

**THOMAS METCALF
LABORATORY
SCHOOL
2023-2024**



Illinois State University
Normal, IL 61790

Telephone: 309-438-7621
Fax: 309-438-2580

Introduction

This handbook contains calendars, schedules, student services, and other important information pertaining to student life at Thomas Metcalf Laboratory School. We invite you to use this handbook as a valuable resource for general policies and procedures, including student code of conduct, discipline, and technology. Thomas Metcalf Laboratory School reserves the right to modify the policies and procedures in this handbook as necessary. Any modifications to the handbook during the school year will be reported to students and parents/guardians accordingly. Please read through the following pages carefully.

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2023-2024 School Calendar

August	17	First Student Day
September	4	No School - Labor Day
	6	1:00 pm Dismissal
	22	1:00 pm Dismissal (No After School)
	25	No School - Institute Day
October	4	1:00 pm Dismissal/Parent Teacher Conferences
	9	No School - Indigenous People's Day
	20	End of the first quarter
	27	1:00 pm Dismissal (No After School)
November	10	1:00 Early Dismissal (No After School)
	22	No School – Thanksgiving Break
	23	No School – Thanksgiving Break
	24	No School - Thanksgiving Break
December	15	1:00 pm Dismissal (No After School)
	21	End of 2nd Quarter
	22- 31	No School – Winter Break

January	1-5	No School – Winter Break
	15	No School – MLK Jr. Day
	26	1:00 pm Dismissal (No After School)
	31	1:00 pm Dismissal
February	19	No School - Presidents Day
	23	1:00 pm Dismissal (No After School)
	28	1:00 Early Dismissal/Parent Teacher Conferences
March	8	1:00 pm Dismissal (No After School)/End of 3rd Quarter
	11-15	No School - Spring Recess
	29	No School
April	10	No School
	19	1:00 Early Dismissal (No After School)
May	3	No School - Institute Day
	10	1:00 pm Dismissal (No After School)
	23	Last Student Day – 1:00 pm Dismissal (No After School)
	23	End of 4th Quarter
	24	Teacher Institute- No School
	27-31	Emergency Days (if needed)

All dates are subject to change. Updates to the calendar will be posted on our school website.

Mission Statements

Mission Statement of Metcalf School

Thomas Metcalf Laboratory School is a caring community of lifelong 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 interrelated 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 efficiently serve 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 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 education profession.

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 daily. 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.

Absence Policy

When your child is absent because of illness, or for any other reason, call the Metcalf office (438- 7621) between 7:30 and 8:30 a.m. or email the attendance account at metcalfattendance@ilstu.edu. 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 or email each day of his/her absence (unless you have already communicated your planned absence dates ahead of time, i.e. vacation dates). You may also contact the nurse and let her know about the prolonged absence if due to illness or injury. For further information, see the School Health Policy section of the handbook.

If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

It is the goal of Thomas Metcalf School to closely monitor student attendance. The following actions will occur following a collected number of absences:

- **At 7 full days** of cumulative absences, a letter will go out from the principal to notify the guardians. Letter will be placed in the student record.
- **At 10 full days** of cumulative absences, a letter will again go out from the principal and it will inform parents or guardians that a meeting must occur with the building administration. Letter will be placed in the student record with expectations from the attendance meeting.
- **At 13 full days** of cumulative absences, a letter will go out from the District and a mandatory meeting will be scheduled to review attendance procedures and policies.
- Any student accruing absences greater than 10% of the school year will be reported to the Regional Office of Education.

Excused Absences

Valid causes for absence or tardiness include:

- Illness
- Death in the immediate family
- Family emergency
- Observance of a religious holiday or event
- 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 mental, emotional, or physical health of the student
- Other such reasons as approved by the Metcalf administration

**Family Vacations are not considered an excused absence per this policy. All vacations will be considered unexcused.*

The school may require documentation explaining the reason for the student's absence.

Leaving During School Day

Students who need to leave school during the day should bring a note before school, call or email 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/guardian or a person indicated on their emergency card. Special arrangements can be made by contacting a Metcalf administrator.

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. Therefore, it is strongly encouraged to plan family vacations outside of the school day/year.

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.

*Vacation absences will be included in attendance counts as noted above.

Requisition of Class Assignments During Absences

If child must be absent, it is the responsibility of the child/parent to get and make up his/her work as soon as possible. If a student wishes to work on assignments while at home, the student or parent is encouraged to make arrangements with the classroom teacher. Work can be picked up in the Main Office between 3:30-4:30 pm.

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.

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.

Tardies

Students should be in their assigned class no later than 8:00 a.m. or they will be marked tardy.

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. Parents of tardy students should escort and sign-in their student in the Main Office after 8:00 am. Students will be given a tardy slip for admittance into class.

Attendance will also be taken at the start of each class (5th-8th); students arriving late beyond passing time will be marked tardy.

- **At 7 tardies** a letter will go out from administration to notify the parents or guardians. Letter will be placed in the student record.
- **At 10 tardies**, a letter will again go out from the principal and it will inform parents or guardians that a meeting must occur with the building administration. Letter will be placed in the student record with expectations from the attendance meeting.
- **At 13 tardies**, a letter will go out from the District and a mandatory meeting will be scheduled to review attendance procedures and policies.

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 5% 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.

If chronic truancy persists after support services and other resources are made available, the school will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Before and After School Procedures

Before School

All students in K-8 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 their assigned gym. Students can only go to their lockers when they are dismissed for class. 5th - 8th grades are dismissed at 7:50 a.m. Pre-K to 4th grades lineup 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 3:20 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 signs should be placed in the passenger side window of the vehicle to be visible to the Metcalf staff during pick-up.

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 3:20 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 3:20 p.m. or who must wait for supervised activities should report to the Metcalf After School Program. Students who are waiting unsupervised after 3:20 p.m. will be assigned to, and parents billed for, the After School Program. To learn more about the Metcalf After School Program, please contact the program's director at 438-7238.

Drop-Off & Pick-Up Locations

- *Preschool Morning Session:* Drop-off in the Fairchild Hall circle drive (on Dry Grove Rd), Pick-up in the front circle drive (on University St.) and Fairchild Hall circle drive (on Dry Grove Rd), pending on the classroom your student is in.
- *Preschool Afternoon Session:* Drop-off in front circle drive (on University St.) and Fairchild Hall circle drive (on Dry Grove Rd), pending on the classroom your student is in. Pick-up in the Fairchild Hall circle drive (on Dry Grove St.).
- *Kindergarten – 1st Graders and their siblings:* Drop-off and pick-up in the front circle drive (on University St.).
- *2nd – 8th Grade:* Drop-off and pick-up in the back lot (entrance off of Dry Grove Rd.).

Lunch Procedures

Parents must pay for hot lunches by putting money into the family lunch account for their students. Payments may be made via cash, check, or online with a credit card. If students choose to eat a hot lunch, money will be deducted from their account daily. Students may also bring lunch from home if they do not choose to eat hot lunch. Students wishing to purchase additional food items are required to have funds available in their lunch account. Metcalf parents may apply for the Federal Free/Reduced Lunch Program at any time throughout the year.

Locks and Lockers

Students in grades 1 through 8 will be assigned a hall locker. Students in grades 3 through 8 may purchase a school lock for their hall lockers. Students in grades 6 through 8 must also purchase school locks for their P.E. lockers. All locks must be purchased through Metcalf. Locks with bumpers are available for purchase at Metcalf Move-In and in the main office throughout the school year. Neither lockers nor lock combinations are to be shared with other students. For safety reasons, ***all student materials and items must be in lockers clear of the hallways.***

Lockers are the property of the school. Lockers may be inspected at any time by school officials without notification or permission when there are reasonable grounds for suspecting that the search will produce evidence that 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 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.

Dress Code

Students should dress for school. If a style of dress 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.

Dress code guidelines apply to all students in K- 8. Realizing that it has become exceedingly difficult to determine inappropriate attire, the following examples are offered as guidelines to parents and students:

- Outerwear (ex: coats, sunglasses, gloves) is expected to be worn outside, not indoors.
- Any head coverings must be worn appropriately.
- 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.
- All apparel should not be vulgar, obscene, offensive, provocative, defamatory, or include references to tobacco, alcohol, weapons, drugs or sexual innuendo.

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

1. A conversation will occur with the student regarding the dress code. The teacher may 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, they will need to call a parent/guardian to bring a change of clothing and wait in the office before returning to class.
3. Students who refuse to comply with the above steps or repeatedly violate dress code guidelines will be referred to administration for appropriate consequences.

Other Policies

Bicycles, Rollerblades, Skateboards and Similar Items

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. Rollerblades, skateboards, and the like must be carried at all times while on school property and stored properly while school is in session.

Book Bags

Backpacks must be able to fit in lockers and are not permitted to be carried around throughout the day (exceptions may apply). Computer bags and/or small personal bags are allowed to be carried throughout the day. For safety and security reasons, student bags, materials, and other personal property must not be left in the hallways during the regular school day.

Instruments

Students who need to drop off their instruments before 7:50am should be dropped off at the front circle to obtain a hall pass from the main office. They should go directly to the band or orchestra room, and then go straight to the playground/gym afterwards. They are not allowed to stop at their lockers or classrooms during this time.

Snack Food Items

Students are only permitted to carry water during the day in approved containers. Any other beverages (soda, coffee, fruit drinks, flavored water, smoothies, protein drinks, etc.) are not permitted in school during regular hours. Individual teachers may allow gum or healthy snacks during set times in their classroom only. For health and safety reasons, food items should

not be stored in lockers overnight. Parents are strongly encouraged to make healthy choices with regard to food for snacks and classroom celebrations.. Restricted items due to allergies will be communicated via classroom teacher.

Students are permitted to bring non-food items to celebrate their birthday or other occasion following contact and approval from the child’s classroom teacher. Items may include stickers, pencils, special erasers, a game or book donated to the classroom, crafts or supplies, etc., Any food items, such as cupcakes, doughnuts, cookies, ice cream, etc., will not be permitted in the classrooms as part of a birthday or holiday celebration. Any food or party items, including invitations, that are brought to school or delivered will be sent home with your child at the conclusion of the school day.

Student Fees

Fees are assessed for students attending Thomas Metcalf School each school year. These fees are used to purchase items such as technology devices, curriculum, consumable materials and supplies for students and faculty (i.e., workbooks, textbook rentals, weekly children’s publications, paints, construction paper, assignment notebooks, etc.). Fees for students who qualify for free or reduced lunch will be adjusted accordingly.

Registration	Full Payment	Semester Payment Due Aug. 15 th & Jan. 15 th	Monthly Due by 15 th of each month (Aug. – May)
K-2 nd	\$230.00	\$115.00 per semester	\$23.00 per month
3 rd -4 th	\$275.00	\$137.50 per semester	\$27.50 per month
5 th -8 th	\$350.00	\$175.00 per semester	\$35.00 per month
Family Cap	\$855.00	\$427.50 per semester	\$85.50 per month
Preschool	\$3,500.00	\$1750.00 per semester	\$350.00 per month

Technology Fees	Full Payment Due Aug. 17 th
K-2 nd	\$50.00
3 rd -4 th	\$75.00
5 th -8 th	\$75.00
Family Cap	\$200.00

Other Fees	Fee Amount	Fee Due
Hallway Lock Fee (optional for 3rd-8th grade)	\$11.00	During Metcalf Move-in Day or anytime during the school year
PE Lock Fee (required for 6th-8th grade)	\$11.00	During Metcalf Move-in Day
PE Uniform Fee		During Metcalf Move-in Day
Extracurricular Fee	\$45 per activity	Before 1st day of activity
Field Trip Fee (including Outdoor Ed.)	Variable	Before day of trip
Lunch Fee	\$3.35 per hot lunch	Before hot lunch; may add money to account before & during school year as needed
After School Program Fee <i>*Fees will adjust in January 2024</i>	\$12 per day \$18 per Early Dismissal day	Monthly, based on invoice given

Fees can be paid online through Touchnet or by check made payable to Thomas Metcalf School. All extracurricular fees must be paid in full prior to student participation in any extracurricular activity. Students who have not paid registration or technology fees in full or are not current on their existing payment plan will not be allowed to sign up and participate in extracurriculars until all fees encumbered have been paid.

Unpaid Fees

All fee balances remaining at the end of the school year will result in encumbered future registration and/or 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 the school office.

School Trips

Field Trips

Several educational field trips are offered at various times during the school year. 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. Cell phones are not allowed on field trips (exceptions may apply).

Outdoor Education Program

Students in grades 5-8 will take part in the Outdoor Education Program once a year. Students in 6th and 8th grade participate in the fall, while 5th and 7th grade students participate in the spring. As these trips are an extension of what is done at school, all school rules and expectations apply. Certain violations during Outdoor Education could 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.

Sales and Fundraisers

The Metcalf Leadership Team must approve all school sales and fundraisers. If approved, students will be permitted to sell/collect only before and after school. Personal sales including student entrepreneurs and outside fundraisers should not occur during school hours. Selling items or services online via university/lab school owned technology and/or networks is not permitted.

Distribution of Materials

Occasionally, various school-related organizations request permission to distribute materials to the Metcalf School population. The following policy is intended to insure the rights of individuals and organizations:

1. A request to distribute materials must be approved by the principal or his/her designee. The request to distribute materials must include copies of the material to be distributed/posted and manner in which the materials are sought to be distributed, and the approval and name of the organization or sponsor.
2. Groups and organizations that are not related to the school co-curricular activities will not be allowed to distribute or display materials at Metcalf School.
3. Requests from students shall be approved as long as they meet the following criteria:
 - a. The material does not relate to a private business or promote a sale for individual gain or profit;
 - b. The material is not defamatory, obscene, vulgar, or in bad taste;
 - c. The distribution will take place in such a way to not disrupt the conduct of normal school activities.
4. The Principal or his/her designee shall respond to all requests to distribute/post within three school days and shall indicate the specific reasons for any denial of request.

Violations of this policy may result in both the confiscation of the materials involved and disciplinary action against the violators.

Visitors

Metcalf welcomes families to participate in pre-arranged schoolwide and classroom events. In order to assure student safety, State Law requires that all visitors to the building register in the Main Office upon entry. All visitors to Metcalf will be required to be added to the Raptor System. This means the first time you come to visit, you must bring your Driver's License or State ID to be scanned. The visitor's badge that is printed must be worn at all times while on school grounds. Students from other schools, unless invited by administration, are not allowed to visit when classes are in session.

Volunteers

One way to stay involved is to volunteer for the various activities, athletics, and special events. Since volunteers may be working directly with minors, there are three things that need to be completed before volunteer work can begin:

1. Complete a background check. (Good for 1 year after the clearance date.) This involves the following:
 - a. A background authorization form (PERS 944).
 - b. Fingerprints being taken by an authorized vendor.
2. Complete a Volunteer Risk Assumption Form. (Must be filled out for each volunteer opportunity.)
3. Complete an ISU Crime Reporting Form. (Filled out once per school year.)

All forms should be turned in to the Main Office at Thomas Metcalf. Once these items are collected and your background check has cleared, you may begin your volunteer work.

School Visitation Rights

The School Visitation Rights Act permits most employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Information regarding the University's policy on leave for school conferences and activities is available: <https://hr.illinoisstate.edu/benefits/time-off/other/>. Letters verifying participation in this program are available from the school office upon request.

Emergency Contact System/Procedures

Please use Skyward Family Access to keep your contact information current. If you need assistance, please contact the Main Office at 309-438-7624. All information and contact numbers are stored in a secured database and will only be used for school purposes.

To receive any emergency communications, families should subscribe to the ISU Alert System. You can text "ISUAlerts" to 67283 or e-mail emalert@ilstu.edu.

The Laboratory Schools will report school closings through e-mail and Skyward communication. School closing information will also be posted on the school website and Facebook page.

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 Constant Contact, ISU Alert, Skyward and local media.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration.

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.

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. Exceptions include 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/>.

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 evaluation 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 priority academic standards.

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

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 grades, 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, summatives, formatives, 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 to 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, reading and social emotional learning using a data management system called AIMSweb Plus and BIMAS-2 (Behavior Intervention Monitoring Assessment System). These screenings provide a quick snapshot of the students' performance in relation to a national comparison. Based on this information, other assessments, and teacher nomination, students who need extra support receive intervention and are monitored weekly to ensure adequate progress.

Multi-Tiered System of Support (MTSS)

Multi-Tiered System of Support (MTSS) 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 MTSS 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. Multi-Tiered System of Support (MTSS) 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.

MTSS 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. For example, WIN (What Individuals Need) is a set time for grades K-8 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 Tier III services. Tier III provides individualized or small group, supportive instruction outside of the classroom by an interventionist during the school day.

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 5th - 7th 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 MTSS process.

Scope and Sequence

Grade 5

- English Language Arts
- Math
- Science
- Social Studies
- Advisory, WIN , Second Step
- Band or Orchestra
- PE
- Quarterly Rotation: Art, Family & Consumer Sciences, Makerspace, and Theatre

Grade 6

- English Language Arts
- Math
- Science
- Social Studies
- Advisory, WIN , Second Step
- Band or Orchestra or Independent Study
- Chorus
- PE
- World Languages: French, Spanish, and Mandarin
- Quarterly Rotation: Art, Family & Consumer Sciences, Makerspace, and Theatre

Grade 7

- English Language Arts
- Math
- Science
- Social Studies
- Advisory, WIN , Second Step
- Band or Orchestra or Independent Study *
- Chorus*
- French, Spanish, Mandarin
- PE/Health
- Quarterly Rotation: Choice of the following: Art, Family & Consumer Sciences, Makerspace, Music or Theatre

Grade 8

- English Language Arts
- Math
- Science
- Social Studies
- Advisory, WIN , Second Step
- Band or Orchestra or Independent Study
- Chorus
- French, Spanish, Mandarin
- PE/Health
- Quarterly Rotation: Choice of the following: Art, Family & Consumer Sciences, Makerspace, Music or Theatre

BUILDING WIDE EXPECTATIONS

CODE OF CONDUCT

Metcalf students are expected to conduct themselves at all times in such a way that demonstrates respect, responsibility, and safety. 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.

When expectations are not met, it is the joint responsibility of the school staff as well as the parents/guardians to reinforce expectations together with corrective consequences to bring about the desired change in behavior. 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.

Student Rights & Expectations

Student Rights

All students are entitled to enjoy those rights protected by the federal and state constitutions and laws for persons of their age. Students who violate the rights of others or violate school policies or rules will be subject to disciplinary measures. An acknowledgment of the review of the student handbook will be required in the form of a signature from both guardian and student (grade 5th - 8th).

All students have the right to be free from harassment and discrimination based on race, gender, physical or mental disability, sexual orientation, or national origin, religion, order of protection, gender identity and expression, ancestry in accordance with State and Federal laws, as well as University policy available in the Main Office and also available on the ISU website.

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 following guidelines:

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.

Student Learner Qualities

At Thomas Metcalf Laboratory School, we provide all students with the support and resources they need to maximize their potential. Metcalf students recognize and exhibit personal responsibility for their learning, as evident by the following learner qualities:

- *Wonder: I imagine possibilities*
- *Self Aware: I am mindful*
- *Question: I find out*
- *Think: I have my own ideas, beliefs and opinions*
- *Reflect : I look back on my learning to choose my next steps*
- *Grit: I persist through challenges with an open mind.*
- *Connect: I link knowledge together to develop new understandings*

PBIS Student Expectation Matrix			
Be Metcalf	Be Respectful	Be Responsible	Be Safe
Hallway & Stairwells	<ul style="list-style-type: none"> • Walk quietly when class is in session • Keep hands, feet and objects to myself • Admire work on walls with my eyes 	<ul style="list-style-type: none"> • Stay with my class • Keep in mind my personal space • Keep hands, feet and objects to myself 	<ul style="list-style-type: none"> • Go directly to my classroom • Walk on the right side • Ensure outside doors remain closed and use interior stairways • Keep hallways clean • Keep hands, feet and objects to myself
Restroom	<ul style="list-style-type: none"> • Respect the privacy of others • Respect the property 	<ul style="list-style-type: none"> • Ask the teacher for permission to use the restroom • Go, flush, wash, dry and leave • Use the restroom as intended 	<ul style="list-style-type: none"> • Keep the floor clean and dry • Walk at all times
Nurse's Office	<ul style="list-style-type: none"> • Walk in quietly • Walk patiently 	<ul style="list-style-type: none"> • Visit the nurse if necessary • Get a pass to visit the nurse • Follow adult instructions 	<ul style="list-style-type: none"> • Get a pass to visit the nurse • Follow directions of the nurse • Get pass signed to return to destination

Playground	<ul style="list-style-type: none"> • Play fairly • Take turns • Include others • Follow adult instructions 	<ul style="list-style-type: none"> • Do the right thing even if no one is watching • Dress for the weather • Use problem solving strategies • Collect all belongings before returning to class 	<ul style="list-style-type: none"> • Use equipment safely and as intended • Report safety problems to an adult immediately • Solve problems
Cafeteria	<ul style="list-style-type: none"> • Follow adult directions • Welcome others to your table 	<ul style="list-style-type: none"> • Use an inside voice • Clean up our space • Wait patiently in line • Collect all my belongings before leaving 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self • Eat my own food • Remain in my seat
Office	<ul style="list-style-type: none"> • Walk in quietly • Wait patiently 	<ul style="list-style-type: none"> • Use the hallway door to enter the office • Get your pass signed • Return to destination promptly 	<ul style="list-style-type: none"> • Use the hallway door to enter the office • Return to destination promptly
Classroom	<ul style="list-style-type: none"> • Implemented by teachers in their respective spaces • Respect is considering how others want to be treated and treating them that way 	<ul style="list-style-type: none"> • Implemented by teachers in their respective spaces • Responsibility is being trusted to do what is right 	<ul style="list-style-type: none"> • Implemented by teachers in their respective spaces • Being safe is ensuring no one's feelings or bodies get hurt
Off Campus <i>(During School Activities)</i>	<ul style="list-style-type: none"> • Respect others in your environment • Respect the space and environment 	<ul style="list-style-type: none"> • Represent Metcalf in a positive way • Follow all Metcalf expectations 	<ul style="list-style-type: none"> • Stay with my group • Be aware of my environment • Control my mind and body • Follow adult instructions
Arrival	<ul style="list-style-type: none"> • Be ready to exit your vehicle • Greet adults and peers • Follow adult directions 	<ul style="list-style-type: none"> • Make sure to get all belongings • Go directly to your destination 	<ul style="list-style-type: none"> • Exit on the right side of the car • Stay in line to enter the building • Walk into the building • Keep hands, feet and objects to self
Dismissal	<ul style="list-style-type: none"> • Listen to all adult directions • Keep a watch for your car • Follow adult directions 	<ul style="list-style-type: none"> • When dismissed go to your destination • Keep all items in your bag 	<ul style="list-style-type: none"> • Walk to exit the building • Wait patiently • Keep hands, feet and objects to self
Feelings	<ul style="list-style-type: none"> • I will communicate my feelings with others appropriately • I will handle others with care when they are experiencing a strong feeling • I will show appropriate support to others 	<ul style="list-style-type: none"> • I will name my feeling • I am aware of my feelings and the feelings of others • I recognize physical responses in my body to strong emotions 	<ul style="list-style-type: none"> • I will use a coping strategy if needed • I will seek help when needed

Behavior Record System

All Metcalf students will be held accountable to Metcalf Expectations (Be Respectful, Be Responsible, Be Safe). Student conferences will be held to discuss behavior that does not convey respect, responsibility, and safety. Offenses may result in a referral which will be documented into the Metcalf information system for intervention and support. Behavioral offenses are defined as classroom-managed or office-managed.

For classroom-managed offenses, faculty/staff will work with the student to discuss Metcalf expectations and will document any interventions and support. The faculty/staff member will support the student in correcting the behavior in one or more of the following ways:

- student conference
- positive reinforcement of expectations
- family communication
- student reflection
- restorative dialogue

For office-managed offenses, students will be referred to administration. They will work with the student and family to discuss Metcalf expectations and document any interventions, support, or consequences.

Restorative Practices

In some instances, Restorative Practices will be used as a tool to facilitate conversations between students in conflict. Restorative practices in schools, inspired by the philosophy and practices of restorative justice, prioritizes repairing harm done to relationships over the need for assigning blame and dispensing punishment.

Restorative practices work to:

- encourage positive relationships
- repair relationships when they have been harmed
- build a school community based on cooperation, trust and respect.



Conflict or misbehavior represents a chance for students to learn about consequences of their actions, develop empathy, and figure out ways to repair relationships that may have been damaged. The restorative approach is based on the belief that the people best placed to resolve a conflict or a problem are the people directly involved, and that imposed solutions are less effective, less educative and possibly less likely to be honored. The process also addresses the needs of those who have been harmed. During a restorative dialogue, students are asked:

1. To reflect on the conflict or problem (What happened? What were you feeling at the time?)
2. To identify their needs and interests (What do you need in order for this class to go well? How do you want things to change?)
3. To make a plan (What needs to happen to make things right? What is our plan for the future?)

Levels of Student Offenses		
Classroom-Managed Offenses	Office-Managed	Office & Possible Third Party Involvement
<p>Classroom-managed offenses will be handled by the intervening faculty or staff member. Depending upon the severity and/or frequency of the offense, some offenses may be referred to administration for support and treated as office-managed offenses.</p> <p>Classroom-managed offenses include, but are not limited to:</p> <p>Behaviors</p> <ul style="list-style-type: none"> • General Classroom/Hallway Rules • Being present in unauthorized areas of the building or school grounds • Bringing toys, electronic games or equipment, or other unauthorized objects to school • Disrupting the learning environment • Dress code violation • Littering • Possession of unapproved beverages • Rough play (physical contact without intent to harm) • Running or horseplay in the building • Tardies • Teasing and taunting • Using rollerblades, skateboards, or bicycles on school property • Violation of behavioral expectations in common areas of the school building and on school grounds • Cheating or dishonesty • Incomplete or missing homework • Lack of preparation 	<p>These offenses include, but are not limited to, the following types of behaviors:</p> <ul style="list-style-type: none"> • Repeated classroom-managed offenses or failure to abide by corrective measures given • Bullying, Aggressiveness • Cheating or dishonesty • Damaging or defacing property • Disrespect or defiance to any adult • Fighting (physical contact with intent to harm or provoke)* • Forgery & Plagiarism (re producing work of others and taking credit for it) • Gross Disobedience or Misconduct • Harassment, Sexual Harassment, Threatening Behavior, Discrimination • Inappropriate display of affection • Inappropriate use of personal electronic device • Possession or use of tobacco or tobacco products • Property Damage • Skipping class • Stealing • Violation of the Technology Acceptable Use Policy • Agreement 	<p>These offenses include any behavior that violates a federal, state, or local law, compromises student safety, or displays gross misconduct by a student.</p> <p>These offenses include, but are not limited to, the following types of behaviors:</p> <ul style="list-style-type: none"> • 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, look-alike 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

Student Interventions, Supports, or Consequences

Classroom Managed Interventions and Consequences	Office Managed Interventions and Consequences	Office/Third Party Involvement Interventions and Consequences
<p>The following types of consequences are suggested options for classroom-managed offenses. Please note that these are listed alphabetically and not in order of suggested use. Any clarification can be addressed by contacting the teacher.</p> <p>Classroom Interventions</p> <ul style="list-style-type: none"> • Acknowledging positive behavior • Avoid power struggles • Clear and concise directions • Clear, consistent, and predictable consequences • Give choices • More structured routine • Praise when cooperative and well behaved • Praise when good attitude and involvement occur • Rewards, Simple Reward Systems, & Incentives • Teach conflict resolution skills • Teach coping skills • Teach relationship skills • Teach relaxation techniques • Teach social skills • Use calm neutral tone <p>Intervention and Support</p> <ul style="list-style-type: none"> • Change in location within the classroom • Conference with parent(s) and/or caregiver(s) • Conference with student(s) • Loss of privileges • Loss of recess time • Opportunity to correct behavior • Phone call to parent(s) and/or caregiver(s) • Restrictions from activities, field trips, assemblies, etc. 	<p>As a general rule, Office-managed 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 referral process 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, possible development of an individual behavioral contract, or social probation, financial restitution • 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. • Short-Term Suspension and ten days social probation • Long-Term Suspension and minimum ten days social probation <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, these offenses will result in the sequence of consequences given below. However, school administrators have the authority to use their discretion in giving appropriate consequences, 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"> • Short-Term Suspension and ten days social probation • Long-Term Suspension and minimum ten days of social probation • Expulsion

Out of School Suspensions

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and where practicable and reasonable shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall advise and encourage students to remain in and will not encourage students to leave school due to behavioral or academic difficulties.

Short Term Suspension

1-3 Days: for a short-term suspension, the school will issue a written suspension decision that explains (1) the specific behavior and offense; and (2) the rationale for the specific duration of the suspension.

Long Term Suspension

For a long-term suspension, the school will issue a written suspension decision that explains: (1) the specific behavior and offense; (2) the rationale for the specific duration of the suspension; (3) whether other behavioral and disciplinary interventions were attempted or whether the school determined that there were no other appropriate and available interventions; and (4) whether appropriate and available support services are to be provided or whether it was determined that there are no appropriate and available services for the student. Students suspended out-of-school for longer than 4 school days shall be provided appropriate and available support services during their suspension as determined by the school.

Expulsion

In the written expulsion decision, the written decision will: (1) detail the specific reasons why removing the student from the school is in the school district's best interest; (2) provide a rationale with respect to the specific duration of time for the expulsion; (3) document whether other behavioral and disciplinary interventions were attempted or whether the school determined that there are no other appropriate and available interventions. An expulsion will be the appropriate disciplinary intervention only if other appropriate and available behavior and disciplinary interventions have been exhausted AND the student's presence in the school (1) poses a threat to the safety of other students, staff, or the school community; OR (2) substantially disrupts the operation of the school.

Returning Students

The building principal or designee shall meet with a student returning to school from an out-of school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of expulsion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Office Managed Appeals

If a parent does not agree with an intervention, support or consequence that has been given, the following steps may be taken:

1. Parents must file a written appeal 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 or recommendation for expulsion.
 - A. If a recommendation for expulsion is appealed to the Laboratory School Superintendent, a formal hearing before the Lab Schools Superintendent shall be held within ten (10) days of the incident or within thirty (30) days by mutual agreement of the school and parents. Unless the student and parents/guardians indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. The hearing shall be conducted by the Laboratory School Superintendent or his/her designee. The Superintendent may appoint some other person not involved in the case to act in his/her stead, and shall do so if the Superintendent is a witness in any case.

- B. During the hearing, the only persons allowed to be present at the hearing shall be the student, his/her parents or guardians, the Principal, the Lab Schools Superintendent and any other appropriate Metcalf teacher or administrators. Attorneys may be present at the expulsion hearing solely in an advisory capacity. The rules of evidence shall not apply at the hearing. The student and/or parent/guardian shall have the right to present evidence and testimony to refute the charges.
- C. At the hearing, the Superintendent may request further information from any party to the proceedings. The Superintendent shall give due consideration to the prior decisions but shall not be bound thereby. The Superintendent or his/her designee shall issue a final written decision and mail it to the parents or guardian promptly after the conclusion of the hearing.

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

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, short-term or long term. The student will be expected to complete homework and daily assignments provided by the academic and Studio teachers. All work should be completed and turned in upon the student's return to school.

- “Short term suspension (1-3 days)” the student's continued presence at school must constitute a threat to school safety or a disruption to other students' learning opportunities. In the written suspension decision, the school must explain (1) the specific act of gross disobedience or misconduct; and (2) the rationale for the specific duration of the suspension. Students must be provided an opportunity to make up any missed work for equivalent academic credit.
- “Long term suspension (4-10 days)” the student's continued presence at school must constitute a threat to school safety or a disruption to other students' learning opportunities and other appropriate and available behavioral/disciplinary interventions have been exhausted. In the written suspension decision, the school must (1) explain the specific act of gross disobedience or misconduct; (2) explain the rationale for the specific duration of the suspension; and (3) document whether other behavioral and disciplinary interventions were attempted or whether the school determined that there were no other appropriate and available interventions. Students must be provided an opportunity to make up any missed work for equivalent academic credit. Students suspended for longer than 4 school days shall be provided appropriate and available support services as determined by the school.

Expulsion – “Expulsion” means an exclusion of more than ten (10) days. An expulsion may be imposed in or carried forward to a succeeding school term when appropriate. An expulsion and/or disciplinary removal to an alternative school deems the student’s continuing presence at school constitutes a threat to the safety of other students, staff or the school community or substantially disrupt, impede, or interfere with the operation of the school. The written notice of expulsion must include the specific reasons why removing the student from the learning environment is in the best interest of the schools; a rationale for the specific duration of the expulsion; documentation whether other interventions were attempted or whether it was determined that there were no other appropriate or available interventions.

Specific Policies

Bullying, Cyberbullying, and Aggressive Behavior

Metcalf has no tolerance for any form of bullying or aggressive behavior. As defined by our Second Step curriculum, bullying is when someone keeps being mean to someone else on purpose. The person it’s happening to hasn’t been able to make it stop. It is unfair and one-sided. It is often repeated over time and occurs when there is a real or perceived imbalance of power. Examples of bullying include but are not limited to hurting someone’s body or belongings, using words to hurt someone’s feelings, leaving someone out on purpose, getting others to be mean or exclude someone, hurting someone’s reputation or relationships.

Bullying is aggressive behavior that:

- Is usually repeated over time
- Occurs when there is a power imbalance
- Is intended to cause harm or distress and/or has a serious harmful or distressing effect on the target (that is, the victim)

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
- Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
- Substantially interfering with the student’s or students’ academic performance; or
- Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students should report suspected bullying to any faculty, staff, or administrator. Any type of bullying, on and off of school grounds or outside school hours, that causes a substantial disruption to the educational process, will result in consequences at the discretion of the administration. 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, referral to community organizations that teach strategies in the reduction of aggressive behaviors. 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 under the Student Code of Conduct. Any bullying or cyberbullying that is based on any protected status identified under the Anti-Harassment and Non-Discrimination Policy will be managed under that process.

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 1.2](#) 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 pursuant to [University Procedure 1.2.5](#). 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.

Who to contact

Any person (student, or parents/guardians, employee, volunteer) who believes they are victims of discrimination or harassment, or have witnessed discrimination or harassment are encouraged to review [University Procedure 1.2.5](#) for information on where to report. Students and parents/guardians may report to a teacher, counselor, building administrator, directly to the Title IX Coordinator in the Office of Equal Opportunity and Access, 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 must inform to the Building Principal or his/her designee or may also directly contact the Office of Equal Opportunity and Access as soon as possible. If reported to the Building Principal or designee, that individual will promptly notify the Office of Equal Opportunity and Access. No part of this section precludes an individual from reporting an incident directly to the Office of Equal Opportunity and Access.

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, or cell phones, on Thomas Metcalf School grounds, or during related school activities, between 8:00 a.m. and 3:00 p.m. on regular 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 student's 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 - Conversation with students regarding personal technology. Teachers may collect items for the class/day and students can pick up the device from the teacher at the end of the class period or day.
- 2nd Offense – Student may pick up the device from administration at the end of the school day or thereafter.
- 3rd Offense – Parent/ Guardian may pick up the device at any time from school administration.
- Further offenses will result in a violation of Metcalf’s Technology Acceptable Use Policy and result in the appropriate recourse.

Search and Seizure

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

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

Student Searches

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

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district’s policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. Evidence of a crime will be turned over to law enforcement. Authorities shall have the power, as provided by law, to seize objects encountered in a search.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer or school administrator questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student’s parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student’s parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

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.

Prior to the start of the season the coach/sponsor will host a mandatory parent meeting. If a parent is unable to attend, it is their responsibility to contact the coach to obtain the information. The meeting will include contact information, practice and game schedules, excused and unexcused practices, coaching philosophy and style, playing time expectations, expectations of students, expectations of families, eligibility, activity and other fees, and transportation if applicable.

Extracurricular Athletics and Activities

<u>Activity</u>	<u>Grades Offered</u>	<u>Season</u>
Cheer	5th - 8th Grade	June - February
Girls Softball	6th Grade - 8th Grade	July - September
Culture Club	Kindergarten - 8th Grade	August - May
Boys Baseball	6th Grade - 8th Grade	August - September
Cross Country	5th Grade - 8th Grade	August - October
Student Council	7th Grade - 8th Grade	August - May
Golf	5th Grade - 8th Grade	Sept. - Sectionals and State
Speech	5th Grade - 8th Grade	September
Girls Basketball	5th Grade - 8th Grade	September - November
Game Club	5th Grade - 8th Grade	October - May
Esports	5th Grade - 8th Grade	October - May
Jr. Gamma Phi Circus	3rd Grade - 8th Grade	October - April
Fall Play	6th Grade - 8th Grade	October - November
Boys Basketball	7th Grade - 8th Grade	November - February
*Chesscats	Kindergarten - 8th Grade	November - March
Musical	4th Grade - 8th Grade	November - February
Boys Basketball	5th Grade - 6th Grade	November - February
Girls Volleyball	5th Grade - 8th Grade	December - March
Scholastic Bowl	6th Grade - 8th Grade	January - May
Sign Club	Kindergarten - 8th Grade	January - May
Track	5th Grade - 8th Grade	March - May

* Eligibility for chess matches only.

Extracurricular Rosters and Fees Policy

All activity fees must be paid online or turned into the main office BEFORE practice starts, along with any health exam forms and concussion forms needing to be current. 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 activity fees will be \$45.00 (with the exception of Student Council).

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.

Semester System

Eligibility will be cumulative for each quarter.

Academic Probation

Each student is entitled to a one time only one-week probationary warning period each semester 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 semester, 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.

Eligibility Requirements

- Students must maintain good academic standing in all classes.
- Students who receive an office managed offense will work with administration and coach for appropriate actions.
- 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 prior to each sport the student 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 half of the school day (3.5 hours) on the day of the activity.
 - 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.

Other Important Information

- Early semester 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 student's level of understanding on the standards. Therefore any eligibility reports including, but not limited to, one summative assessment may be an accurate portrayal of any student's current level of understanding. In turn, this is adequate evidence to base eligibility.

Special Activity Eligibility (Circus and Metcalf Theatre Productions)

The director of each special activity is in charge of the 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 Assistant Principal along with the head coach of each sport, will schedule any school provided transportation.
- 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 Assistant Principal.

Additional Information

- Coaches and sponsors may establish additional specific criteria for their activity with the approval of the Assistant Principal. 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.
- Any Metcalf students participating in or attending any school related extracurricular activity are expected to be picked up within 15 minutes of the conclusion of the event.

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 records 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's 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.

Use of Undesignated Medications

School Supply of Undesignated Asthma Medication

Thomas Metcalf School shall maintain a supply of undesignated asthma medication and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed for use at the Thomas Metcalf School. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to-moderate or severe. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification as required by state law.

School Supply of Undesignated Epinephrine Injectors

Thomas Metcalf School shall maintain a supply of undesignated epinephrine injectors and provide or administer them as necessary according to State Law. Undesignated epinephrine injector means an epinephrine injector prescribed for use at the Thomas Metcalf School. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification as required by state law.

School Supply of Undesignated Opioid Antagonists

Thomas Metcalf School shall maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the US Food and Drug Administration. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School Supply of Undesignated Glucagon

Thomas Metcalf School shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon for use at the school in accordance with manufacturer's instructions. When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

Based on the Drug-Free Schools Act, Thomas Metcalf School will not permit the administration or storage of medical cannabis or use of a medical cannabis infused product at school or on school property. Illinois state law requires that public schools adopt a policy pursuant to Public Act 100- 660, 105 ILCS 5/22-33 or "Ashley's Law." Pursuant to University policy, the Laboratory Schools reserve the right to not authorize the use of a medical cannabis infused product if the school or University would lose federal funding as a result of this authorization.

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 (without medication) for 24 hours. Students should also stay home until free of vomiting or diarrhea 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 or 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.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. 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.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Suicide Prevention Protocol

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school.

Thomas Metcalf School maintains student and parent resources on suicide and depression awareness and prevention. Much of this information is posted on the school's counseling website. Information can also be obtained from the counseling office. <https://uhigh.ilstu.edu/wp-content/uploads/schooldocs/suicidepreventionprotocol.pdf>

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

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.

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.policies.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, iPad, tablet, Kindle, mobile or smartphone, 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 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 parents/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. The school may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination. However, the school may not request or require a student or his/her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website or demand access in any manner to a student's account or profile on a social networking website.

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 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 the last school day of the school year, 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...

- Pay a technology fee which is included in the annual Registration Fees unless fees are waived or reduced by the Lab Schools for economic hardship.
- Sign the Student Handbook acknowledging acceptance of the Technology Acceptable Use Policy
- Acknowledge the Student/Parent Laptop Agreement found in the Student Handbook

Issuance & Return of Laptop

- After the student has met the above requirements, the Laptop and adapter will be issued to the student (typically during the first week of school, although this date may be changed by the Lab Schools at any time).
- 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 \$310.00) 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 school 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 \$310.

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
- Laptop replacement \$310

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. ****

Family Handbook Agreement

By signing below, I (parent/guardian) confirm that I have read the handbook and agree to adhere to the above policies, expectations, and procedures as stated in the handbook.

Student Name(s) & Grade(s)

Parent/Guardian Name (printed)

Date

Parent/Guardian Signature

Parent/Guardian Name (printed)

Date

Parent/Guardian Signature