

THOMAS METCALF LABORATORY SCHOOL 2015-2016



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2015-2016 School Calendar

August	17	First Student Day – 1:00pm Dismissal
September	2	1:00pm Dismissal
	7	No School – Labor Day
	18	9:45am Late Start
	30	1:00pm Dismissal
October	9	No School – Teacher Institute
	12	No School – Columbus Day
	23	9:45am Late Start
November	TBD	1:00pm Dismissal
	20	9:45am Late Start
	25	No School – Thanksgiving Break
	26	No School – Thanksgiving Break
	27	No School – Thanksgiving Break
December	11	9:45am Late Start
	21-31	No School – Winter Break
January	1	No School – Winter Break
	18	No School – MLK Jr. Day
	22	9:45am Late Start
	27	1:00pm Dismissal
February	15	No School – President's Day
	19	9:45am Late Start
	24	1:00pm Dismissal
March	7-13	No School – Spring Break
	18	9:45am Late Start
	25	No School
	28	No School
April	15	9:45am Late Start
May	6	9:45am Late Start
	19	Tentative Last Student Day – 1:00pm Dismissal
	30	Memorial Day

Thomas Metcalf School Handbook

Mission Statement of Metcalf School

Thomas Metcalf School is a caring community of life-long learners. Its mission is to act as a model for educational methods and theory in support of the preparation of future educators, conduct educational research, offer quality educational programs for children, and disseminate information to others in the educational profession.

Mission of the Laboratory Schools

The mission of the Laboratory Schools is derived from four sets of inter-related functions. The primary function is to provide a model school in which excellence in educational theory and practice can be observed, studied, and experienced by teacher education candidates. The faculties of the Laboratory Schools work closely with faculty from a variety of University departments to blend professional theory and applied instructional practice. The schools also provide a laboratory for selective introduction of innovative and alternative techniques and methods.

As another function, the Laboratory Schools provide an environment in which research and developmental activities can be conducted to support the University teacher education programs and the research goals of the institution. The diversity of Laboratory School activities and the representative profile of its students are conducive to a wide range of educationally significant research and developmental projects. Teachers, parents, and students are accustomed to and supportive of research activities.

Recognizing a moral and ethical responsibility to the students who attend the Laboratory Schools, the Laboratory Schools accept a third obligation, that of assuring a comprehensive, high quality academic program for the students enrolled. The student population will continue to reflect the academic and socio-economic characteristics typical of public school students in the surrounding community. Enrollments will be of sufficient size to serve efficiently the needs of the University by providing flexibility and variety in curricular and co-curricular activities. Effectiveness in responding to major University goals of preparing educational personnel, sponsoring research and development, and providing exemplary programs is dependent on establishing and securing academic programs of a high quality in the Laboratory Schools.

The Laboratory School faculty accepts one final mission to promote effective, quality education throughout their profession by aiding other educators in improving the quality of education offered in their schools. Laboratory School faculty are encouraged to share their expertise with practicing educators by providing presentations and guest lectures, conducting workshops, writing for publication, providing consultation services, and allowing practicing educators to observe educational techniques in the facilities and speak with Laboratory School faculty. By providing these services, the Laboratory School faculty work continually to improve the effectiveness and quality of the educational profession.

Student Bill of Rights

Every student within the Metcalf community has the right to develop intellectually, socially, and physically in order to reach his or her full potential. Therefore, all members of this community will observe the guidelines outlined below.

Students at Metcalf have the right to:

- learn and enhance the quality of their lives without disruption.
- learn in a positive environment.
- be protected from physical and emotional harm (be safe).
- have their concerns, ideas, and opinions heard.
- be treated with kindness and caring.

Student Expectations for Success

As valued members of our Metcalf community, students have the responsibility to:

- represent our school in a positive manner.
- always work to the best of their ability to reach their potential.
- be prepared for class every day.
- provide support for, and participate with others around them.

As valued members of our Metcalf community, students will show respect for themselves and others by:

- treating others with genuine kindness and a positive attitude.

- keeping our school clean and beautiful.
- having a positive attitude about working, learning, and achieving success.
- following directions and rules.
- acting in a manner, which will make them and others proud.

GENERAL POLICIES & PROCEDURES

Attendance

Students are expected to attend and participate in all classes, on time, unless excused by a note from the office, nurse, or a teacher. The school day begins at 8:00 a.m. and ends at 3:00 p.m. for all students.

Due to the demands of each class, it is essential that students miss as few classes as possible. Therefore, we cannot stress enough the importance of attending class on a daily basis. Please help us give your child the best education possible by making vacation plans and medical appointments with a minimal amount of disruption to the school day. If, however, a child has to be absent, it is the responsibility of the child to get and make up his/her work as soon as possible.

Absence Policy

When your child is absent because of illness, or for any other reason, call the Metcalf office (438-7621) between 8:00 and 9:00 a.m. After the morning attendance records are checked and if your child is on the absence list but you have not called in, the attendance secretary will call you to verify your child's absence. If your child is absent for more than one day, call the office each day of his/her absence or contact the nurse and let her know about the prolonged absence. For further information, see School Health Policy section of the handbook.

Extended Absences

Over extended periods of consecutive excused school absences (beyond ten [10] school days), students/families will not be provided classroom work or material. Grades will only reflect the time/work completed while at school.

Excused Absences

Valid causes for absence or tardiness include:

- Illness
- Death in the immediate family
- Family emergency
- Observance of a religious holiday
- Other situations beyond the control of the student as determined by the school administration
- Other circumstances which cause reasonable concern to the parent for the safety or health of the student
- Other such reasons as approved by the Metcalf administration

Leaving During School Day

Students who need to leave school during the day should bring a note before school to the main office in order to obtain a pass to be excused from class at the appropriate time. Parents must pick up their child in the main office and check him/her out. Students returning to school on the same day need to check in at the office before returning to class. Students may only be released to a parent or guardian or to a person indicated on their emergency card. Special arrangements can be made by contacting a Metcalf administrator.

Requisition of Class Assignments During Absences

If a student wishes to work on his/her assignments while at home, he/she or his/her parents should notify the office by 9:00 a.m. The assignments will then be available in Metcalf's main office after 3:30 p.m. the same day. They should be picked up no later than 4:30 p.m.

Vacation

Every effort should be made to avoid having students miss school for vacation purposes. Each day students are involved in a variety of learning activities and experiences, many of which cannot be made up outside of school.

Parents must contact the school office to indicate the dates that the student will be absent and to make arrangements, if possible, for missed homework assignments.

Although many assignments can be completed outside of school, it is not always possible to receive all assignments in advance. Not only is it difficult for a teacher to project homework

assignments prior to classroom lessons, but it is also difficult for students to complete assigned work while on a family vacation. Upon returning to school, the student will receive make up work and an appropriate due date.

Tardies

Please notify the school office when your child is going to be tardy to school. Let us know how late your child will be and indicate the reason for the tardiness. Students should be in their assigned class no later than 8:00 a.m. or they will be marked tardy.

Truancy

The Laboratory Schools of Illinois State University support the principle that schools have the responsibility for matters pertaining to student attendance. Further, they recognize the following definitions:

Truant: A child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Chronic or habitual truant: A child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for ten percent or more of the previous 180 regular attendance days.

School administrators will monitor student arrival times and attendance, communicating with parents when excessive absences or tardies are noted. In accordance with the School Code of Illinois, no punitive action, including out of school suspensions, expulsions, or court action shall be taken against chronic truants for such truancy unless available, supportive services and other school resources have been provided to the student.

Before and After School Procedures

Before School

All students in kindergarten through eighth grade officially begin their day at 8:00 a.m. Students are expected to arrive *after* 7:30 a.m. each morning. Students can be dropped off in the front or back of school. If dropping off in front of the building, parents should enter the circle drive off of University Street. If dropping off in the back of the building, parents should access the parking lot by using Dry Grove Street. On most school days, students will be directed outside to the playground until their dismissal to class. It is very important that students arrive at school each day dressed appropriately for being outside in the morning. On days when there is inclement weather (rain, snow, or temperature/wind chill below 30°), all students will report to the gym. Students can only go to their lockers when they are dismissed to class. 5th – 8th grades are dismissed at 7:50 a.m. Pre-K – 4th grades line up in their respective grade levels and are released sequentially when they are ready.

The doors of the school will remain locked until 7:30 a.m. each school day. Supervision is not provided before 7:30 a.m. and therefore students are not allowed on school grounds before that time on school days. Only students whose families have made special arrangements with a building administrator or have a prearranged meeting should be in the building before 7:30 a.m.

In an attempt to allow ample time for teachers to prepare for their day, students and parents are discouraged from visiting teachers and classrooms before the official school day begins unless a meeting has been prearranged.

After School

Metcalf students are dismissed at 3:00 p.m. and should be picked up by 3:30 p.m. each day. All parents of students in preschool through second grade will receive a sign with the names and grade levels of their children. These students will wait in the adaptive gym until their ride arrives and their name is called. Students in third through eighth grade will wait by the fence in the playground area or under the pavilion of the front circle drive area to watch for their ride. Students are not allowed to play on/with preschool equipment. Parents should enter the back parking lot and pick-up area by using Dry Grove Street. Parents should not enter the lot from Main Street, as this is only an exit for cars from the back lot; it is not an entrance to this area. Students should not be picked up in the driveway area between Metcalf and Fairchild (students waiting for rides in this area will be instructed to go to the back lot area for pick up). Students waiting for their rides in the designated areas are expected to be polite and respectful to other students and supervisors. Students are expected to wait patiently and safely for their rides by staying in their assigned areas and following all school wide behavioral rules and expectations.

Students are supervised until 3:30 p.m. each afternoon. Students who remain at school for supervised extracurricular activities should report directly to their activity. Students who cannot be picked up before 3:30 p.m. or who must wait for supervised activities should report to the Metcalf After School Program. Students who are waiting unsupervised after 3:30 p.m. will be assigned to,

and parents billed for, the After School Program. Access to the Metcalf After School Program is available to middle school students for an annual, flat fee. To learn more about the Metcalf After School Program, please contact the program's director at 438-7238.

Lunch Procedures

Parents must pay for hot lunches by putting money into a lunch account for their students. If students choose to eat a hot lunch, money will be deducted from their account daily. Students may also bring a lunch from home if they do not choose to eat hot lunch. Students wishing to purchase additional food items are required to pay at the time of the purchase and will not be permitted to "charge" these additional expenses. Students also have the option of choosing individual salads rather than a hot lunch. Additionally, students may also purchase a bagel and cream cheese for their lunch. Students who have no money in their account will be offered a peanut butter and jelly sandwich or a cheese sandwich. Metcalf parents may apply for the Federal Free/Reduced Lunch Program.

Dress Code

The administration and faculty of Thomas Metcalf School feel that the attitude and behavior of the members of the student body are influenced by dress and grooming. With the cooperation of the parents, the school will continue to encourage all students to dress in a fashion that the staff judges to reflect good taste and a style appropriate for a school day. Students should dress neatly but simply for school. If a style of dress and grooming appears to be disruptive to the educational process or could constitute a threat to the safety or health of students, it will not be permitted in school. Teachers and administration will enforce the appropriate consequences for students who do not follow the dress code.

Dress code policies apply to all students in kindergarten through grade 8. Dress and appearance must be such that all students are covered from shoulders to mid-thigh at all times. Clothing which fails to adequately cover the body, exposes underwear, or which is torn or altered in an explicit or suggestive manner will not be permitted. Shirts, blouses and tops that are not tucked in must be long enough to cover the midsection when the student is in a standing or sitting posture. Clothing with exposed mid-drifts or open backs, and tank tops (male and female) with large armholes or low and/or scoop and loose necklines or straps less than two inches wide are prohibited. Shorts, skirts, and dresses must be long enough to cover to the mid-thigh.

Realizing that it has become exceedingly difficult to determine inappropriate attire the following examples are offered as guidelines to parents and students:

- Jackets, coats, pajamas, slippers, windbreakers, gloves, sunglasses, and other forms of outerwear apparel are not to be worn at any time during the school day.
- Hats or any form of head coverings (including bandanas, headbands, hoods, scarves, sweatbands, etc.) must be removed as soon as students enter the building and shall not be worn or displayed until after they leave the building. Students may use bands and clips to hold their long hair in place; however, if it is not functioning as a hair containment device, it must be removed. Note: if a student wants to wear a head covering for religious or cultural reasons, the parents should contact the school administration to request an exemption from the policy.
- Students may not wear or display items that are considered to be gang identifiers by our school community. Any attire, item, insignia or symbol that the administration has reasonable cause to believe is a gang identifier will be prohibited, even if it has not been previously identified in this or any other statement of policy.
- Physical education uniforms are not to be worn in the building except during physical education class.

Dress code violations will be dealt with in the following ways:

1. The teacher will request that the student rectify the dress code violation (change article of clothing, put on a sweater or sweatshirt for coverage, etc.)
2. If the student is unable to do this, she/he will call a parent or guardian to bring a change of clothing.
3. Students who refuse to comply with the above steps or repeatedly violate dress code guidelines will be referred to administration for appropriate consequences.

Locks and Lockers

Each student in grades 1 through 8 will be assigned a hall locker at the beginning of the year. Each student in grades 3 through 8 must purchase a school lock and rubber bumper for their hall lockers at registration. Students in grades 5 through 8 must also purchase school locks and bumpers for their P.E. lockers. Throughout the school year locks and bumpers are available for purchase in the main office. For the protection and maintenance of the lockers, all locks must be encased

appropriately with a rubber bumper. Neither lockers nor lock combinations are to be shared with other students. For safety reasons, all student materials and items must be locked in lockers clear of the hallways.

Lockers are the property of the school and may be inspected at any time by school officials without notification or permission when there are reasonable grounds for suspecting the search will produce evidence the particular student has violated or is violating either the law or the Laboratory School's student conduct rules. The search itself must be conducted in a manner, which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Evidence of a crime will be turned over to police. Authorities shall have the power, as provided by law, to seize objects encountered in a search.

Emergency Contact System/Procedures

In our efforts to improve communications between parents and school, Metcalf has instituted a telephone broadcast system, Skylert. This will enable school personnel to notify families by phone, text or email within minutes of an emergency or unplanned event (i.e. - school/event cancellations, late starts, early dismissals etc.). Skylert will simultaneously alert the primary phone numbers/email addresses in our parent contact list and will deliver information from the principal or superintendent. All information and contact numbers are stored securely on school servers and will only be used for school purposes. Please use Skyward Family Access to keep your contact information current. If you need assistance, please contact the Main Office at 438-7624.

The Laboratory Schools will continue to report school closings due to snow or weather on local radio and television stations and will use this system as an overlay to public announcements.

In the event of an emergency at school while children are present, please do not come to the school. Information, including procedures for reunification, will be provided via Skyward and local media.

Student Fees

Fees are assessed for children attending Thomas Metcalf School. These fees are used to pay for extracurricular activities, technology, assemblies, padlocks, and to purchase consumable materials and supplies for the children in each classroom (i.e. – workbooks, textbook rentals, weekly children's publications, paints, construction paper, assignment notebooks, etc.). These fees are payable during registration held prior to the beginning of the school year. Fees for students that qualify for free or reduced lunch will be adjusted accordingly. Please note there are additional fees throughout the school year for events such as field trips and the outdoor education program trip. Contact your student's classroom teacher for more information.

Late Fees

All late fees (including, but not limited to fees relating to unreturned library materials, damage to school property, student organization fees, lunch fees and After School Program fees) remaining due at the end of the school year will result in encumbered future registration and/or encumbered release of transcripts. Families of 8th grade students must have all year-end balances paid in full to participate in Presentation ceremonies. All questions and/or requests regarding payment of late fees should be directed to administration.

Field Trips

Several educational field trips are offered at various times of the school year. Unique information regarding each specific trip will be provided prior to the time of the field trip. As these trips are an extension of what is done at school, all school rules and expectations apply. While field trips are considered to be part of Metcalf's educational curriculum, students who have demonstrated inability to behave appropriately during school, or other school related events, may be denied the privilege of attending a field trip.

Outdoor Education Program

Students in fifth through eighth grades will take part in the Outdoor Education Program once a year. Students in sixth and eighth grades participate in the fall, while fifth and seventh grade students participate in the spring. While the Outdoor Educational Program is considered to be part of Metcalf's educational curriculum, students who have demonstrated inability to behave appropriately during school, or other school related events, may be denied the privilege of participating in some or all of the experience. Additionally, any violation of school rules or expectations during Outdoor Education will result in the student being removed from part or all of the experience and placed in an alternative program at school for the remainder of the time.

Student Records

A student record is any record that contains personally identifiable information or other information by which an individual student may be identified, if it is maintained by the School, except records kept: (1) in a school staff member's sole possession and is destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher, or (2) by law enforcement officials working in the School.

Maintenance of School Student Records

The University Laboratory Schools maintain two types of school records for each student: a *permanent* record and a *temporary* record.

<p>The <i>permanent record</i> shall include:</p> <ul style="list-style-type: none">• Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s);• Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations;• Attendance record;• Accident and health reports;• Record of release of permanent record information;• Scores received on all State assessment tests administered in grades 9 -12;• Unique student identifiers.	<p><i>Temporary records</i> include:</p> <ul style="list-style-type: none">• A record of release of temporary record information;• Scores received on the State assessment tests administered in grades K – 8;• Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction;• Information provided under the Abused and Neglected Child Reporting Act, including any final finding report received from a Child Protective Service Unit;• Completed home language survey form;• Any biometric student information collected; and• Other information maintained by the school.
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The permanent record shall be maintained for at least 60 years after the student graduates, withdraws, or transfers. Biometric student information will be destroyed within thirty [30] days after the use of the biometric information is discontinued, upon request, or after the student's graduation or withdrawal. Upon a student's graduation, transfer, or permanent withdrawal, the Building Principal or designee shall notify the parent(s)/guardian(s) and the student when the student's permanent and temporary school records are scheduled to be destroyed and of their right to request a copy.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents (and students over eighteen) certain rights with respect to the student's education records. Additional information about FERPA can be accessed on the website: <http://metcalf.illinoisstate.edu/parents/>.

Visitors

Metcalf welcomes parents and guardians to participate in school-wide and classroom activities. In order to assure student safety, State Law requires that all visitors to the building register in the Main Office upon entry to the building. Visitors must wear a visitor's badge at all times while on school grounds. This policy applies to former students visiting the school. Students from other schools, unless invited by administration, are not allowed to visit when classes are in session.

Orders of Protection

Upon receipt of a court order of protection, the Building Principal shall file the order of protection in the records of a child who is the "protected person" under the order. All members of the Laboratory School community are expected to cooperate to enforce an Order of Protection. No information or records shall be released to the Respondent named in the order of protection. When a child who is a "protected person" under an order of protection transfers to another school, the Building Principal may, at the request of the Petitioner, provide, within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the child is transferring.

Sales and Fundraisers

The Faculty Advisory Committee must approve all school fundraisers. Students will be permitted to sell only before and after school in the Metcalf lobby. Selling in individual classrooms is not permitted.

Other Policies

Bicycles

Bicycles should be walked while entering and exiting school property. Bicycles should be parked and locked on the outdoor bicycle racks during the school day.

Book Bags

Book bags, backpacks, shoulder bags, and similar items may be used to carry items to and from school. These items will not be used to carry supplies to and from classes; they should be kept in lockers when not in use. For safety and security reasons, book bags should not be left in the hallways during the regular school day.

Instruments

Students with instruments are allowed to drop them off in the band/orchestra rooms and then go to the playground/gym. Students are not allowed to stop off at lockers, classrooms, offices, etc. during this time.

Pens, Markers, Paints

Pens, markers, paints, etc. are to be used for appropriate school projects and homework only. It is strictly prohibited for students to write, draw, and/or mark on anyone's skin or clothing, including or on themselves.

Rollerblades, Skateboards and Similar Items

Rollerblades, skateboards, and the like must be carried at all times while on school property.

Snack Food Items

The consumption of soda at any time of the school day is strongly discouraged. Students are only permitted to have gum, candy, soda, or other food items in their possession at appropriate times, which include lunchtime and when special classroom arrangements have been made. For health and safety reasons, any food items in lockers must be sealed in a bag or container. Food items are prohibited from being stored in lockers for more than one school day. Individual teachers may allow water and a healthy snack during set times in their classroom only. Food and drink are not allowed in the hallways at any time during the school day. Students found to have food or drink in the hallway during the school day will be asked to throw the item away.

Vending Machines

Metcalf students may only use vending machines before 8:00 a.m. or after 3:00 p.m. on school days; this includes lunch and recess.

Wellness

Metcalf has instituted a wellness plan that includes comprehensive goals for promoting physical activity and proper nutrition for the entire school community. As a part of this plan, parents are encouraged to make healthy choices with regard to food and treats for classroom celebrations and lunches.

ACADEMIC INFORMATION

Standards-Based Grading

The standards-based grading system has been implemented to provide more detailed and accurate feedback about student progress. The reporting standards are aligned with state and national standards for each grade level, assisting students and families to understand the academic expectations more clearly.

The rubric grading of the standards tells us what students should know and be able to do at each grade level and their progress in meeting the level of proficiency required according to the academic standards.

The purpose of standards-based grading is to accurately communicate achievement of the standards to students, parents, and teachers. Parents can see which standards students have mastered and which ones need reteaching and relearning. On the report card, parents will learn

whether or not their child demonstrates complete and masterful work (4); demonstrates proficient work (3); demonstrates an emergent understanding (2); or demonstrates significant gaps (1).

Using standards-based grading will ensure consistency of expectations from teacher to teacher, help teachers and students focus on standards from the beginning of the year, and explain to parents exactly how their children are doing based on the standards. In 5th-8th grade, parents will be able to access their student's academic information electronically through StandardsScore.

Teachers use a variety of assessment tools to determine a performance score including, but not limited to, tests, quizzes, projects, papers, and presentations. It is important to differentiate between formative assessment, or "assessment *for* learning" (used to inform the teacher's instruction) and summative assessment, or "assessment *of* learning" (used to inform students of their levels of understanding). Each assessment will be scored on a scale of 0-4.

K-8 Grading Scale

- 4 Demonstrates complete and masterful work
- 3 Demonstrates proficient work
- 2 Demonstrates an emergent understanding
- 1 Demonstrates significant gaps
- 0 Too little or no work submitted

Student Progress Monitoring

All students are screened three times a year in math and reading using a data management system called AIMSweb. These screenings provide a quick snapshot of the students' performance in relationship to their peers. Based on this information, other assessments, and teacher nomination, students who need extra help to catch up to their peers are placed in an intervention and monitored weekly to ensure adequate progress.

Response to Intervention (Rtl)

Response to Intervention (Rtl) is a process designed to help schools focus on high quality instruction that is matched to student needs and monitored on a frequent basis. School personnel, as well as parents, adapt instruction and make decisions regarding the student's educational program based on the information gained from the Rtl process.

The Illinois State Board of Education (ISBE) believes that increased student learning requires the consistent practice of providing high quality instruction matched to student needs. Response to Intervention (Rtl) is a general education initiative, which requires collaborative efforts from all district staff, general educators, special educators and bilingual/ELL staff. In a quality educational environment, student academic and behavioral needs must be identified and monitored continuously with documented student performance data used to make instructional decisions.

Rtl at Metcalf

The core curriculum, also referred to as Tier I, includes the instruction that all children receive. Metcalf's curriculum is "scientifically-based", meaning that it has been thoroughly and rigorously reviewed to determine that it produces positive educational results in a predictable manner.

Tier II is small-group supplemental instruction in addition to the time allotted for core curriculum instruction. PAWS (Providing All With Success) is a set time for grades K-5 where students work in small groups based upon their needs and are provided with interventions.

If a student remains in need of more assistance than can be provided in Tier II, they may require more individualized intense Tier III services.

Students With Disabilities

There are two primary federal laws that impact the educational rights of children with disabilities relating to special education and related services.

- Section 504 of the Rehabilitation Act of 1973 ("Section 504") is a federal civil rights law that prohibits discrimination on the basis of disability in programs and activities that receive any Federal financial assistance from the U.S. Department of Education. Section 504 was enacted to "level the playing field" - to eliminate impediments to full participation by persons with disabilities. Section 504 establishes a student's right to full access and participation to education and all school-related activities and requires schools to provide appropriate services to meet the individual needs of qualified students.
- The Individuals with Disabilities Education Act ("IDEA") is a federal law that requires State and local education agencies receiving federal IDEA funding to guarantee special education and

related services so that eligible children with disabilities receive a free and appropriate public education. The Individuals with Disabilities Education Act also provides discipline protections for children who are or may be eligible for IDEA services.

The Laboratory Schools work together with our students' home school districts to provide programs and services that meet federal and state requirements. Additional information about Section 504, IDEA and the Laboratory Schools' procedures are included in Parent Rights Notice available on the website: <http://metcalf.illinoisstate.edu/parents/>

Class Choices

Each spring all fifth, sixth, and seventh grade students/families are given an opportunity to make relevant class choices for the next school year. This information is essential and important for the following year's schedule. Each student/family should take the time to decide carefully at that given time because it will become final within their schedule when the form is signed and turned in to the Metcalf administration. No schedule changes will be admitted into the system after the final deadline. Therefore, students will remain enrolled in all classes until the end of the school year. In the event that academic difficulty arises, discussion of student abilities and needs (including possible schedule changes) take place through the RtI process.

CODE OF CONDUCT

It should be noted that the vast majority of our students are practicing appropriate behavior. These students make use of the excellent educational opportunity that Thomas Metcalf School provides. In accordance with the Lab School Mission and Student Bill of Rights it is necessary for the school to develop a set of rules to protect the rights of our students. We do not want a small number of students to prevent the majority from attaining the education they want and deserve.

Metcalf students are expected to conduct themselves at all times in such a way as to bring credit to themselves, their families, and their school. Behavior which is disruptive to the educational program of the school or which is dangerous to persons or property is prohibited. Teachers and parents should work together to instill self-discipline in each child for good citizenship and character, a positive attitude, and general courtesy.

In those instances where a student fails to follow the rules, it is the joint responsibility of the school staff (including all undergraduate students working or volunteering) as well as the parents/guardians to enforce rules and regulations together with corrective consequences to bring about the desired change in behavior. Refusal to follow written rules or verbal directions of any teacher or supervisor shall result in disciplinary action. The same standards of conduct apply to both on and off campus activities.

Each teacher will keep expectations for behavior posted in the classroom. Expectations and consequences will be discussed with students by faculty and staff at the beginning of the school year, as well as during other appropriate times of the school year.

In addition to classroom expectations there are also behavioral expectations in common areas of the school building and on school grounds. These expectations were created in partnership with Metcalf students and staff.

While in the hallway, Metcalf students will...

- walk
- stay to the right side of the hallway
- talk quietly, be polite and respectful
- use lockers quietly
- treat school and personal property with care
- use appropriate language
- keep our school clean.

While on the playground (before school, during recess and after school), Metcalf students will...

- use equipment in the way in which it was intended (no climbing trees or fences, etc.).
- play safely on the various pieces of equipment by using objects and areas one at a time.
- be considerate of all other students, especially those who are younger and/or smaller.
- reserve the adaptive and kindergarten playground for students who are in specific special education programs and who are in kindergarten or younger.
- play games and activities in appropriate places (larger sporting games are played far away from the playground; students should not play behind the bushes, etc.).
- share playground equipment and other materials (balls, etc.).

While at lunch, Metcalf students will...

- be polite and respectful to themselves, other students, and supervisors.
- walk to and wait patiently in the lunch line.
- talk quietly and appropriately at lunchtime.
- understand and follow the directions of supervisors.
- ask permission before leaving the lunchroom.
- clean up after themselves.

Respect and Responsibility System (K-4)

All Metcalf students in kindergarten through fourth grade will be held accountable to the Student Bill of Rights and Student Expectations for Success through the opportunity to participate in the Respect and Responsibility System. Under this system, students will receive an index-sized card, designated as his or her R & R card. Each grade level will designate a specific length of time for each card cycle. Students will begin each cycle with no reminder holes on their card. During the course of a cycle, students may receive a "reminder" when they fail to abide by classroom or school expectations.

Each grade level will also designate the maximum number of "reminders" a student can receive and still be eligible for the end of the cycle classroom incentive. Students who receive "reminders" over the designated maximum amount will not be allowed to participate in whatever class incentive being earned for positive behavior at the end of that cycle.

A "reminder" may be given as a consequence in and of itself, or it may be given in addition to other consequences. Reminders may be given by any Metcalf faculty, staff member or student worker. Also, the length of a card cycle may increase and the designated number of maximum reminders may decrease as the school year progresses and as student behavior begins to meet higher expectations.

Classroom teachers will work closely with their students to encourage increased respect and responsibility, keeping in touch with parents throughout this yearlong process. Parents who have specific questions may contact their child's homeroom teacher.

Disciplinary System (5-8)

All Metcalf students in fifth through eighth grade will be held accountable to the Student Bill of Rights and Student Expectations for Success. If students do not adhere to these school philosophies they will be subject to the ramifications of the Disciplinary System. Behavioral offenses by students are defined by three levels of severity and may result in an official Discipline Record (D.R.) D.R.'s are used as official school documentation of behavioral offenses by students and any ensuing consequences. This documentation is transferred into the school wide database system and kept in the students' permanent records.

For Level 1 type offenses, faculty/staff will work with the student/parent and document consequences before a D.R. is made. Through working with the student/parent the faculty or staff member will make attempts to correct the behavior using behavior management techniques. If the attempts to correct the behavior prove to be unsuccessful, the faculty or staff member can complete an online D.R. The student is responsible for picking up the D.R. in the Main Office after school the day it is assigned, taking the slip home, having it signed by a parent/guardian, and returning it to the Main Office before school the next school day. Students will not be allowed to complete their consequence without the returned signed form. Students are expected to complete their consequence during/within an assigned time. If a student fails to complete all necessary actions for his/her D.R. by the set date/time, administrators will double their consequence.

For Level 2 and 3 offenses, students will be referred to administration for appropriate consequences.

Students who accumulate more than five Discipline Records within a semester's time will instead be referred to the office for the remainder of the semester. These office referrals will be treated as Level 2 offenses and consequences will be given by the administration. The Level 2 consequences given by the administrator for these office referrals will begin with the first consequence in the Level 2 sequence and progress through the end of the semester as additional office referrals are made.

Please note, D.R.'s are primarily used for upper grades (5th-8th); lower grades use their own Respect and Responsibility system, along with classroom based systems. However, in extenuating circumstances, D.R.'s may be given in lower grades.

Discipline Records consist of the following three levels of student offenses and consequences:

Levels of Student Offenses		
Level 1 Offenses	Level 2 Offenses	Level 3 Offenses
<p>Level 1 offenses will be handled by the intervening faculty or staff member when these offenses occur on school grounds. Depending upon the severity of the offense, some Level 1 offenses may be classified and treated as Level 2 offenses.</p> <p>Level 1 offenses include, but are not limited to, the following types of behaviors:</p> <ul style="list-style-type: none"> • Being present in unauthorized areas of the building or school grounds • Bringing toys, electronic games or equipment, or other unauthorized objects to school • Cheating or dishonesty • Disrupting the learning environment • Dress code violation • Failure to carry out directions • Failure to comply with the school dress code • Incomplete or missing homework • Lack of preparation • Littering • Forgery & Plagiarism (reproducing work of others and taking credit for it) • Possession or use of gum, candy, soda, or other food or beverage items • Rough play (physical contact without intent to harm) • Running or horseplay in the building • Tardies • Teasing and taunting • Use of vending machines before the end of the school day • Using rollerblades, skateboards, or bicycles on school property • Violation of behavioral expectations in common areas of the school building and on school grounds 	<p>Level 2 offenses, which occur on school grounds, will be referred to the Metcalf office to be handled by the administration. Level 2 offenses are considered to be more serious than Level 1 offenses. Depending upon the severity of the offense, some Level 2 offenses may be classified and treated as Level 3 offenses.</p> <p>Level 2 offenses include, but are not limited to, the following types of behaviors:</p> <ul style="list-style-type: none"> • Repeated Level 1 offenses • Failure to abide by corrective measures given for Level 1 offenses • Bullying, Aggressiveness • Damaging or defacing property • Disrespect or defiance to any adult • Fighting (physical contact with intent to harm or provoke)* • Forgery • Harassment, Sexual Harassment, Threatening Behavior, Discrimination • Inappropriate display of affection • Possession or use of tobacco or tobacco products • Skipping class • Stealing • Violation of the Technology Acceptable Use Policy Agreement 	<p>Level 3 offenses that occur on school grounds will be referred to the Metcalf office and handled by the administration as well as other authorities when necessary. Level 3 offenses include any behavior that violates a federal, state, or local law, compromises student safety, or displays gross misconduct by a student.</p> <p>Level 3 offenses include, but are not limited to, the following types of behaviors:</p> <ul style="list-style-type: none"> • Repeated Level 1 or Level 2 offenses • Failure to abide by corrective measures given for Level 1 or Level 2 offenses • Arson • Assault (verbal threat) or battery (physical attack) • Bullying, Aggressiveness • Destruction of property • False report of fire or explosive device • Gang affiliation • Gross disobedience or misconduct • Harassment, Sexual Harassment, Threatening Behavior, Discrimination • Other behaviors which violate federal or state criminal codes or local ordinances • Possession of weapons and/or ammunition • Possession, consumption, use, sale, or delivery of drugs or alcohol or substances purported to be drugs or alcohol • Possession, use, sale, or delivery of fireworks or explosive devices of any kind • Theft or possession of stolen property

Levels of Student Consequences

Level 1 Consequences	Level 2 Consequences	Level 3 Consequences
<p>The following types of consequences are suggested options for Level 1 offenses. Please note that these are listed alphabetically and not in order of suggested use.</p> <ul style="list-style-type: none"> • Change in location within the classroom • Community service • Conference with parent(s) and/or caregiver(s) • Conference with student(s) • Conflict resolution • Development of an individual behavior plan • Directive to stop a behavior • Financial restitution • Loss of privileges • Loss of recess time • Notify homeroom teacher • One "reminder" on student's R&R card (first through fourth grades) • Opportunity to correct behavior • Phone call to parent(s) and/or caregiver(s) • Social Probation • Time out • Verbal or written apology for misbehavior • Verbal or written explanation for misbehavior • Warning 	<p>As a general rule, Level 2 offenses will result in the sequence of consequences given below. However, school administrators have the authority to use their discretion in giving appropriate consequences, responding at any step in the Level 1 or Level 2 sequence based on the circumstances and the actions of the student(s) involved. In some cases, additional consequences may be given.</p> <ul style="list-style-type: none"> • Two-hour community service/detention, parental contact and/or conference, and possible development of an individual behavioral contract. • One half-day to one full-day in-school suspension and five days social probation. • Two to three days in-school suspension and ten days social probation. • One to ten days out-of-school suspension and ten days social probation. • One to ten days out-of-school suspension, minimum ten days social probation, and possible recommendation for expulsion. <p>* Fighting will result in a minimum one-day in-school suspension and five days social probation regardless of previous Level 2 offenses.</p>	<p>As a general rule, Level 3 offenses will result in the sequence of consequences given below. However, school administrators have the authority to use their discretion in giving appropriate consequences, responding at any step in the Level 2 or Level 3 sequence based on the circumstances and the actions of the student(s) involved. In some cases, additional consequences may be given.</p> <ul style="list-style-type: none"> • One to ten days out-of-school suspension, minimum ten days social probation, and referral to the appropriate community agency • One to ten days out-of-school suspension, minimum ten days social probation, referral to the appropriate community agency, and recommendation for expulsion

Appeals

Level 1

If a student/parent does not agree with a D.R. that has been given, the following steps may be taken:

1. Student initiates a meeting and discusses the D.R. with the teacher at an appropriate time.
2. Parents contact the teacher before the assigned consequence and discuss the D.R.
3. If the situation is not resolved after following steps 1 and 2, an administrator should be contacted.

Level 2 and Level 3

If a parent does not agree with a D.R. that has been given, the following steps may be taken:

1. Parents must file appeals within five school days of receipt of the consequence, in writing, stating the grounds of the appeal, to the administration.
2. The administration shall act on and resolve such appeals within five school days of receiving the appeal. *

* The filing of the appeal shall not change the beginning of any consequence, but the administration may stay any suspension or expulsion period pending resolution of the appeal.

3. If the situation is not resolved after following steps 1 and 2, a written appeal can be made to the Superintendent of the Laboratory Schools, within five school days. *

* This step only is available for a student that has received an out-of-school suspension

Definitions

Gross disobedience/misconduct – including but not limited to the following:

- Behavior which constitutes gross disrespect for the property or rights of other students, teaching or administrative staff, educational support personnel, or school bus drivers
- Truancy or chronic truancy
- Conduct which is or may be physically injurious to persons or property
- Excessive unexcused absences or tardiness
- Possession, use, sale, or transmittal of any alcohol, controlled substance, or paraphernalia
- Repeated minor incidents of misbehavior which other disciplinary measures have failed to deter
- Willful behavior which interrupts or disrupts the orderly process of school affairs
- Willful refusal to obey all reasonable written or oral instructions of any member of the administrative or teaching staff, designated educational support personnel, or bus drivers
- Willful refusal to obey the policies, rules, and regulations of the laboratory schools

Inappropriate display of affection – behaviors that are not appropriate for public places make other people uncomfortable, show poor judgment, and are demeaning to the individuals involved. Students should demonstrate respect for themselves and others by conducting themselves in a manner appropriate for a public place or any school-sponsored event.

Community service and detention – may be given for any duration between fifteen and sixty minutes. Students will be assigned their time with a teacher or administrator between the hours of 7:30 a.m. to 5:00 p.m. on school days or during any school activity. These consequences may be given for one or more days at the discretion of the administration. Although classroom teachers, faculty, and staff have the option of after school community service or detention as possible consequences for Level 1 offenses, they will not be used as the only step in resolving student misbehavior. Students who are given community service or detention are expected to serve it the next school day, unless a parent or guardian confirms that an alternate day is necessary.

- Community service – an opportunity for a student to rectify their inappropriate behavior through assisting the Metcalf community (i.e. helping with pick-up/drop-off duties, assisting at ASP, helping a teacher, etc.).
- Detention – an opportunity for a student to rectify their inappropriate behavior by serving time with the teacher or administrator.

Individual behavioral contract – a personalized contract written by a school administrator, with input from the student and the student's parents which focuses on specific student misbehaviors and specific consequences or courses of action that will be taken by the school should the misbehaviors continue once the contract is written.

Social probation – a student will not be allowed to attend any before or after school activities for the duration of the probation. This includes participating or performing in activities or athletics as well

as attending these events as a spectator. Social probation also limits students from attending school-sponsored social events.

In-school suspension – a student will not be allowed to attend daily classes, breaks, or lunchtime during the duration of the in-school suspension. Instead, the student will sit in an isolated but supervised area and will be expected to complete homework and daily assignments provided by academic and special area teachers. The student may also spend part of the suspension time performing community service.

Out-of-school suspension – a student will not be allowed to attend school or school activities for the duration of the suspension. The student will be expected to complete homework and daily assignments provided by the academic and special area teachers. All work should be completed and turned in upon the student's return to school.

Expulsion – a student's enrollment at Metcalf will be terminated.

Specific Policies

Computer Lab Usage

All students must be supervised at all times by a staff member while in any computer lab.

Bullying, Cyberbullying, and Aggressive Behavior

Metcalf has no tolerance for any form of bullying or aggressive behavior. Bully-victim violence occurs whenever anyone intentionally, repeatedly and over time inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings or possessions. Bullying includes repeated aggressive, violent, angry, intimidating and/or threatening verbal or physical behaviors that may be demonstrated through discipline problems, violent expressions in writings and/or drawings, gestures, weapons possession, gang affiliation and/or prejudicial attitudes.

Cyberbullying is willful and repeated harm inflicted through the use of technology – computers, cell phone, and/or other electronic devices. Cyberbullying can occur off of school property or outside of a school-sponsored activity or event. If the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Students should report suspected bullying to an administrator, teacher, or staff member. When such behaviors or characteristics are demonstrated, parents/guardians will be notified by a building administrator of potential consequences that range from an administrative conference to recommendation for expulsion. In addition, parents/guardians will be made aware of interventions that may include information on early warning signs for aggressive behavior, student instruction in socially appropriate behaviors, or possible referral to community organizations that teach strategies in the reduction of aggressive behaviors.

Harassment and Discrimination

Any act of harassment and/or discrimination based on race, color, ancestry, national origin, religion, sex (including sexual harassment), sexual orientation, order of protection, gender identity and expression, age, marital status, disability, genetic information, unfavorable military discharge, or status as a veteran is a violation of this policy and the law and will not be tolerated. Further, retaliation against any person making an allegation of harassment, discrimination, or exercising his or her legal right to have the allegation investigated is also prohibited. Allegations of retaliation initiated by an individual participating in the complaint investigation process will be investigated as a separate and distinct violation of this policy. The [University Anti-Harassment and Non-Discrimination Policy 1.1](#) provides additional information about what constitutes discrimination or harassment.

All University Laboratory Schools' students, faculty and staff are expected to adhere to this policy and will be held accountable for violating it. Illinois State University will respond promptly to all complaints of harassment, discrimination, and retaliation. Determinations of whether an incident constitutes harassment or discrimination will be made based on individual circumstances of the case. Violation of this policy can result in serious disciplinary action up to and including expulsion for students or discharge for employees.

Students who believe they are victims of discrimination or harassment, or have witnessed discrimination or harassment are encouraged to go to a teacher, counselor, building administrator, or staff person to report an incident. If an incident of discrimination or harassment is reported to a teacher, counselor or staff person, he/she should inform to the Building Principal or his/her designee as soon as possible. The Building Principal or his/her designee should contact the Office

of Equal Opportunity, Ethics, and Access at (309) 438-3383 to report incidents of discrimination or harassment and discuss how to proceed with investigating the complaint.

Personal Electronic Devices

Students may not use or carry on their person any personal electronic devices including, but not limited to, laptop computers, tablets, iPads, iPods, Kindles, head/earphones, mobile or smart phone, on Thomas Metcalf School grounds, or during related school activities, between 8:00 a.m. and 3:00 p.m. on school days. Personal electronic devices may be used before 8:00 a.m. and after 3:00 p.m., but should remain in students' lockers throughout the school day. Electronic devices shall not be used for, or associated with, any unlawful activities. All liabilities for loss or theft of electronic devices rest with the student. There is no expectation of privacy on any personal electronic device on school grounds. Any students' personal electronic device visible or being used during the school day will be confiscated and turned into administration. The following consequences will then apply:

1st Offense – Student may pick up the device at the end of the school day or thereafter.

2nd Offense – Parent may pick up the device at any time.

Further offenses will result in a violation of Metcalf's Technology Acceptable Use Policy and result in the appropriate recourse found in the school's Disciplinary System (see Level 2 Offenses and Consequences).

Tardies Within the School Day

Metcalf does not have a bell system. This bestows freedom and, at the same time, responsibility upon our students and teachers. It is up to the discretion of the teacher on whether or not a student acquires an unexcused tardy. Thus, the teacher is accountable to enforce and oversee appropriate consequences directly related to the infraction(s).

As a side note, any time a student is using his/her class time inappropriately, the teacher is accountable to enforce and oversee appropriate consequences directly related to the infraction(s).

Students who are late from one class to another will be entered as tardy. Within this concept, the following guidelines will apply:

1. A pass will be given to a student any time he/she is kept beyond the scheduled class time by a teacher thus causing him/her to be late getting to the next class. In fairness to everyone, any teacher keeping students past time is required to communicate this information as soon as possible to the receiving teacher(s) (written pass, e-mail, phone call/message, etc.).
2. Students are permitted two (2) unexcused tardies in each class per quarter. Upon the third tardy, the student will be assigned a detention with the receiving teacher. Any tardy thereafter will result in a detention with the receiving teacher. Teachers must document the date/time of each tardy.
3. Extreme cases of tardiness will be referred to the administration. If, within a quarter, a student accumulates five (5) unexcused tardies in a single class, the student will be referred to administration.

EXTRACURRICULAR PROGRAMS

The Thomas Metcalf extracurricular programs strive to offer a variety of avenues for personal growth and development for our student-athletes. We are dedicated to enriching the lives of our student-athletes through quality instruction, character building, and sportsmanship. The Metcalf extracurricular programs will be driven by and committed to the development of our four mission statements.

1. We are committed to quality instruction of sport-specific skill development through basic fundamentals and sport knowledge.
2. We are committed to nurturing social development and sportsmanship through team building and self-awareness.
3. We acknowledge the important balance between participation and competitiveness and will be sensitive to each student-athlete's experience.
4. We recognize and are committed to developing a positive environment as we strive to create a quality experience for every student-athlete.

Everyone is provided the chance to participate in extracurricular activities; however, some students may participate more in a given activity than other students. We provide equal playing time for our 5th and 6th grade programs; however playing time at the 7th and 8th grade levels will be determined at the discretion of the coach.

Extracurricular Athletics

Program	Grades
Boys Baseball	6-8
Boys Basketball	5-8
Girls Basketball	5-8
Girls Volleyball	6-8

Extracurricular Activities

Program	Grades
Allied Arts Production	4-8
Chess Club	K-8
Junior Gamma Phi Circus	3-8
Scholastic Bowl	6-8
Orff	4-8
Student Council (no activity fee)	7-8
Running Club	5-8

Extracurricular Rosters and Fees Policy

All activity fees must be paid online or turned into the main office.

- All leaders/coaches, parents, teachers, and staff MUST know and follow this policy.
- Families DO NOT pay until they are billed.

Any student who goes out for and is part of an activity for a timeline of at least two [2] weeks will be fully charged for the activity.

- All leaders/coaches MUST know and follow this policy.

ALL activity fees will be \$35.00

Metcalf Eligibility Information

In light of Metcalf's standards-based grading system, below are the definitions of "eligible" and "ineligible", along with other relevant information.

Eligible – Any 5th – 8th grade student with an overall score of a "2" or above in any class is in good academic standing.

Ineligible – Any 5th – 8th grade student with an overall score of a "1" or below in any class is no longer in good academic standing.

Grading System Eligibility Key

- 2 – Eligible = An average of 1.51 or higher
- 1 – Ineligible = An average of 1.50 or lower

Eligibility Process, Procedures and Information

Every Thursday at 3:00 p.m. the Metcalf office will run a report that will generate a list of 5th – 8th grade students with overall scores of "1" or below. In turn, this report will be the school's "Ineligibility List". This list will be sent to teachers and administrators.

- If school is not in session on Thursday then the report will be generated by 3:00 p.m. on the last day of the school week.
- Eligibility reports run before all breaks and last over the entire break until students/teachers are back in school and reports can be run again.

Beginning of Quarter Scoring System

To be fair to all students, Metcalf has developed a system to calculate scores at the beginning of each quarter that best represents each student's level. Below is the system for each quarter:

- Quarter 1 = The first score report runs on the Thursday after the first full week of attendance
- Quarter 2 = Final 1st Quarter score report used as determining factor for eligibility for week one
- Quarter 3 = Final 2nd Quarter score report used as determining factor for eligibility for week one
- Quarter 4 = Final 3rd Quarter score report used as determining factor for eligibility for week one

Academic Probation – Each student is entitled to a one time only one-week probationary warning period each quarter whereupon a student on the ineligibility list is still eligible to fully participate in extracurricular activities. The first time a student is deemed ineligible during a quarter, academic probation will be automatically granted.

Academic Ineligibility – Any student on the Ineligibility List more than once per quarter will be deemed ineligible for the following week of activities (Monday through Sunday). The student will not be able to participate or play in any game, match, or event; however, the student may participate in practices, travel with their team, and sit on the bench during the event (but cannot dress in their game uniform).

- Students who are on probation or ineligible will have a notice sent home via email/letter to their families by Friday afternoon.
- Coaches and activity sponsors will also receive a list of students who will not be eligible to participate in extracurricular activities for the following week.
- All 5th – 8th grade students on the ineligibility list are highly encouraged to attend the Metcalf after school "HELP" program.

Eligibility Requirements

- Students must maintain good academic standings in all classes.
- Students cannot receive more than two Discipline Records within a one-week period and must not commit any serious or extreme offenses.
- Students must have a completed physical or religious waiver on file in the office (completed annually) in order to practice or participate in any sports activity.
- Students must sign and turn in the IESA Concussion form.
- Students/Families must pay the required activity fee for each sport she/he chooses to participate.
- To participate in any after school extracurricular activity (game, contest, performance, school-sponsored dance/event, etc.) the student must at least attend the last half of the school day (11:30 a.m. – 3:00 p.m.) on the day of the activity.
 - Students who arrive at school after 11:30 a.m. will be ineligible to participate in any after school activity that day.
 - Any unavoidable or unusual circumstances causing a student to miss part/all of the last half of a school day must be approved directly with a school administrator prior to the absence.
 - Students who leave school due to illness or injury or obtain a PE excuse for illness/injury will be ineligible to participate in any extracurricular activities for the remainder of that day.
- Students must dress and participate in PE class to be eligible to participate in extracurricular activities.
- Student-athletes who participate on a Metcalf sports team will not be allowed to participate on a non-school team at the same time in the same sport. Violation of this policy will result in the athlete's removal from the Metcalf team for the duration of the season.

Other Important Information

- Early quarter scores are very important. Missing/Poor work is reflected more significantly because eligibility is based on cumulative performance within each quarter.
- Eligibility can be based on one summative grade. Within the standards based framework, summative assessments are given only after adequate instruction has occurred and after formative assessments have demonstrated proficiency in the students' level of understanding on the standards. Therefore any eligibility reports including, but not limited to, one summative assessment is an accurate portrayal of any student's current level of understanding. In turn, this is adequate evidence to base eligibility.

Special Activity Eligibility (Orff, Circus, Allied Arts Production)

Based on the uniqueness of certain activities, we have enhanced our eligibility participation guidelines for these activities. Students who participate in the play, musical, Orffcats, and/or Jr. Gamma Phi Circus practice throughout the school year for the culminating performances. In order for a student to be able to participate in the culminating performance(s) that student must have been eligible for at least 75% of the practices from the week practices began to the final performance week. If the student has been ineligible for more than 25% of the practices, the student is ineligible to participate in the final performance even if they are eligible the week of the culminating performance. The director of each special activity is in charge of his/her own students' eligibility. The director will receive an ongoing running list of ineligible students and will monitor those involved in their activity.

Transportation

- Some Metcalf teams will travel to away competitions by school bus or school issued vans. If a bus is provided, oftentimes the bus will be a "one-way bus". This means that, while the bus may take the team to the game, parents will need to arrange for transportation home from the game.
- Travel to and from all in-town games, matches, and events will be the responsibility of the involved parents. In addition, travel to most Saturday games, matches, and events will also be the responsibility of the parents.
- The athletic director, in consultation with the head coach of each sport, will arrange any school provided transportation scheduling.
- If the school provides travel, students are to leave and return with their respective teams unless excused by the coach in charge. Parents must notify a coach, in writing, if a student is not riding with the team.
- Students who travel with athletic teams by bus are the school's responsibility until their return to Metcalf and departure from the school grounds is completed.
- Coaches must accompany their athletes when traveling. Any deviation should be cleared through the athletic director.

Additional Information

- Coaches and sponsors may establish additional specific criteria for their activity with the approval of the Athletic Director. These additional guidelines must be communicated in writing to the students and their parents in a timely fashion.
- Individual contracts for eligibility may be made with students having academic difficulties although they are working to the best of their ability.
- Any Metcalf students participating in or attending any school related extracurricular activity are expected to be polite and respectful to all fans, observers, students, supervisors, players, coaches, referees, etc.
- Any Metcalf students participating in or attending any school related extracurricular activity are expected to follow all school wide behavioral rules and expectations.

SCHOOL HEALTH INFORMATION & POLICIES

General Information

A registered nurse provides health services at Metcalf School. The phone number is 438-2435. Please feel free to contact the nurse at any time during the school day.

Health Exams

A current physical (defined as having been completed within one year of the first day of school) and immunization record are required by the State of Illinois for all students entering school for the first time, all kindergarten and sixth grade students, and any student transferring from a school outside of Illinois. Students transferring within Illinois must present the most current exam required for Illinois students. These records should be completed and submitted at registration in August. The physical is required to be on the two-sided "Certificate of Child Health Examination", Form IL444-4737, and is available from the nurse, school office, your physician's office, or online at: http://www.isbe.state.il.us/pdf/school_health/Child-Hlth-Exam-Cert.pdf. The nurse will evaluate each student health record at the beginning of the school year. If a student's record is "non-compliant" in any way, the parent/guardian will be notified. As required by the State of Illinois, all students must be compliant with physical and immunization requirements and/or have filed for and been granted a waiver, or they will be excluded from school until the requirements are met. Health records are confidential and stored in the nurse's office (Room 118).

Exclusion Policy

If a parent does not submit proof of having had either the health examination or the immunization for their child as required then the local school authority shall exclude said child from school until such time as the parent presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately.

Dental Exams

Beginning July 1, 2005, students in kindergarten, second, and sixth grades are required to have a dental exam. A licensed dentist, who must complete and sign the "Dental Examination Record", must do the exam. All exams must be completed and returned to school by May 15 during the year the student is enrolled in the mandated grade.

Vision Exams

Public Act 95-671, effective January 1, 2008, requires that all children enrolling in kindergarten in a public, private or parochial Illinois school and any student enrolling for the first time in school shall have an eye examination (does not apply to preschool).

Medication at School

School policy for administration of medication at school is as follows:

- If a student must receive prescription or non-prescription medication at school, a written request must be completed and signed by both the licensed prescriber (i.e. Physician, NP, Dentist or Podiatrist), and the parent or guardian and must be on file at the school. The appropriate form is available at <http://www.metcalf.illinoisstate.edu> or can be requested from the School Nurse. You must have the doctor's portion completed or a prescription for every prescription or non-prescription medication except sunscreen (for sunscreen, please complete the Sunscreen Permission Form). This may be faxed to the school at 309/438-2580.
- All prescription medication must be in the original container labeled by the pharmacist or licensed prescriber. Local pharmacies will provide an extra prescription bottle upon request. The label must include: Name of Student, Name of Medication, Dosage, Time to be Taken, Prescriber's Name, and Date.
- Non-prescription medication (i.e. Tylenol, ibuprofen, etc.) must be in the original labeled container with the student's name affixed to the container.
- All medications (prescription and nonprescription) must be kept locked in the nurse's office or in the school office when not in use. Students are not allowed to carry any medication on their person. The only exception is inhalers and EpiPens, which the student may carry, only if a medication form authorizing the student to self-administer is on file (a backup dose should also be provided to the school nurse). Unless ordered for a short term, all requests for self-administration of medication will expire at the end of the school year. If the parent/guardian does not pick up any unused medication after notification, the School Nurse shall dispose of the medication.
- Special education students' medication should be provided to school as stated in the IEP. All other students are to bring their medication to the nurse's office upon their arrival at school.

- Medications given at school will be administered within a half hour of the time ordered by the physician as the student's schedule and the nurse's schedule permit. In the absence of the nurse, a designated member of the school's staff will supervise as the student self-administers the medication.
- Students will report to the nurse's office to take medications.
- The school retains the discretion to reject requests for administration of medication and/or procedures.
- No medication will be provided by the school. It is the responsibility of the parent to provide medication their child needs at school.
- The current Medication Authorization Form may be accessed on the school website at: <http://www.metcalf.illinoisstate.edu>

It is recommended that medications be given at school only in those instances where such scheduling is required in order for the child to remain in school. For example, medications ordered three times a day should be given at home right before school, right after school, and before bedtime and still meet therapeutic requirements.

Action Plans

Action plans are required for students with conditions needing immediate attention at school. Examples of these conditions are asthma, seizures, and food allergies. These plans are recommended and approved by the physician. Forms are available on the Metcalf website or upon request from the nurse.

Special Procedures

Special procedures, which must be performed during the school day in order for the student to attend school, will be implemented upon receipt of the Physician's Order and Parental Authorization for Special Procedure Form. Procedures will be scheduled according to parent/physician request, the student's schedule, and the availability of the nurse. Parents will be consulted if scheduled times require adjustment.

First Aid

First aid will be provided for injuries and illnesses that occur while the children are in school and on the Outdoor Education programs. If additional treatment is needed, a parent/guardian will be notified. In extreme emergencies, 911 will be called and the parent notified. Family Access should be updated or the main office should be informed of any change of phone number or address to enable us to reach a parent in an emergency.

Absence Due to Illness

If your child is ill before school, please keep them home and consult your doctor when appropriate. Your child should not attend school when they are not feeling well, have a fever, or have vomiting or diarrhea. If your child is sent home, or has been home with a fever or temperature over 100.0, they should remain home until free of fever for 24 hours.

When a child is absent due to illness, missed work must be made up. It is the child's responsibility to make arrangements with the teacher to complete missed work.

Communicable Diseases

All cases of communicable diseases (measles, mumps, chicken pox, etc.) must be reported to the school. The school nurse is required to send regular reports to the McLean County Health Department. Exclusion from school is determined by the regulation of the Illinois Department of Public Health (IDPH). If in doubt as to whether your child has a reportable disease, call the health services office for information.

Following Hospitalization or Surgery

When a child has had inpatient/outpatient surgery or has been hospitalized for an illness, a physician's release will be needed for the student to return to school. The release should include any activity restrictions, medications, special positioning/handling, or other procedures that are needed. Special education students will also need a prescription or order to resume occupational therapy, adaptive PE, and physical therapy in addition to written directions for any modifications needed.

Homebound and Hospital Services

Parents must contact school administration regarding homebound and hospital services. A child qualifies for home or hospital instruction if it is anticipated that, due to a medical condition, the child will be unable to attend school, and instead must be instructed at home or in the hospital, for a period of 2 or more consecutive weeks or on an ongoing intermittent basis. A student's parent or guardian must submit to the child's school district of residence a written statement from a physician licensed to practice in all of its branches stating the existence of such medical condition, the impact

on the child's ability to participate in education, and the anticipated duration or nature of the child's absence from school.

Home or hospital instruction may commence upon receipt of a written physician's statement, but instruction shall commence not later than 5 school days after the physician's statement is received. Special education and related services required by the student's individualized Education Program (IEP) or services and accommodations required by the student's federal Section 504 plan must be implemented as part of the student's home or hospital instruction, unless the IEP team or federal Section 504 plan team determines that modifications are necessary during the home or hospital instruction due to student's condition.

Vision and Hearing Screenings

Vision and hearing screenings are conducted annually as required by the State of Illinois. Vision screenings are done for grades 2, 4, and 8, and all preschool children 3 years of age and older, special education students, teacher and parent referrals, and students new to the school. Hearing screenings are done for grades K, 1, 2, and 3, and preschoolers age 3 and over, special education students, teacher and parent referrals, and new students. A parent/guardian will be notified if further evaluation (either hearing or vision) is recommended.

Physical Education and Swimming

Parents who feel their student needs to be excused from PE participation for a day or two should put this in writing for the student to bring to school. PE excuse requests should be brought to their PE teacher or the main office by 8:00 a.m. if possible. Any student who has to be excused longer than two days will be required to have a doctor's written statement on file in the nurse's office.

All students will be expected to participate in swimming classes except when sick or excused by a doctor. After one or more unexcused misses, students will be expected to make up the time after school.

A student who leaves school due to illness or injury or who obtains a PE excuse for illness or injury will be excluded from participation in extracurricular activities, including competitive sports, for the remainder of the day.

A student must dress and participate in PE class to be eligible to participate in extracurricular activities.

TECHNOLOGY INFORMATION & POLICIES

Technology Acceptable Use Policy

The Laboratory Schools provide technology use, including Internet access, to students and teachers in order to further the educational aims of the school. Access is given as a privilege, not a right, and may be limited or denied by University personnel. Lab School administration, faculty and staff reserve the right to review and remove any student's files and data records used on the school technology/communication system, which violate the Terms and Conditions below.

Terms and Conditions

I understand that...

- the school reserves the right to restrict the use of any digital content that is primarily for a social or entertainment purpose, or that otherwise detracts from the educational environment. These restrictions may be enforced on the school network and/or any electronic device I use while at the Lab Schools.
- all school-provided technology, including network access and storage, is for educational use. Any other use may result in loss of user account and/or confiscation of equipment.
- email and storage accounts are Illinois State University property.
- anything I do on Lab School or ISU computers or on the ISU network is not private and can be monitored by university faculty and staff.

I will...

- abide by all rules and regulations of the system as changed or added to from time to time by the administration and/or Illinois State University (including the University's Policy on Appropriate Use of Information Technology Resources and Systems located at <http://www.policy.ilstu.edu/technology/9-2.shtml>).
- address all concerns regarding the use of technology first to the supervising teacher, and then to the administration.
- abide by the additional rules set out in the Laptop agreement.

I will not...

- use or carry on my person, any personal electronic device, including, but not limited to, laptop, netbook, iPad, tablet, Kindle, head/earphones, mobile or smart phone, on Thomas Metcalf School grounds, or during related school activities, between 8:00 a.m. and 3:00 p.m.
- use any software or access any Internet content in the classroom that has been prohibited by the teacher or school.
- attempt to circumvent or uninstall monitoring software from my laptop or any other Lab School or University computer.
- use Lab School and/or University computers, dvd/vcr players, cameras, classroom projectors or other school technical equipment without permission.
- use anyone else's ID and password nor allow anyone else to use my username(s) or password(s).
- attempt to hack into any school or University computer or server, or any other person's account.
- attempt to introduce any virus or malware, or any other destructive software, onto any Lab School or University computers or across the University network.
- download or store on my laptop any music, games, videos or other media for which I have not obtained a legal license.
- download, install or run any software on my laptop for which I have not obtained a legal license.
- plagiarize, or violate copyright laws in regards to using text, images, audio, music or video clips.
- vandalize any technology at the Lab Schools.
- interfere with others' use of technology.
- use any computer to commit acts which are illegal.

I assume responsibility for...

- any damages to school equipment while I am using it. This includes paying for repairs, which are listed in the laptop legal agreement.
- any consequences that arise from my use of technology- including my cell phone/personal technology- while at the Lab Schools.
- my actions while on-line. This means that I will be polite to others and use appropriate language.
- being a good digital citizen, respecting the technology made available to me, and setting a good example in my use of technology to better our learning community.

Social Media

The school recognizes that social media can be used for instruction to connect students with the global community; however, the Terms of Service (TOS) of many social media tools eliminate the majority of Thomas Metcalf School's population from using these tools. Should teachers choose to use legally acceptable social media tools, a certified teacher will supervise students. When social media is used, normal school rules of etiquette and conduct spelled out in the School Handbook apply, including rules regarding bullying and harassment. The school reserves the right to limit or block student use of such sites at the discretion of the administration. Additionally, we encourage all parent/guardians to be fully aware of their student's use of social media and to monitor what is acceptable for them to make use of while outside of school.

Consequences for violations

Students who violate the Acceptable Use Policy may lose their account privileges at the discretion of the administration. The administration will determine the length of time for which privileges are lost on an individual basis. Further disciplinary action including, but not limited to, detentions, suspensions, expulsions and police notification will be issued by the administration as deemed necessary.

No Warranties

The school makes no warranties of any kind, whether expressed or implied, regarding the use of computers, the University network, the Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. The school will not be responsible for any damages for any of the foregoing, including loss of data, non-deliveries, missed-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the Internet is at the user's own risk. The school and University specifically deny any responsibility for the accuracy or quality of information obtained through use of the University network or the Internet.

Laptop Agreement

Terms and Conditions of Use

The purpose of loaning a Laptop, protective sleeve, and adapter is to provide individual computer access to students at ISU Laboratory Schools. The term of this agreement shall be from the date of execution by all parties through May 27, 2016, or upon the date the laptop is returned to the Lab Schools, whichever is earlier.

By signing off on this form, the student and the student's parent/guardian certify that they have thoroughly read, understand, and accept the following terms and conditions, which will govern the student's possession of a Laptop computer issued to the student by the Illinois State University Laboratory Schools ("Lab Schools"). The student and the student's parent/guardian also certify that they will comply with these terms at all times during the term of this agreement.

General Terms & Conditions

- The Laptop is and will remain at all times the property of the Lab Schools, and is being loaned for educational purposes only. The Lab Schools may take back the Laptop, or place additional restrictions on the student's use or possession of the Laptop, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any Lab Schools' teacher or administrator, the student or the student's parent/guardian will immediately surrender the Laptop to that teacher or administrator.
- At its sole discretion, the Lab Schools may change the terms or conditions of the student's possession or use of the Laptop, or to impose new restrictions on use or possession of the Laptop, at any time during the term of this agreement.
- The student's possession and use of the Laptop will be subject at all times, both on and off campus, to the terms and conditions described in this document, any and all applicable state and federal laws and regulations, applicable School Handbook policies (including the Technology Acceptable Use Policy) as well as any additional rules, regulations, and restrictions that may be imposed from time to time by the Lab Schools. Any included software may be used only in accordance with the applicable license and it is the student/parent's responsibility to be familiar with and to comply with the provisions of any such license.
- By signing this agreement, the student and the student's parent/guardian certify that they have reviewed and understand the School Handbook and the Technology Acceptable Use Policy contained therein. They further certify that it is their responsibility to inform themselves as to any school policies that might apply to the student's use or possession of the Laptop and to comply with those policies at all times.
- By signing this document, the student and the student's parent/guardian acknowledge that they are solely responsible for ensuring that the student's use of the Laptop to access the Internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules, and regulations. The Lab Schools will not be responsible for any harm that may come to the student or any other person as a result of the student's off-campus Internet activities.
- Any violation of the terms or conditions set forth or referenced in this document may result in the Lab School taking back the Laptop, or restricting, suspending, or terminating, with or without prior notice, the Student's use of the Laptop.
- The student's possession and use of the Laptop is a privilege, not a right. By signing this document, the student and the student's parent/guardian acknowledge that they have no right or entitlement to possession or use of the Laptop and that neither this document nor any conversation, correspondence, or understanding between themselves and any representative of the Lab Schools gives them any ownership of any kind whatsoever in the Laptop.

Prior to Obtaining a Laptop

Students must...

- Attend a mandatory orientation meeting.
- Pay an annual technology fee by check or money order made payable to Laboratory Schools Illinois State University unless the technology fee is waived or reduced by the Lab Schools for economic hardship.
- Sign the Technology Acceptable Use Policy
- Sign the Student/Parent Laptop Agreement

Issuance & Return of Laptop

- After the student has attended the mandatory orientation meeting and the annual technology fee has been paid in full or waived or reduced for economic hardship, the Laptop and adapter will be issued to the student (typically sometime between orientation and the first week of school, although this date may be changed by the Lab Schools at any time).

- For 3rd, 4th, 5th, 6th, and 7th grade students, the laptops and adapters must be turned in by the last day of attendance. The specific date and procedures for when and where to turn the units in will be clearly communicated on the school website.
- For 8th grade students, the laptops and adapters must be turned in prior to their last attendance day, which is typically earlier than the last day of school. Again, the specific date and procedures for turning in will be clearly communicated via the school website.
- When the laptop and adapter are returned, they will be checked for damages, and fees assessed (if necessary) based on the schedule listed in the “Fees” section in this document.
- If a Laptop is not returned by the due date set by the Lab Schools, late fees of \$5 per day up to the actual value of the laptop (approximately \$225) will be assessed.
- If the Laptop is not returned within 60 days of the last day of attendance, the student and the student’s parent/guardian will be assessed the full replacement cost for the Laptop, and the Lab Schools may institute legal actions against the student and the student’s parent/guardian.

Technology Acceptable Use Policy

- Use of the laptop is governed by policies listed under “Technology Acceptable Use Policy Agreement” in the School Handbook. This includes information about laptop monitoring.

Security, Loss or Theft

- The student is responsible for ensuring that the Laptop is kept safe and secure at all times during the term of this agreement.
- The student must use a protective sleeve/case when carrying/transporting their device.
 - They may use the school provided sleeve/case or purchase one of their own.
- Under no circumstances will the student leave the Laptop unattended at any location, either on or off campus.
- Under no circumstances will the student leave the Laptop in the care or custody of any person other than the student’s parent or guardian or a Lab School teacher or administrator.
- If the Laptop is lost or stolen while at school, the student will immediately report the problem to the Main Office. If the student believes the Laptop has been stolen, Lab School officials will then report the theft to the Illinois State University Police Department, who will conduct an investigation,
- If the student is off school grounds and believes the Laptop has been stolen, the student and the student’s parent/guardian will immediately file a report with local law enforcement officials and request a copy of the written incident report filed by the investigating officer. As soon as possible after reporting the Laptop stolen, the student will provide a copy of the police report to the Main Office, along with details about the incident and the name and telephone number of the investigating officer.
- If the student is on schools grounds and believes the Laptop has been stolen, it should be reported to the Main Office. Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a Lab Schools-owned Laptop will be vigorously prosecuted to the fullest extent of the law.
- If for any reason the Laptop is lost or, stolen during the time that it is issued to the student, regardless of whether the student is at fault, the student and the student’s parent/guardian will be responsible for the replacement cost of \$225.

Damage

- The school will provide service for any hardware or software problem, including units that are damaged or vandalized. The school or the student may cover costs for service.
- The school will cover all service that was previously covered under warranty.
- The student or parent/guardian will be required to pay for service to repair accidental damage, intentional misuse, or other items not covered under the above. Service costs will be charged as the actual cost of parts plus handling. The school will cover labor costs.
- To help defray student expenses, the school will subsidize two incidents of accidental damage while the student is enrolled at the school.
 - For the first incident, the school will cover all costs over \$100.
 - For the second incident, the school will cover all costs over \$200. Damage to separate parts of the computer will be considered separate incidents, unless it can be shown that they resulted from the same accident.
- Intentional misuse will be charged at full cost to repair.
- Service for software problems will be limited to complete restoration of the software to its original state. Depending on the nature of the problem, students may not have the opportunity to save personal data from the machine before software restoration.

Fees

Typical costs for individual services are as follows. These costs are provided for information only. Actual costs may be higher or lower.

- Screen \$50
- Keyboard \$25
- Touchpad \$25
- Battery \$50
- Broken faceplate \$25
- Back LCD cover \$25
- AC adapter \$25

The repair and replacement fees described above may be reduced or waived by the Lab Schools for economic hardship. To qualify for a reduction or waiver, students must qualify for free or reduced lunch under the applicable State guidelines. Requests for fee waivers or reductions for economic hardship should be referred to the Main Office and will be handled confidentially. The granting of a hardship waiver will not necessarily mean that a student will be issued a replacement Laptop.

Unless the student is granted a fee waiver or reduction for economic hardship, the student will not be issued a replacement Laptop until the costs described above have been paid in full.

The Lab Schools may, at its sole discretion, choose not to issue a replacement Laptop, for any reason. The decision not to issue a replacement Laptop shall not excuse the student and his parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued Lab Schools Laptops, given that those fees are intended to help offset the actual cost to the Lab Schools of repair or replacement of the Lab Schools' property.

8th grade students must pay all fees, including but not limited to any technology fee or replacement or repair costs, before being allowed to participate in graduation ceremonies.

**** The Metcalf School Handbook, Technology Acceptable Use Policy and Laptop Agreement must be agreed to annually by students/parents. ****

