subjects. Teachers are generally considered to be highly qualified if they: (a) have a bachelor's degree; (b) have full State certification according to criteria adopted by ISBE; and (c) have demonstrated subject-matter competence in the area(s) taught according to criteria adopted by ISBE. "Core academic subjects" means English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography.

**The Superintendent or designee shall:**

1. Develop and implement a plan to ensure that all teachers who teach core academic subjects are "highly qualified," as defined in this policy.
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title 1 money are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

***\*This Handbook may be amended during the school year without notice.***

# **COMMUNITY RELATIONS**

## **Distribution and Display of Community and Posters**

Non-school related organizations may ask the Building Principal for permission: (1) to display posters in the area reserved for community posters, or (2) to have flyers distributed to students. The posters and /or flyers subject to a request must be student-oriented and have the sponsoring organizations' name prominently displayed. Permission will be denied to post or distribute any material that would: disrupt the educational process, violated the rights of others, including material that is defamatory; invade the privacy of others; infringe on a copyright; or be obscene, vulgar, or indecent.

No commercial publications shall be posted or distributed unless their purpose is to further a school activity, such as graduation, class pictures, or class rings. No information from candidates for non-school students' elective office shall be posted in the school, except on Election Day, or distributed to students.

Once permission is granted, the organization must arrange to have copies delivered to the school. Distribution of material under this policy will be done by the classroom teachers without discussion.

LEGAL REF: Lamb's Chapel v. Center Monarchs Union Free School District,  
113 S. Ct. 2141 (1993)

Berger v. Rensselaer Central School Corp., 982 F.2d 1160 (7<sup>th</sup> Cir. 1993)

Sherman v. Community Consolidated School Dist. 21, 8 F3d 1160 (7<sup>th</sup> Cir. 1993)

DATE ADOPTED: 6/13/2005

# COMMUNITY FLYERS

## Procedure

1. Review Board Policy – 7:70 “Community Relations”
2. Mrs. Elias to read and approve the items requested to be sent home. She or Mrs. Fletcher will initial or email notice of items to be sent home.
3. School will provide class list by total boys/girls and total for the school.
4. Flyers to be put into stacks by class – paper clipped together.
5. Stacks to be labeled by grade level.
6. 1 copy for the office.
7. 1 copy for the bulletin board.
8. 1 copy for the classroom teacher.
9. Mrs. Fletcher will place the flyers in each teacher’s mailbox.

Items delivered after lunch will go home the following day.

# LISBON SCHOOL DISTRICT #90

## REGISTRATION FEES

### 2018-2019

#### Textbook Fees

|              |                  |
|--------------|------------------|
| Kindergarten | \$35 per student |
| First-Second | \$45 per student |
| Third-Eighth | \$50 per student |

#### Padlocks

|   |  |
|---|--|
| 5 <sup>th</sup> ó 8 <sup>th</sup> Grade Hall Padlocks | \$8.50 <i>(must be purchased through the school)</i> |
| 5 <sup>th</sup> ó 8 <sup>th</sup> Grade Gym Padlocks  | \$8.50 <i>(must be purchased through the school)</i> |

#### Calculator

|  |  |
|--|--|
| 6 <sup>th</sup> ó 8 <sup>th</sup> Grade for Math | \$8.50 <i>(must be purchased through the school)</i> |
|--|--|

#### PE Fees

\$14 per student (Skating, etc.)

#### Sports Fees

\$12 per sport per student (sports physical required to practice or participate)

#### Academic Programs

\$12 per student per academic program (Scholastic Bowl, Literacy Team)

#### Lunch Tickets

|   |         |                                     |
|---|---------|-------------------------------------|
| K ó 4 <sup>th</sup> Grade Lunch               | \$18.00 | 10 Day Lunch Ticket (includes milk) |
| 5 <sup>th</sup> ó 8 <sup>th</sup> Grade Lunch | \$20.00 | 10 Day Lunch Ticket (includes milk) |
| Adult Lunch                                   | \$23.00 | 10 Day Lunch Ticket (includes milk) |
| Reduced Lunch<br>(for qualifying students)    | \$ 4.00 | 10 Day Lunch Ticket                 |

You may purchase milk for any student eating cold lunch or wanting extra milk with lunch. The pricing is as follows:

|                                 |         |                    |
|---------------------------------|---------|--------------------|
| *K ó 8 <sup>th</sup> Grade Milk | \$ .40  | Individual Milk    |
|                                 | \$ 4.00 | 10 Day Milk Ticket |
|                                 | \$34.80 | 1 Semester         |

**\*Milk does not qualify for reduced cost.**

***All items purchased through the school will be given out the first week of school.***

# LISBON GRADE SCHOOL

## 2018 - 2019

### SCHOOL SUPPLY LIST

Please send only plain wood pencils with your students as the decorated pencils do not sharpen well and damage the pencil sharpeners. K-5<sup>th</sup> GRADES-NO TRAPPER KEEPERS!!! These supplies are needed to begin the school year. Additional supplies will be needed periodically throughout the year.

\*PLEASE REMEMBER TO LABEL ALL ITEMS WITH STUDENT'S NAME!

#### **Kindergarten**

|  |   |
|--|---|
| Book bag   | 2 highlighters                              |
| 16 - #2 pencils  | 2 box of small crayons<br>(8 pack <b>no</b> |
| rest mat   |   |
| <b>larger</b> )/semester                                     | school box                                  |
| elmer's glue   | paint shirt                                 |
| water color paints (box of 8)                                | eraser                                      |
| 2 pocket folders (1 plain green &<br>1 any color/any design) | tennis shoes for PE                         |
| 2 boxes of Kleenex (large)                                   | metal scissors                              |
| 4 dry erase markers  | 1 box of colored                            |
| pencils  | 3 - 8 ½ x 11 lined                          |
| 2 packages of hand wipes                                     | 1 blue pocket folder                        |
| notebooks  | headphones (no                              |
| 6 glue sticks<br>(for music)                                 |   |
| girls - snack or sandwich<br>earbuds)                        |   |
| size Ziploc bags   |   |
| boys - gallon size Ziploc bags                               |   |

#### **First Grade**

|                             |                                      |
|-----------------------------|--------------------------------------|
| 2 large erasers             | 12 - #2 pencils ( <b>SHARPENED</b> ) |
| Elmer's glue (4 oz.)        | 2 boxes of 16 crayons                |
| 2 glue sticks               | 1 pkg. post-it notes                 |
| scissors                    | 1 spiral notebook                    |
| tennis shoes                | 1 - 1-in binder                      |
| 1 pencil box<br>(for music) | 1 blue spiral notebook               |
| 1 box of markers            | 1 blue folder (for music)            |

|  |   |
|--|---|
| 1 pkg skinny dry erase markers<br>color)                           | 2 highlighters (any<br>color)                           |
| 1 tube of Clorox disinfecting wipes<br>& 1 tube of Wet Ones (boys) | 1 folder <b>with pockets</b><br>headphones (no earbuds) |
| 2 boxes of Kleenex (girls)   |   |

**\*PLEASE REMEMBER TO LABEL ALL ITEMS WITH STUDENT'S NAME!**

**\*PLEASE REMEMBER TO LABEL ALL ITEMS WITH STUDENT'S NAME!**

**Second Grade**

|  |   |
|--|---|
| colored pencils  | 3 spiral notebooks                          |
| 1 pkg. pencil toppers  | <b><u>WIDE RULED ONLY</u></b>               |
| 8-#2 pencils, ( <b>every 9 weeks</b> )<br>(3x3)                        | 2 pkgs. sticky notes                        |
| 2 glue sticks & Elmer's glue   | tennis shoes                                |
| scissors   | school box ( <b>regular size<br/>only</b> ) |
| 1 inch/centimeter ruler  | paint shirt                                 |
| 2 boxes of Kleenex (large<br>music)                                    | 1 blue folder (for<br>music)                |
| 3 folders with pockets ( <b>no prong inserts</b> )<br>(for music)      | 1 blue spiral notebook                      |
| 1 folder with a 3 prong inserts  | 2 highlighters                              |
| 1 pkg. loose leaf paper (wide ruled only)                              |   |
| 1 boxes of 16-24 ct. crayons ( <b>no larger/Crayola Brand Please</b> ) |   |
| 1 pkg Ziploc bags (snack or sandwich size)                             |   |

**Third Grade**

|  |                                       |
|--|---------------------------------------|
| 48-#2 pencils ( <b>sharpened</b> )           | 1 box of 16 crayons                   |
| 2 glue sticks                                | Elmer's glue (4 oz.)                  |
| 1 inch/centimeter ruler                      | scissors                              |
| 3 spiral notebooks ( <b>wide rule only</b> ) | 4 red pens                            |
| 2 pkg. of sticky notes (3x3)                 | paint shirt                           |
| 4 pocket folders                             | school box (small)                    |
| 3 box of Kleenex (large)                     | 2 highlighters                        |
| tennis shoes                                 | 1 - 1" binder                         |
| colored pencils<br>music)                    | 1 blue spiral notebook (for<br>music) |
| headphones<br>music)                         | 1 blue folder (for<br>music)          |
| 2 dry erase markers                          |                                       |

**Fourth Grade**

|            |               |
|------------|---------------|
| 2 red pens | 12-#2 pencils |
|------------|---------------|

|  |                              |                                    |
|--|------------------------------|------------------------------------|
| 1 large eraser                                 |                              | 2 - mechanical pencils             |
|  | w/lead                       |                                    |
| flash drive                                    |                              | colored pencils                    |
| 1 inch/centimeter ruler                        |                              | 1 blue spiral notebook (for music) |
| school box                                     |                              | 1 blue folder (for music)          |
| scissors                                       |                              | 3 dry erase markers                |
| small school glue & glue stick                 |                              | crayons (24)                       |
| count/ <b>Crayola</b> Brand)                   |                              |                                    |
| 4 spiral notebooks                             |                              | 1 pkg. loose-leaf                  |
| notebook paper                                 |                              |                                    |
|  | <b><u>WIDE RULE ONLY</u></b> | <b><u>WIDE RULE</u></b>            |
| 4 pocket folders                               |                              | 3 boxes of Kleenex                 |
| tennis shoes                                   |                              | 2 highlighters                     |
| 1 - 1" binder w/pockets                        |                              | headphones                         |
| markers (8 count/ <b>Crayola</b> Brand Please) |                              |                                    |

**\*PLEASE REMEMBER TO LABEL ALL ITEMS WITH STUDENT'S NAME!**

**\*PLEASE REMEMBER TO LABEL ALL ITEMS WITH STUDENT'S NAME!**

**Fifth Grade**

|                                     |                             |                                   |
|-------------------------------------|-----------------------------|-----------------------------------|
| 8-#2 pencils (every 9 weeks) only   |                             | blue/black erasable pens          |
|                                     | (mechanical are acceptable) | colored pens - any colors         |
| 4 glue sticks                       |                             | 1 pkg. dry erase markers, eraser, |
| 4 pkgs. post-it notes               |                             | and a small dry                   |
| erase board                         |                             |                                   |
| colored pencils                     |                             | 1 inch/centimeter ruler           |
| scissors                            |                             | 5 - 1 subject notebooks           |
| 5 folders with pockets and 3 prongs |                             | <b><u>WIDE</u></b>                |
| <b><u>RULE ONLY</u></b>             |                             |                                   |
| 2 boxes of Kleenex (large)          |                             | 2 pkgs. of 4x6 index              |
| cards (multi-colored)               |                             |                                   |
| 1 blue folder (for music)           |                             | flash drive                       |
| 1 blue spiral notebook (for music)  |                             | Highlighters (yellow,             |
| pink, blue, and green)              |                             |                                   |
| 1 - 3 subject notebook              |                             | headphones                        |

**Sixth, Seventh and Eighth Grades**

8-#2 pencils (every 9 weeks)

Flash Drive (**is required**)

5 red pencil or pen  
4-70 pg. spiral notebooks (6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> colors)

5 pens-blue or black  
highlighters (assorted colors)

Scissors  
1 inch/centimeter ruler  
4 glue sticks  
5 folders with pockets  
1 pkgs. of 3x5 index cards (7<sup>th</sup> & 8<sup>th</sup> only)

2 boxes of Kleenex  
protractor  
3 pkgs. sticky notes  
large eraser  
tennis shoes

1 box thick markers  
required for math  
colored pencils

Calculators - will be

**(These will be purchased  
through  
the school at registration  
for \$8.00).**

1 blue folder (6<sup>th</sup> for music)

1 blue spiral notebook (6<sup>th</sup> for music)  
6 rolls double-sided tape (permanent or removable)

**Music**

1 folder (5<sup>th</sup> - 8<sup>th</sup> choir students)

**\*PLEASE REMEMBER TO LABEL ALL ITEMS WITH STUDENT'S NAME!**

**\*PLEASE REMEMBER TO LABEL ALL ITEMS WITH STUDENT'S NAME!**

**Physical Education**

**K-5<sup>th</sup>**

Boys & Girls: 1 pair (new or old) tennis shoes to stay at school for PE only  
Girls: 1 pair any color shorts (needed when wearing a dress to school)

**6<sup>th</sup>-8<sup>th</sup>**

Boys & Girls: gym shoes for use indoors only  
2 pairs of white sweat socks  
Deodorant  
PE uniform - grey t-shirt & green shorts  
Any color sweats are acceptable for cold weather



**Uniforms are available at:**

**Logo Works: 824 Liberty St., Morris; (815)942-4700**  
**(PE uniforms may need to be ordered, please allow 3 to 5**  
**business days.)**

**\*PLEASE REMEMBER TO LABEL ALL ITEMS WITH STUDENT'S NAME,**  
**INCLUDING TENNIS SHOES, PE UNIFORM AND ALL OTHER ITEMS!**

# LISBON GRADE SCHOOL 2018-2019 Calendar



| AUGUST 2018 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    | 1  | 2  | 3  | 4  |
| 5           | 6  | 7  | 8  | 9  | 10 | 11 |
| 12          | 13 | 14 | 15 | 16 | 17 | 18 |
| 19          | 20 | 21 | 22 | 23 | 24 | 25 |
| 26          | 27 | 28 | 29 | 30 | 31 |    |

- 6 Registration 2 – 7 pm
- 9 Registration 2 – 6 pm
- 17 No School - TI
- 20 First Day of School  
1:30 pm dismissal
- 27 Open House  
6:30 pm

- 8 Midterm Ends
- 13 Midterms Sent Home
- 15 No School - TI
- 18 No School –  
Presidents' Day

| FEBRUARY 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 |    |    |

| SEPTEMBER 2018 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |
|                |    |    |    |    |    | 1  |
| 2              | 3  | 4  | 5  | 6  | 7  | 8  |
| 9              | 10 | 11 | 12 | 13 | 14 | 15 |
| 16             | 17 | 18 | 19 | 20 | 21 | 22 |
| 23             | 24 | 25 | 26 | 27 | 28 | 29 |
| 30             |    |    |    |    |    |    |

- 3 No School – Labor Day
- 6 Early Dismissal-1:30pm  
Sandwich Fair
- 14 Midterm Ends
- 19 Midterms Sent Home



- 13 End of 3<sup>rd</sup> Quarter
- 19 Parent/Teacher Conf.  
3:30 – 7 pm
- 21 Early Dismissal-1:30 pm
- 21 Parent/Teacher Conf.  
2 – 6 pm
- 22 No School
- 25<sup>th</sup> – 29<sup>th</sup> Spring Break

| MARCH 2019 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    |    |    | 1  | 2  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |
| 31         |    |    |    |    |    |    |

| OCTOBER 2018 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           | 29 | 30 | 31 |    |    |    |

- 5 No School – TI
- 8 No School –  
Columbus Day
- 17 End of 1<sup>st</sup> Quarter
- 23 Parent/Teacher  
Conf. 3:30 – 7 pm
- 25 Early Dismissal-1:30pm
- 25 Parent/Teacher  
Conf. 2 – 7 pm
- 26 No School

- 1 Classes Resume
- 19 No School –  
Good Friday
- 22 No School –  
Easter Monday
- 26 Midterm Ends

| APRIL 2019 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 |    |    |    |    |

| NOVEMBER 2018 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 | 30 |    |

- 14 Midterm Ends
- 21 Midterms Sent Home
- 21 Early Dismissal 1:30 pm
- 22 No School –  
Thanksgiving Break
- 23 No School –  
Thanksgiving Break

- 1 Midterms Sent Home
- 22 8<sup>th</sup> Grade Graduation\*
- 23 Kindergarten  
Graduation\*
- 27 No School –  
Memorial's Day
- 28 No School – TI
- 29 Last Day/Field Day
- 29 Early Dismissal 1:30 pm

| MAY 2019 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

| DECEMBER 2018 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            | 31 |    |    |    |    |    |

- 21 Early Dismissal 1:30 pm
- 21 End of 1<sup>st</sup> Semester
- 24 Christmas Break  
through Jan. 4<sup>th</sup>



| JUNE 2019 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |

| JANUARY 2019 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    | 1  | 2  | 3  | 4  | 5  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 27           | 28 | 29 | 30 | 31 |    |    |

- 7 Classes Resume
- 16 Report Cards Sent  
Home
- 21 No School –  
M.L. King Day

#### Snow Make-Up Days

- May 30<sup>th</sup>
- May 31<sup>st</sup>
- June 3<sup>rd</sup>
- June 4<sup>th</sup>
- June 5<sup>th</sup>

\* Dependent upon snow days

#### Teacher Institute Days (TI)

- August 17<sup>th</sup>
- October 5<sup>th</sup>
- February 15<sup>th</sup>
- May 28<sup>th</sup>

#### Quarters

- 40 days
- 44 days
- 45 days
- 45 days

**LISBON COMMUNITY  
CONSOLIDATED GRADE  
SCHOOL DISTRICT #90**

**PARENTS  
EXTRA-CURRICULAR  
POLICY/HANDBOOK**

**2018-2019**

# **LISBON GRADE SCHOOL** **EXTRA - CURRICULAR** **ACTIVITIES & ELIGIBILITY** **POLICY/HANDBOOK**

It is recognized by the Faculty, Administration and Board of Education that students who participate in extra-curricular activities are, in fact, representing the school and community in the eyes of the public. The following eligibility requirements are, therefore, set as a minimal standard for all students who wish to participate in any of the following extra-curricular activities: all athletics, cheerleading, pom poms, speech contests, math contests, literary contests, music contest, and any other school sponsored activities.

1. Students must reside within the boundaries of the School District and must attend Lisbon Grade School unless approved by the Board.
2. Students must be enrolled and in attendance no later than the beginning of the eleventh day of the school year. Students may join a team/activity, with the permission of the sponsor/coach, if they are new to the school or just become eligible due to grades.
3. Students who transfer into Lisbon Grade School during the year will become eligible upon his/her eleventh day of practice.
4. No student who has reached the age of fifteen (15) prior to August 15<sup>th</sup> preceding the current school year may participate in junior high level school contests.
5. No student who has reached the age of thirteen (13) prior to August 13<sup>th</sup> preceding the current school may participate in the 5<sup>th</sup> and 6<sup>th</sup> grade team level. In addition, no 7<sup>th</sup> or 8<sup>th</sup> grade students will be allowed to play during the ōBō team games or tournaments.
6. No student shall be permitted to try out, practice, or participate in or for any athletic or cheerleading team unless he/she has filed with the school office an athletic physical issued by a licensed physician, and has paid any registration fees for that sport or activity. In addition, parents must provide a full waiver of responsibility and proof of accident insurance coverage. Sports physicals are good for 395 calendar days. Students must have a valid physical during the entire sports season. School physicals (for grade 6) are valid for the entire school year as long as they are current on the first day of that school year.

7. No student shall be allowed to participate following a disabling illness or injury without a physician's release.
8. All participants must have had at least 67% cumulative average in each subject. Work shall be checked weekly (on Friday) to govern eligibility for the following Monday through Saturday. Average is cumulative starting one week before practice for any sport.
9. If a student is ineligible in one subject, he/she can practice. Students ineligible in one subject are required to sit on the bench in uniform or street clothes unless excused by the coach. If they are not at the game, then it is considered to be a missed practice (unless excused by coach). If the student does not attend all practices during this time, he/she will have to sit out one game of the match (example: volleyball) or one quarter (example: soccer or basketball). Other activities will determine an equivalent strategy. If a student is ineligible for more than one week in one subject, then upon return to the team the student must attend at least one practice to be eligible to start the next game or match. If a student is ineligible in two (2) or more subjects, he/she cannot practice or participate. Upon return to the team, the student must attend at least one practice to be eligible to start the next game or match. Any situations not defined by this policy will be at the discretion of the team coach, considering factors such as conditioning, knowledge of new plays or other conditions not covered in this policy. Scholastic bowl eligibility will follow the sports eligibility policy. Eligibility for speech/literacy/music(s) contest will be determined by the grades at the end of the 1<sup>st</sup> (or nearest quarter).
10. After a nine week grading period and a student has been found ineligible in any subject, he/she is ineligible for one week. All students are eligible after the first week of the new nine weeks until the end of the third week of the new nine weeks when eligibility averages will be taken.
11. At least three (3) grades must have been given in a class in a new nine week grading period before any student can be determined ineligible.
12. Due to short season, track eligibility will be based only on the midterm grade. However, students cannot have more than 3 missing assignments in any one class to maintain eligibility. All other eligibility rules apply.
13. Any student that is on OSS (out of school suspension) will **not** be eligible to play or practice in any event. If the OSS is for more than one day, then the student must attend at least one practice to be

- eligible to start the next game or match. Students on ISS (in school suspension) will **not** be eligible to participate in practices or games on the day of the ISS.
14. Students that miss practice or a game/contest due to illness, death in the family, vacations, or various other situations will have starting status and playing time determined by each coach on a case by case basis. Students that miss a practice or a game/contest because of an unexcused reason (coaches/sponsors will determine excused and unexcused status) must sit out at least the next game/performance/contest. Students that miss practice a second time during the same season or academic year due to unexcused circumstances may be removed from the team. An unexcused absence is defined as not being present at a practice or game without prior knowledge and/or approval of the coach. A phone call or note by the parent describing an emergency can be used to excuse an absence *if* the reasons are warranted in the coaches/sponsors opinion. Students who are injured are expected to be at practices, to watch and learn (attendance at games is optional). There will be no mandated practices on holidays (ex: Christmas). Practices can be scheduled on days when school is not in session with the agreement and prior knowledge of the Athletic Director.
  15. When a student is absent from school for more than half the day, the student is not to be at after-school activities of any kind unless approved by the building administrator. Students that are absent on Friday due to illness or other reasons may participate on Saturday.
  16. The school discourages sending students to school when they are ill solely for the purpose of participating in those evenings activities. A student must be in attendance by 11:30 A.M. the day of a school sponsored event (game, music/academic/award program, contest, etc.) to be eligible to compete/participate in the event that evening. An exception may be granted by the building administrator if notification is provided by the parent prior to the day of the event/contest. Students that have a doctor/dentist appointment (s) or funeral/wake are exempt from this policy. Students are eligible to play/participate on Saturday, if they were absent from school on Friday as long as all other school illness policies are followed. Students must be in attendance all day to participate in field trips or reward activities, unless prior arrangements are made with the building administrator (Example: doctors/dentist appointment or funeral/wake).
  17. Students who are ineligible due to grades (failing one class) are expected to come to the game and sit on the bench in street clothes (or

- wear jersey if desired by the coach or sponsor). Students may be excused by the coach or sponsor for good reason.
18. Students who are injured are expected to be at practices and games in street clothes and sit on the bench. Student can wear jersey if desired by the coach or sponsor. Students may be excused by the coach or sponsor for good reason.
  19. If the district provides transportation services to the event, the coach/sponsor must keep a parent sign-out sheet authorizing parents/guardians to take their child(ren) from away venues. Parents cannot sign out any other student other than their own, unless a note (that is signed/dated) is provided to the sponsor by the students parent.
  20. Use of gym will be as follows: The current sport will always have preference; however, they may schedule their practices allowing for the need of any other sport or activity if the coach agrees. Basketball and volleyball will always have preference to the gym facilities over other district activities (some exceptions will include Christmas and Spring Concert, Senior Citizens Dinner, LOOP Pork Chop Supper, etc.). Communication and cooperation are necessary when seasons overlap. During season overlap, the current (first) sport has preference on gym practice times. When a home game or other activity is scheduled for one sport, the other sport or activity must end practice and have the playing surface cleared and equipment properly stored 30 minutes prior to the start of the contest.
  - 21. Parents should encourage students to put items of value in their lockers during practice time and games to avoid problems.**
  - 22. Parents are encouraged to communicate with the coach or sponsor about student progress in the sport or activity. However, it is the coach's decision to allow or to restrict parent(s) presence in the room or gym during practice time. This is solely to prevent distractions by student athletes or participants during the practice.**
  - 23. Students are subject to the Lisbon School District Discipline Guidelines during all practices and/or games at home or at any away event.**
  24. Uniforms are provided by the school district thru contributions of various organizations. Any uniform that is not returned to the school will be charged to the parent. Students are responsible for the uniforms at all times. No changes or additions can be made to the uniforms without the permission of the coach and/or Athletic Director; this includes knee socks, òTò shirts, under armor etc. Shoes are the responsibility of the parents. Check with the coach before you

- purchase any of these items. Students are not to wear uniforms to school unless directed by coaches to do so.
25. Items not covered by this handbook are up to the discretion of the A.D., building administrator and coach/sponsor.
  26. This handbook is subject to change at anytime without prior notification.



# Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of a concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of a concussion, or if you notice the symptoms or signs of a concussion yourself, seek medical attention right away.

## Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

## Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays uncoordinated movements
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

## **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of a concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletics will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

### **If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. Lisbon Board policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.edc.gov/ConcussionInYouthSports/>

# Lisbon District #90

## Student Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall:

1. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. These specifically require that:
  - A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
  - A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
  - If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
2. Inform student athletes and their parents/guardians about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
3. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury. Materials may be found at [www.ibsa.org/Resources/SportsMedicine/ConcussionManagement.aspx](http://www.ibsa.org/Resources/SportsMedicine/ConcussionManagement.aspx)
4. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

## Students

### Administrative Procedure-Program for Managing Student Concussions and Head Injuries

#### Definitions

**Concussion-** A type of traumatic brain injury caused by a bump, blow, or jolt to the head that alters the way the brain normally functions. A concussion can also occur from a blow to the body that causes the head to move rapidly back and forth. These injuries may or may not cause a loss of consciousness. See Concussion in Sports, [www.edc.gov/concussion/sports/index.html](http://www.edc.gov/concussion/sports/index.html). This site contains excellent resources for recognition, response, and prevention of concussions. The Illinois High School Association (IHSA) website contains comprehensive resources that State law requires schools use to educate coaches, student athletes, and parents/guardians. These are available at:

[www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx](http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx)

**Student Athlete-** A student who has participated in one or more practices and/or interscholastic athletic contests in any sport offered by or under the auspices of a high school. This definition is from the IHSA's by-laws, [www.ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx](http://www.ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx). All Illinois school boards, even those that currently have no student athletes, are required to adopt a student athlete concussion and head injury policy that is in compliance with IHSA protocols, policies, and by-laws (105ILCS 5/10-20.53, added by P.A. 97-204). This administrative procedure implements Lisbon Board policy, Student Athlete Concussions and Head Injuries.

#### **ACTOR**

#### **ACTION**

Superintendent or designee:

Identify the staff members who are responsible for student athletes, including building Principals, and require that they comply with IHSA concussion protocols, policies, and by-laws, including its Protocol for NFHS Concussion Playing Rules, and its Return to Play Policy. Available at:

[www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx](http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx).

Hold the identified staff members responsible for implementing this procedure.

Building Principals:

Instruct coaches, trainers, and other staff members who are responsible for student athletes to review and abide by the IHSA protocols, policies, and by-laws regarding concussions and head injuries. Available at:

[www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx](http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx).

Require that:

1. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) in a practice or game is removed from participation or competition at that time.
2. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury is not allowed to return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
3. If not cleared to return to that contest, a student athlete is not allowed to return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Place all written information concerning an injury to a student athlete, including without limitation, a return-to-play clearance from a student's physician or an athletic trainer, in the student's school student record.

**Building Principals, Coaches and Trainers (and other staff members who are responsible for student athletes)** Inform student athletes and their parents/guardians about Lisbon Board Policy, Student Athlete Concussions and Head Injuries by referring to it in Agreement to Participate, or other agreement, contract, code, or written instrument that a student athlete and his or her parent/guardian are required to sign before the student is allowed to participate in a practice or interscholastic competition.

Inform student athletes and their parents/guardians about concussions and head injuries by:

1. Giving them a copy of the IHSA Concussion Information Sheet at the time they sign the Agreement to Participate, or other agreement, contract, code, or written instrument that a student athlete and his or her parent/guardian are required to sign before the student is allowed to participate in a practice or interscholastic competition. The Concussion Information Sheet, also known as Sign off (DOC), is at [www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx](http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx).
2. Use educational material provided by IHSA to educate student athletes and parents/guardians about the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury. See [www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx](http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx). The Center for Disease Control and Prevention offers free printed educational materials on concussions that can be ordered or downloaded and distributed to parents, students, and coaches. Available at [www.cdc.gov/concussion/](http://www.cdc.gov/concussion/).

Follow the IHSA concussion management guidelines. Available at:

[www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx](http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx). These guidelines, in summary, require that:

1. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) in a practice or game shall be removed from participation or competition at that time.
2. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
3. If not cleared to return to that contest, a student athlete may not return to play or participate until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Prior to re-entry to the athletic program, or to school, or to participate in any school sponsored activity the following must be completed:

- a. Physician or certified trainer's release for the student to return to practice, to school, and to the classroom environment (in writing).

- b. Post-concussion consent form must be completed and returned to the school (see attached).
- c. School recommendations form must be completed by the physician or licensed trainer and reviewed by the school concussion committee (see attached).

**Concussion committee members:**

School Superintendent; A.D./Teacher/Coach Mr. McKinney;  
Teacher/Coach Kris DeGraaf; and Teacher/Coach Karin Myre.

## **Learn concussion symptoms and danger signs.**

### **Available at:**

[www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/CoachingResources.aspx](http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/CoachingResources.aspx).

Understand before the season begins how to respond if a student athlete exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) in a practice or game.

Do not assess a head injury; instead take the student athlete out of play and seek the advice of a health care professional.

Inform the student athlete's parent/guardian about a possible concussion and give the parent/guardian a fact sheet on concussion.

### **Available at:**

[www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx](http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx).



Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Year in School 4 5 6 7 8

**By signing below, I acknowledge the following:**

1. I have been informed concerning and consent to my student's participating in returning to play in accordance with the return-to-play and return-to-learn protocols established by Illinois State law;
2. I understand the risks associated with my student returning to play and returning to learn and will comply with any ongoing requirements in the return-to-play and return-to-learn protocols established by Illinois State law;
3. And I consent to the disclosure to appropriate persons, consistent with the federal Health Insurance Portability and Accountability Act of 1996 (Public Law 104-191), the written statement of the treating physician, athletic trainer, advanced practice nurse (APN), or physician assistant (PA) and, if any, the return-to-play and return-to-learn recommendations of the treating physician, athletic trainer, advanced practice nurse (APN), or physician assistant (PA), as the case may be.

Student's Signature \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Parent/Guardian/s Signature \_\_\_\_\_

**For School Use only**

Written statement is included with this consent from treating physician, advanced practice nurse (APN), physician assistant (PA) or athletic trainer working under the supervision of a physician that indicates, in the individual's professional judgement, it is safe for the student to return-to-play and return-to-learn.

**Cleared for RTL**

**Cleared for RTP**

Date \_\_\_\_\_

Date \_\_\_\_\_

**Academic/School Re-entry Protocol**  
**Lisbon CCSD #90**  
**127 S. Canal St.**  
**Newark, IL 60541**  
**815-736-6324**

School Recommendations

Patient Name \_\_\_\_\_

Date of Evaluation \_\_\_\_\_

Date for Student to Return to School \_\_\_\_\_

Provider's Signature \_\_\_\_\_

This patient has been diagnosed with a concussion and is currently under our care. Please excuse the patient from school today due to a medical appointment, it is suggested that the following recommendations be implemented to avoid increasing concussion symptoms and delaying recovery.

\_\_\_\_\_

Please allow the following academic recommendations from \_\_\_\_\_ to \_\_\_\_\_  
Please see reverse side for additional information.

**Attendance**

- No school for \_\_\_\_\_ school day (s)
- Part time attendance for \_\_\_\_\_ school day(s) as tolerated
- Full school days as tolerated
- Tutoring homebound/in school as tolerated
- No school until symptom free or significant decrease in symptoms

**Visual Stimulus**

- Allow student to wear sunglasses in school
- Pre-printed notes for class material or note taker
- No smart boards, projectors, computers, TV screens or other bright screen
- Enlarged font when possible

**Workload/Multi-Tasking**

- Reduced overall amount of make-up work, class work and homework when possible
- No homework
- Limit homework to \_\_\_\_\_ minutes a night
- Prorate workload when possible

**Physical Exertion**

- No physical exertion/athletics/gym
- Begin return to play protocol prior to returning to gym or athletics



- Return to play under the following conditions and dates:

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**Breaks**

- Allow student to go the nurse’s office if symptoms increase
- Allow student to go home if symptoms do not subside

**Audible Stimulus**

- Allow student to leave class 5 minutes early to avoid noisy hallway
- Lunch in a quiet place
- Audible learning (discussions, reading out loud, if possible text to speech programs or Kindle)

**Testing**

- No testing
- Extra time to complete tests
- No more than one test a day
- Oral testing
- Open book testing

**Additional Recommendations**

- Other \_\_\_\_\_
- 
- 

**Current Symptoms List (the patient is complaining today of)**

- |   |   |
|---|---|
| <input type="checkbox"/> Headache                 | <input type="checkbox"/> Sensitivity to light     |
| <input type="checkbox"/> Fatigue                  | <input type="checkbox"/> Sensitivity to noise     |
| <input type="checkbox"/> Visual problems          | <input type="checkbox"/> Feeling more emotional   |
| <input type="checkbox"/> Dizziness                | <input type="checkbox"/> Irritability             |
| <input type="checkbox"/> Difficulty concentration | <input type="checkbox"/> Trouble falling asleep   |
| <input type="checkbox"/> Difficulty remembering   | <input type="checkbox"/> Drowsiness               |
| <input type="checkbox"/> Feeling slowed down      | <input type="checkbox"/> Sleeping less than usual |
| <input type="checkbox"/> Feeling mental foggy     | <input type="checkbox"/> Sleeping more than usual |
| <input type="checkbox"/> Balance problems         | <input type="checkbox"/> Nausea                   |

The patient has been scheduled for a follow-up medical appointment and revision of recommendation on \_\_\_\_\_.

**Additional Information**

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Adapted from the Ann & Robert H. Lurie Children’s Hospital of Chicago Sports Medicine form  
Information obtained from ImPACT  
For more information please visit [www.connecticutcocussiontaskforce.org](http://www.connecticutcocussiontaskforce.org)

# Lisbon Grade School

## Concussion Protocol: Return to Learn

**The attached plan form must be completed prior to the student returning to the academic setting.**

*Return to Learn Team:*

- **School Academic Team: School Superintendent; A.D./Teacher/Coach Mr. McKinney; Teacher/Coach Kris DeGraaf; and Teacher/Coach Karin Myre.**

### **Return-to-Learn Framework: Points of Emphasis:**

- To initiate the Return-to-Learn protocol, the student must be evaluated by a licensed healthcare professional and documentation must be provided to the school.
- The protocol emphasizes allowing the student to participate in school in a modified fashion so as not to worsen symptoms. Determining "how much is too much" may be a trial and error process.
- The student should be granted adequate time to complete missed academic work based on the amount of time needed for complete recovery.
- As the student's recovery progresses through the outlined phases, teachers should be prepared to apply "mastery learning" criteria within their subject matter. By identifying essential academic work, teachers can facilitate recovery by reducing the student's anxiety levels related to perceived volume of work that will be required once he/she is medically cleared to resume a full academic load.

**Lisbon Concussion ‘Return to Learn’ Plan**

**Student Name:** \_\_\_\_\_

**Date of Evaluation:** \_\_\_\_\_

**Date of Concussion:** \_\_\_\_\_

**Phase 1: No school attendance (inclusive dates)** \_\_\_\_\_

**Avoid exacerbating activities (student and parent/guardian):** reading video games, computer use, texting, television, music, other

\_\_\_\_\_  
**(circle all that apply)**

**Phase 2: Part-time school attendant with accommodations. Date:** \_\_\_\_\_

**Necessary accommodations:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phase 3: Full-day attendance with accommodations. Date:** \_\_\_\_\_

**Accommodations:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Phase 4: Full-day attendance without accommodations. Date:** \_\_\_\_\_

**Accommodations are removed when student can participate fully in academic work at school and at home without triggering symptoms.**

**Phase 5: Student cleared to participate in PE and sports. Date:**

\_\_\_\_\_

**Student’s Doctor’s signature** \_\_\_\_\_

### Phase 1: No School/Complete Cognitive Rest:

- **Symptom Severity:** In this phase, the student may experience high levels of symptoms that at best prohibit the student to benefit from school attendance and may cause symptoms to increase in intensity. During this stage, physical symptoms tend to be the most prominent and may interfere with even basic tasks. Many students are unable to tolerate being in the school environment due to severe headaches, dizziness or sensitivity to light or noise.
- **Treatment:** Emphasis on cognitive and physical rest to allow the brain and body to rest as much as possible.
- **Intervention Examples:**
  - No School
  - Avoid activities that exacerbate symptoms. Activities that commonly trigger symptoms include reading, video games, computer use, texting, television, and/or loud music.
  - Other symptom “triggers” that worsen symptoms should be noted and avoided in the effort to promote healing.
  - No physical activity – this includes anything that increases the heart rate as this may worsen symptoms.
  - No tests, quizzes or homework.
  - Provide students with copies of class notes (teacher or student generated).

### Phase 2: Part-Time School Attendance with Accommodations:

- **Symptom Severity:** In this phase, the student's symptoms have decreased to manageable levels. Symptoms may be exacerbated by certain mental activities that are complex or of long duration. Often students can do cognitive activities but only for very short periods of time (5- 15 minutes) so need frequent breaks to rest and “ recharge their batteries”.
- **Treatment:** Re-introduction to school. Avoid settings and tasks that trigger or worsen symptoms. In the first few days of returning to school the goal is not to immediately start catching up on the missed work or learn new material. Rather the initial goal is simply to make sure the student can tolerate the school environment without worsening symptoms. This means the first few days often include just sitting in class and listening (no note-taking or reading). Once the student can tolerate this, he/she can try short intervals (5-15 minutes) of cognitive work per class.

- Intervention Examples:
  - Part-time school attendance, with focus on the core/essential subjects and/or those which do not trigger symptoms: prioritize what classes should be attended and how often. Examples:
    - Half-days, alternating morning and/or afternoon classes every other day: or
    - Attending every other class with rest in the nurse's office, library or quiet location in between.
  - Symptoms reported by the student should be addressed with specific accommodations.
  - Eliminate busy work or non-essential assignments or classes.
  - Limit or eliminate "screen time" (computers, phones, tablets, and smart boards), reading and other visual stimuli, based on the student's symptoms.
  - Provide student with copies of class notes (teacher or student generated).
  - No tests or quizzes.
  - Homework load based on symptoms. There should be no due dates on homework assignments. This allows students to work at a pace that does not exacerbate symptoms and reduces their anxiety about completing the assignments. Many students should have heightened anxiety during concussion recovery and due dates exacerbate this.
  - Allow to leave class 5 minutes early to avoid noisy, crowded hallways between class changes.
  - No physical activity including gym/recess or participation in athletics.
  - If this phase becomes prolonged and/or the student is unable to tolerate the school environment or do any work for even short periods of time, a tutor can be helpful (either in school or at home) to implement oral learning at a pace that does not worsen symptoms. A tutor can also help students organize their work and plan how they will spend their limited time studying (i.e. which assignment should I do first, second, third, etc.), as many students are unable to do this basic "executive function" task during concussion recovery.

### Phase 3: Full-Day Attendance with Accommodations:

- Symptom Severity: In this phase, the student's symptoms are decreased in both number and severity. They may have intervals during the day when they are symptom-free. Symptoms may still be exacerbated by certain activities.
- Treatment: As the student improves, gradually increase demands on the brain by increasing the amount, length of time, and difficulty of academic requirements, as long as this does not worsen symptoms.
- Intervention Examples:
  - Continue to prioritize assignments, tests and projects: limit students to

one test per day with extra time to complete tests to allow for breaks as needed based on symptom severity.

- Continue to prioritize in-class learning: minimize overall workload.
- Gradually increase amount of homework.
- Reported symptoms should be addressed by specific accommodations: Accommodations are reduced or eliminated as symptoms resolve.
- No physical activity unless specifically prescribed by the student's physician or health care provider. If the student has not resolved their symptoms after 6 weeks, health care providers will often proscribe light aerobic activity at a pace and duration below that which triggers symptoms. This "sub-symptom threshold exercise training" has been shown to facilitate concussion recovery. The student can do this at school in place of their regular PE class, by walking, riding a stationary bike, swimming, or jogging. No contact sports are allowed until the student is completely symptom-free with full days at school and no accommodations, and has received written clearance from a licensed health care professional.

#### Phase 4: Full-Day Attendance with Accommodations:

- **Symptoms Severity:** In this phase, the student may report no symptoms or may experience mild symptoms that are intermittent.
- **Treatment:** Accommodations are removed when student can participate fully in academic work at school and at home without triggering symptoms.
- **Intervention Examples:**
  - Construct a reasonable step-wise plan to complete missed academic work: an extended period of time is recommended in order to minimize stress.
  - Physical activities as specified by student's physician (same as phase 3).
  - **Symptom Severity:** No symptoms are present. Student is consistently tolerating full school days and typical academic load without triggering any symptoms.
  - **Treatment:** No accommodations are needed
  - **Interventions:** Before returning to physical education and/or sports, the student should receive written clearance and complete a step-wise return-to-play progression as indicated by the licensed healthcare professional.

### **Class/Subject Accommodation Examples**

#### **History:**

- Provide detailed class notes to allow student to listen and not be consumed with note-taking during class.
- Oral discussion for learning and oral test-taking preferred to written work.

**Language Arts, English, & Writing:**

- Reduced overall amount of written and typed assignments as screens and annotating may be bothersome to the concussed student. Speech-to-text software programs can be helpful for writing papers or annotating.
- Oral discussion for learning and oral test-taking preferred to written work.

**Math:**

- Reduce homework assignments to the least amount possible to demonstrate mastery learning concept.
- Provide outline of necessary steps to complete problem (concussion students often experience difficulty remembering and may leave out pertinent steps).
- Students should be given extra time to complete in-class assignments and homework.
- Oral discussion for learning and oral test-taking preferred to learning and oral-taking preferred to written work.

**Science:**

- Detailed class notes to allow student to listen and not be consumed with note-taking during class.
- Hands-on learning may be helpful.
- Oral discussion for learning and oral test-taking preferred to written work.

**Additional Specific Accommodation Examples:**

- Extending time on testing and assignments to allow for slower processing speed especially if there is a significant reading demand. Students recovering from concussion have limited endurance and therefore can only attend to a task for short intervals (5-15 min) before triggering symptoms. Symptoms are not just limited to physical symptoms. If there is a lack of comprehension despite 2 or 3 attempts, even without a headache, the student should take a break.
- Providing a quiet room for testing to minimize distraction.
- Offering preferential seating (usually in the front of class or away from windows) to minimize distraction and allow better monitoring of the student.
- Class information and corresponding assignments should be divided into manageable chunks to minimize cognitive load.
- Reduce light sensitivity by allowing the student to wear sunglasses in class.
- Allow breaks every 15 minutes for prolonged reading or screen time.
- Allow the student to eat lunch in a quiet location.
- Avoid assemblies, pep rallies, athletic events and other events with loud noise and/or bright lights.

If concussion symptoms increase, it usually meant the student is reaching a point of over-exertion and needs a break. Some students may only need periodic breaks throughout the school day while others may need more frequent breaks depending on the severity of symptoms.

# Summary: Phases of Recovery

## Phase One Recovery: Usually 2-4 day, but could last weeks

- Rest
- Students typically do not attend school
- Strict limits on screen time/use of electronics/reading
- Parent/guardian: Inform school of injury and request a Team Captain
- Review and sign your Recovery Action Plan
- No sports/rough housing
- REST

## Phase Two Recovery:

- Attend school half to full days
- REST at home
- Continue limits on screen time/use of electronics/reading
- Avoid school bus and heavy backpacks
- Work with school Team Captain regarding school accommodations
- No test in school
- No sports, band, chorus, PE
- Review and adjust your Recovery Action Plan
- REST

## Phase Three Recovery:

- Attend school full-time if possible
- Work with your teachers regarding homework deadlines (“self advocate”)
- See school nurse for pain management or if rest is needed
- Limit one quiz/test per day consider un-timed testing
- Work in 15 minute blocks, complete as much homework as possible
- No sports
- Decide with your team about band, chorus, PE
- Review and adjust your Recovery Action Plan

## Phase Four Recovery:

- Attend school full-time
- Self advocate at school )staggered due dates for assignments, tutor if needed
- Resume your normal activities
- Resume sports once school work is back on track and symptom free and cleared by a physician



