

# **GRS STUDENT HANDBOOK**



**2017 -2018 SCHOOL HANDBOOK**

## Parent/Guardian Handbook Acknowledgement

Dear Parent/Guardian,

Please complete the following form and return to the office by August 28, 2017  
Brad Welch, Principal Glenn Raymond School

From: The Parent/Guardian of:

- (1). \_\_\_\_\_
- (2). \_\_\_\_\_
- (3). \_\_\_\_\_
- (4). \_\_\_\_\_
- (5). \_\_\_\_\_

Copies of this handbook will be provided in the school office as well as on the schools website at  
<http://www.watseka-u9.k12.il.us/>

I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of Glenn Raymond School rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook

\_\_\_\_\_  
Signature of Parent or Guardian Date

### Student Handbook Acknowledgement

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **GENERAL SCHOOL INFORMATION**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the Board office, located at:

Iroquois County CUSD 9 ~ 1411 W. Lafayette Street, Watseka, IL 60970

The School Board governs the school district, and is elected by the community. Current School Board members are:

Mr. James Bruns - President

Mr. Bob Burd - Vice-President

Mrs. Crystal Blair- Secretary

Mrs. Gina Greene - Member

Mrs. Rusty Maulding - Member

Mr. Kirk McTaggart – Member

Mrs. Brittany Cluver - Member

### **The School Board has hired the following administrative staff to operate the school:**

Mr. James Bunting, Superintendent

Mr. Brad Welch, Principal

The school is located and may be contacted at:

Glenn Raymond School ~101 W. Mulberry Street, Watseka, IL 60970 ~ 815-432-2115

## **PUBLIC COMPLAINTS POLICY**

The District places trust in its employees and desires to support employee's actions in such a manner that employees are freed from unnecessary, spiteful or unjustified criticism or complaints. If a problem arises between a parent/guardian and a teacher concerning a student, the School Board recommends that the following steps be taken:

- 1) The parent/guardian contacts the teacher for the purpose of scheduling a parent/teacher conference to discuss the concern. At the option of the parent, teacher or building administrator Step 1 may be bypassed and go to Step 2.
- 2) In the event that such a meeting does not resolve the issue, the teacher or parent shall request intervention by the Building Principal; the intervention includes but is not limited to a conference with the teacher, Principal, parent and/or student.
- 3) In the event that such a meeting does not resolve the issue, the Building Principal shall request intervention by the Superintendent; the intervention includes but is not limited to a conference with the teacher, Principal, Superintendent, parent and/or student.
- 4) If the above steps do not resolve the concern of the complaint, the complainant may request a closed meeting of the School Board for the purpose of review of the Superintendent's decision. All parties involved, including the District's Administration, shall be asked to attend such a meeting for purpose of presenting additional facts, making further explanations and clarifying the issues. The School Board shall conduct such a meeting in a fair and just manner.

To be placed on the agenda, the parent/guardian and/or student will be advised to put his/her concern or complaint in writing and submit it to the Board through the Superintendent prior to the Board meeting. The teacher shall also be given a copy of the written concern or complaint prior to the Board meeting. The individual employee involved shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them. It is understood that the teacher shall be entitled to Association representation at all levels. If the complaint involves alleged child abuse, sexual abuse or criminal activity on the part of the teacher, the provisions of this policy do not apply.

(Board Policy 8: 110)

## **VISITORS**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Cross-reference: PRESS 8:30, Visitors to and Conduct on School Property

## **EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mr. James Bunting 815-469-4931

Cross-Reference: PRESS 7:10, Equal Educational Opportunities PRESS 2:260, Uniform Grievance Procedure

## **UNIFORM GRIEVANCE PROCEDURE**

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State of Illinois, federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. 2000 et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Right Act), 42 U.S.C. 2000e et seq.;
7. Sexual Harassment (Illinois Human Right Act, Title VII of the Civil Right Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and safety Act, P.A 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 93-591;
12. Provision of services to homeless students.
13. Illinois Whistleblower Act.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure does not extend any filing deadline related to the pursuit of other

remedies.

### 1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

### 2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint is filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

### 3. Decision and Appeal

Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as to the Complaint Manager. Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

The Complaint Managers are:

James Bunting, Superintendent, Iroquois Unit 9 – 1411 W. Lafayette, Watseka, IL 60970 - 815-432-2486

Dawn Garner, Principal Wanda Kendall, 535 E. Porter, Watseka, IL - 815-473-4241

(Board Policy 2:260)

## **ADMISSION PROCEDURE**

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate.

a. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The

Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

2. Proof of residence.

3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy.

### **6th GRADE TDAP REQUIREMENT**

Students entering the sixth grade are required to show proof of receiving one dose of Tdap (defined as tetanus, diphtheria, acellular pertussis) vaccine regardless of the interval since the last DTaP, DT or Td dose. Students entering grades seven through twelve who have not already received Tdap are required to receive 1Tdap dose regardless of the interval since the last DTaP, DT or Td dose.

### **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **BACKPACKS AND COATS**

Coats may be worn to and from school only. Once at school, students will leave coats and backpacks in their assigned locker. Students will face disciplinary action for failing to follow this regulation.

### **BICYCLE, SKATEBOARDS, ROLLERBLADE USE**

Students who ride bicycles, skateboards, roller blades and other similar vehicles to school shall observe safety rules. Bicycle riding on school grounds is prohibited and bicycles brought to school must be stored in the bike racks provided by the District. The Principal may restrict bicycles, skateboards, roller blades and other similar vehicles at any time.

-A letter will be sent from the Principal to the student's parent or guardian explaining the reasons for denial to the student of this privilege.

### **COMPUTER USAGE**

Engaging in any activity, on or off campus, including without limitation, the use of any computer or other device whether such computer or other device is located on or off campus that: (a) poses a threat or danger to the safety of the other students, staff or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment. All electronic readers must be preapproved by the building administration. E-readers are the responsibility of the student and may only be used for school related activities. It cannot be used for wireless internet purposes as well as utilized for tests, quizzes, and assignments.

### **OFF-CAMPUS CONDUCT**

Students' off-campus conduct that results in material and/or substantial disruption or poses a true threat to students, staff, or the school and interferes with the school's educational functions may result in disciplinary actions depending on the frequency and severity of the violation. Using a home-based or off-campus computer such that the use results in material and/or substantial disruption to the school, the general welfare of the school, and/or a true threat to the school, will constitute grounds to investigate whether the use violates applicable law or school rules. Should such misuse be determined, the students may receive disciplinary actions depending on the frequency and severity of the violation.

## **EXPERIMENTS UPON OR DISSECTION OF ANIMALS**

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety of an animal are permissible. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with The School Code. Students who object to performing, participating in, or observing the dissections of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of (1) their right to refrain from performing, participating in or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project. (Board Policy 6:100)

## **FEES: BOOKS AND MATERIALS**

A book rental fee is set by the Board of Education before the beginning of the school year. Some courses require the purchase of workbooks or the assessment of lab fees in addition to the book rental fee. These charges will be assessed during registration and should be paid at that time. If payment in full is not possible at registration, a payment schedule should be arranged with the office. Renting textbooks rather than requiring students to purchase them is both economical and convenient to everyone. In return for this service, students are expected to take reasonable care of their books. The parent or student must pay for any lost or damaged books. Students will also not be allowed to owe the school more than \$25.00 at any one time on project work and in no case will a project be removed from school grounds until it has been paid for in full.

## **FOOD AND DRINK**

Students are not allowed to consume or take candy, food, or drinks into the classrooms, hall, lockers, or gymnasium. If a student chooses to bring his or her sack lunch to school, food and drink may only be taken out during their specific grade's lunch hour in the cafeteria. Food or drink may not be consumed outside of the cafeteria without prior approval from an administrator. Students are not to have foods containing nuts outside of the lunchroom. Students are to follow nut-free zone rules in the lunchroom to allow for the safety and well-being of all students.

## **HOME-SCHOOLED PLACEMENT**

Unit #9 reserves the right to place a student transferring from a non-traditional educational experience in the most appropriate class or grade level. Students entering the school from a home school will be given a battery of tests to determine educational placement.

The test battery may entail a national standardized test and teacher made assessments. The Building Principal will place the student in the appropriate grade level after an evaluation has been made with input from the appropriate teacher(s), counselor(s), administrator(s) and parent(s).

## **HOURS AND BELL SCHEDULES**

The first period of classes begin at 8:08 a.m. each morning. Students are to be in class and ready to work by the time the bell rings. At 8:08 a.m. a warning bell is sounded to signal students to report to their first period class. Students should not arrive at school before 7:45 a.m. without the prior knowledge and consent of the Building Principal or a faculty member. Students are expected to be out of the building by 3:30 p.m. each day unless they are engaged in supervised activities such as athletics or club gatherings. In all cases, students should be supervised while in the building.

## **INSURANCE: STUDENT**

As a convenience to parents, an optional plan of student accident insurance will be made available. The School Board will annually designate the company from which the coverage will be offered and will permit

distribution of information about the plan in the schools.

Although the School Board will exercise care in selecting a reliable company, it must be made clear that the Board does not in any way endorse the plan nor recommend that parents secure the coverage. The contract is between the parent and the insurance company. The school staff shall be involved only in the distribution of informational materials and in filling out accident reports when appropriate.

Students who participate in athletics and cheerleading must show proof of accident insurance coverage by either a policy purchased through the District approved insurance plan or a statement written by the parent(s)/guardian(s) demonstrating that the student is covered under a family insurance plan.

(Board Policy 4:170 and 7:300)

## **LOCKERS**

Students will be assigned to a hall locker. Students are expected to keep their books, coats, book bags, and other personal items in their locker. Students are not permitted to trade lockers or keep their belongings in any locker not assigned to them. Sharing lockers is not appropriate. Lockers should be locked at all times. It is the student's responsibility to see that the locker is kept clean. The student should keep his or her locker combination to him or herself.

The locker is not the student's private property and may be opened by school authorities at any time.

Students should not expect privacy of the lockers or the student's personal effects left in lockers.

Students are responsible for whatever may be found in their lockers. Any items or materials that may be deemed potentially hazardous, disruptive to students or school personnel, or inappropriate to the school environment may be confiscated.

Valuables should be brought to school only when they are to be used for a school related educational purpose and are to be stored in the main office. Students are cautioned not to bring to school large amounts of money, music devices, cameras, or other items deemed personally valuable to the student. Watseka schools are not responsible for, nor insured against, theft of students or staff's personal property.

If the student's locker fails to operate properly, office personnel should be notified immediately. Any damage done to the individual lockers will be charged to the person assigned to the locker. (Board Policy 7:140).

## **PEDESTRIAN SAFETY**

Students walking home or riding a bike are required to leave school promptly at dismissal time. When walking to and from school, students should follow appropriate pedestrian rules. If a student is a bus rider and chooses to walk home, parent permission must be granted.

All students who walk home must exit the assigned doors. No student may exit the bus doors if he/she is walking home.

Students are responsible for their behavior on the entire walk home (door to door). Students are held responsible for their behavior and may be subject to disciplinary action.

## **PUBLICATION AND DISTRIBUTION OF MATERIALS**

Materials not directly related to class work or school organizations will not be distributed or posted on the school premises without prior permission from the Superintendent. All materials must be removed and disposed of properly as soon as possible after the activity has taken place. (Board Policy 8:25)

## **RESIDENCY**

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student. (7:60)



## **SCHOOL VOLUNTEERS**

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross-Reference: PRESS 6:250, Community Resource Persons and Volunteers

## **TREATS & SNACKS**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

## **EMERGENCY SCHOOL CLOSINGS**

Please Make sure you are signed up for the One Call Now System

## **VIDEO & AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Cross-Reference: PRESS 4:110, Transportation

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that

will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference: PRESS 8:70, Accommodating Individuals with Disabilities

## **CARE OF STUDENTS WITH DIABETES**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a 504 Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the 504 Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Development of 504 plan for diabetic care
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the 504 plan

For further information, please contact the Building Principal.

## **STUDENTS WITH FOOD ALLERGIES**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 815-432-2115

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

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

Cross Reference: PRESS 7:285, Food Allergy Management Program

## **STUDENT ABSENCES**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused.

Pre-arranged excused absences must be approved by the principal.

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

In the event of any absence, the student's parent or guardian is required to call the school at 815-432-2115 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Cross-reference: PRESS 7:70, Attendance and Truancy

## **RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVATION**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference: PRESS 7:80, Release Time for Religious Instruction/Observation

## **EXEMPTION FROM PHYSICAL ACTIVITY**

Occasionally a parent or guardian may request that his or her child be exempted from some or all physical activities during the school day. The approval for such exemption shall be made through the Building Principal or his designee. A written excuse from a person licensed under the Medical Practice Act is required before allowing a student to be exempted from physical activities for an extended period of time. If exempted from physical activity, the teacher will provide an alternative method and/or unit of instruction to the student. (Board Policy 7:260).

## **MAKE UP WORK**

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework

and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

Cross-reference: PRESS 7:70, Attendance and Truancy

## **TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

Students will be allowed SEVEN absences per semester. Medical illness and appointments (as excused by a physician), court dates (with documentation) and out of school suspensions will not count towards these absences. (When a student reaches his/her eighth absence then the absence will be considered unexcused absence.) The administration reserves the right to handle each absence on a case-by-case basis.

Cross-reference: PRESS 7:70, Attendance and Truancy

If chronic truancy persists after support services and other resources are made available, the school and district 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 parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Cross-references: PRESS 7:70, Attendance and Truancy

## **ATTENDANCE**

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Cross-reference: PRESS 7:70, Attendance and Truancy

## **ATTENDANCE - TARDINESS**

A student shall be considered tardy at any time during the school day if he/she is not in his/her assigned classroom at the designated time. Students are tardy if they are not in the classroom when the bell rings. (Individual teachers might have additional rules such as being seated when the bell rings). Oversleeping, missing the bus, or experiencing car trouble will not be considered valid reasons for being tardy to class. Students will be disciplined in varying ways for excessive tardiness, that may also include loss of privilege.

## **ATTENDANCE – EVENTS**

A student must attend at least the last half of the school day (must be here by the start of 5th hour class 11:15 AM) or have an authorized absence to participate in that day's activities. (I.E. sporting events, music events, music concerts, show choir, team quest, math contest, speech contest, drama contest, science club, solo &

ensemble contest, organizational contests, etc.)

### **ATTENDANCE AT EXTRA-CURRICULAR EVENTS**

Students attending Glenn Raymond and Watseka High School athletic contests are expected to abide by the rules of the Illinois Elementary School Association and the Illinois High School Association. Students who are involved in profanity or obscene cheers will be denied admissions to any future contests. Students are expected to follow the same rules/expectations that are in force during the school day. This includes removal of hats upon entrance to the building. Any costume worn by students needs to be approved of by the administration prior to the beginning of the sporting event. At the conclusion of an activity students are expected to depart from school grounds in a timely fashion (no more than 15 minutes). Students must have transportation arranged in advance.

### **CLOSED CAMPUS**

Students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting in the morning, to the time of departure for the day, unless permission to leave is granted by the Building Principal or his/her designee.

### **PERMISSION TO LEAVE CAMPUS**

Students' parents must make a written request for permission for their child to leave school grounds during lunch. Students may leave campus under the following guidelines:

1. The student will sign both out and in at the main office each day.
2. The student must be picked up by a parent or legal guardian.
3. The student is not to take other students home with them at lunch.
4. The student will be back to school on time for his/her next class and after returning late two times will lose this privilege.
5. If caught violating any of these rules, the student will no longer have the right to leave campus.

Students are not permitted to leave the school grounds at any time during the school day without a permit from the school office. Students leaving the building because of illness or any other emergency must properly sign out in the office. Failure to follow the proper procedure will be considered an unexcused absence and will be subject to disciplinary action.

### **PREARRANGED ABSENCE**

A student will obtain a prearranged absence when they know they will be absent in the immediate future. Prearranged days may be included in the 7 day attendance policy. Examples of prearranged absences are:

- Medical or dental appointments that cannot be made at any other time
- Trips with parents • Civil court appearances • Funerals

The procedure for obtaining a prearranged absence is to bring a note from home, at least one day in advance of the absence, explaining the reason for the expected absence. A prearranged absence form will then be issued and the student will take the form to each of his or her teachers. The teacher will sign the slip signifying the student has notified the teacher of the absence and has made arrangements to do make-up work. This form is to be returned to the office at the end of the day. If all signatures have been obtained, then the absence is prearranged. Failure to follow these procedures is cause for an "unexcused" absence. A student who is to be absent from school on a pre-arranged absence or school trip must complete all class work prior to being absent if required to do so by his/her individual teacher.

### **RECIPROCAL REPORTING ACT**

Public Act 88-376 requires that school districts establish a reciprocal reporting system with local law enforcement agencies including the State's Attorney's office. Each month, a representative from the County Probation office, County Sheriff's Police, City Police, and the State's Attorney's office are invited to meet with

the Principals of Watseka High School and Glenn Raymond Middle School. This monthly meeting serves as a regular forum for this reciprocal reporting. It is understood that student and juvenile privacy acts, the Illinois School Code and State and federal laws will be adhered to during these meetings and whenever reciprocal reporting occurs between the various departments involved. In addition to the monthly meeting, reporting shall also take place on an immediate need basis. (Board Policy 7:190-R3)

### **STUDENT TRANSFER - OUT**

For a student transferring from the District, the following procedures apply:

1. Written notification by the student's parent or guardian to the school office;
2. Payment of any outstanding fees or fines;
3. Signature of parent or guardian on the release form;
4. All school owned property returned.

Any student transferring to another public school in Illinois must secure a document entitled "Student in Good Standing Form" from the school office. This form is required by the school the student is transferring to if that school is another Illinois public school. In addition, P.A. 89-329 provides that parents cannot challenge certain disciplinary information contained in a student's record at the time of transfer.

Parents or guardians shall be given the opportunity to review the student's temporary and permanent records. Within ten (10) days of notification that the student will be leaving the District, the following information concerning the student shall be sent to the district to which the student will transfer:

1. A Student in Good Standing Form.
2. An unofficial record of the student's grades.
3. The remainder of the student's school records.

Within 10 days after the student has paid all outstanding fines and fees, the school will mail an official transcript of the scholastic records. (Board Policy 7:110)

### **FIELD TRIP ATTENDANCE**

Students who are failing one or more classes may be denied the privilege of participating in field trips that would cause them to miss classes on a school day. Students who have been suspended, placed in AER, or had multiple disciplinary referrals (as determined by the school principal) will be denied the privilege of participating in field trips during the school day.

### **HONOR ROLL AWARDS (GRS)**

1. The honor roll will be compiled after the completion of each quarter.
2. All classes will be calculated when figuring honor roll. All grades will be averaged equally.
3. Grade average will be calculated on the following system:  
A=4.0 B=3.0 C=2.0 D=1.0
4. A student earning an "F" in any subject will be disqualified from placement on the honor roll.
- 5 The honor roll will consist of the following categories:

Straight "A's"= 4.00

High Honors= 3.99-3.67

Honors= 3.66-3.33

### **PROGRESS REPORTS**

Student progress reports will be sent during the midterm of each grading period only upon parent request.

### **PROMOTION AND RETENTION - (GRS)**

The educational program should provide for the continuous progress of students from grade to grade, with students spending one year in each grade. Some students may benefit from staying a second year in the same grade and some students will be required to repeat a year in the same grade if certain expectations are not

met. Such retention may be considered when any one or more of the following conditions are met:

1. A student is achieving significantly below grade-level expectations.
2. A student is receiving more than 8 quarterly grades of an F. This includes all rotation classes, electives, and health.
3. A student is receiving more than two quarterly grades of an F in a core class. Core classes are science, literature, English, social science and math.

School personnel shall make decisions as to the retention or promotion of a student. Parents may be afforded input to the final determination, but the final decision rests with the Building Principal. A concerted effort will be made to help the child reach the next grade level. In certain cases, remedial intervention such as repetition of course(s) or summer school may be employed. Each student will be promoted or retained on the facts of the individual's case.

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Cross Reference: PRESS 6:280, Grading & Promotion

### **HOME AND HOSPITAL INSTRUCTION**

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the building principal.

Cross Reference:PRESS 6:150, Home and Hospital Instruction

### **FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES**

The school establishes fees and charges to fund certain school activities and specific classes. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 815-432-2115.

Cross-references: PRESS 4:110, Transportation

PRESS 4:140, Waiver of Student Fees

PRESS 4:140-AP, Fines, Fees, and Charges – Waiver of Student Fees

PRESS 4:140-E1, Application for Fee Waivers

PRESS 4:140-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal

## **SCHOOL BREAKFAST & LUNCH PROGRAM**

Breakfast is served every school day from 7:45 a.m. to 8:00 a.m. Lunch is served every school day from 11:15 a.m. to 1:15 p.m., except when there is an assembly or earlier dismissal.

Free or reduced price meals are available for qualifying students. For an application, contact the Jeannie Clifton 815-432-3891

Cross Reference: PRESS 4:130, Free and Reduced-Price Food Services

## **Bus Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: . Kyle Shay, 815-432-2115

Bus Conduct Students are expected to follow all schools when riding the school bus. A student may be suspended from

riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following: 1. Violating any school rule or school district policy. 2. Willful injury or threat of injury to a bus driver or to another rider. 3. Willful and/or repeated defacement of the bus. 4. Repeated use of profanity. 5. Repeated willful disobedience of a directive from a bus driver or other supervisor. 6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

### **TRANSPORTATION TO SCHOOL EVENTS**

The Board shall provide appropriate transportation to athletic and other school related events. Transportation of student groups to games, music events, athletic events, field trips, and other school related trips or events will, wherever possible, be conducted by bus and always be properly chaperoned. In rare cases, when vans or cars are used, a faculty member shall drive and must obtain prior authorization from the administration.

At no time may a student or anyone under the age of 21 operate a vehicle providing school sponsored transportation for students to any school event. (Board Policy 4:110)

### **PARKING**

The school has multiple locations available for school visitor parking: on Mulberry Street, 3rd Street, 2nd Street and the back school parking lot.

Those dropping off and picking up children may do so on Mulberry Street in front of the office entrance during the following hours: 7:45 a.m. – 3:30 p.m.

Vehicles MAY NOT be parked or located in the bus lanes, fire lanes, or no parking zones at ANY TIME. Bus lanes, fire lanes, and parking zones are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

### **IMMUNIZATION, HEALTH, EYE, AND DENTAL EXAMINATIONS**

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take



place within 60 days after May 15.

#### Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference: PRESS 7:100, Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students

### **STUDENT MEDICATION**

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

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

#### **Self-Administration of Medication**

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

Cross-References: PRESS 7:270, Administering Medicines to Students

PRESS 7:270-AP, Dispensing Medication PRESS 7:270-E, School Medication Authorization Form

### **Student Medical Authorization Form Available in the School Office**

#### **ASTHMA INHALERS**

For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30).

#### **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

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 district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Cross-Reference: PRESS 7:290, Suicide and Depression Awareness and Prevention

### **SAFETY DRILL PROCEDURES AND CONDUCT**

Safety drills will occur at times established by the school board. 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, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross-References: PRESS 4:170, Safety PRESS 4:170-AP1, Comprehensive Safety and Crisis Program

### **COMMUNICABLE DISEASES**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross-references:

PRESS 7:280, Communicable and Chronic Infectious Disease

PRESS 7:280-AP, Managing Students with Communicable or Infectious Diseases

### **HEAD LICE**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
- 29
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross-References: PRESS 7:250 AP1, Measures to Control the Spread of Head Lice at School

### **GENERAL BUILDING CONDUCT**

Students shall not arrive at school before 7:45 a.m. and classes begin at 8:05 a.m. and students are dismissed at 3:15 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.

### **SCHOOL DRESS CODE/STUDENT APPEARANCE**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear

apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

## **APPEARANCE CODE**

In an effort to address concerns for student safety and welfare, to create a learning environment with minimal distractions, and to reinforce the values of modesty and civility, the teachers and administration will be responsible for enforcing this dress code fairly and reasonably. It is not our intent to prevent self-expression or exercise unreasonable control over students; however, current trends seem to favor certain modes of dress which are inappropriate for school, causing distractions to the learning environment, and sometimes putting the students in situations not intended for them.

Students' dress for school, school activities, and school-related trips should be reasonable, reflect good taste, and be agreeable to the school sponsor/administration. Any mode of dress or appearance (including hairstyle and/or color, contact lens style and/or color, visible tattoos, and body piercing) that is disruptive to the safety or educational environment of our school will not be tolerated. The following examples are not all-inclusive:

Clothing that advertises or promotes the use of drugs, alcohol, tobacco, or has suggestive slogans written or displayed may not be worn or brought to school on any clothing. Vulgar, obscene, suicidal, satanic or violent messages, advocates or is suggestive of disobedience to society on clothing will not be tolerated. There must be no depictions of weapons.

Outerwear, such as coats, jackets, gloves, sunglasses, and hats may not be worn during the school day unless the student is directly entering or leaving the building. Fingerless gloves are not permitted while in the school building. Hooded sweatshirts must be worn appropriately with hood down at all times.

Clothing must be appropriate. No sagging shorts or pants. Pants must be securely fastened at the waist – undergarments must be completely covered. Pants with excessive shedding or holes are not appropriate. Pajama pants of any kind will not be allowed to be worn.

Male and female students must wear clothing that completely covers the body from the shoulder to the mid-thigh region. Clothing made of spandex or similar material (biking shorts, leggings, etc.) may not be worn unless other clothing is worn over it from shoulder to mid-thigh. Tube tops, halters, see-through shirts, mesh shirts, spaghetti straps, crop tops, or tops which expose cleavage or midriff will not be allowed.

Unnatural hair color or styles and body piercing that are disruptive to the learning environment are not permitted. Body piercing jewelry containing any type of hoop may only be worn in the ear.

Wallet/key chains, dog chains/collars, studded chains, studded belts or jewelry, drug, gang, or cult-related jewelry, etc. may not be worn.

Appropriate footwear must be worn to school (no high heeled/platform shoes, shoes with built in wheels, slippers, or any other shoes that may cause markings or damage to floors or create a disturbance). Due to daily physical activity including P.E., overall student safety and students using stairs, students are strongly encouraged to wear shoes with backs.

Pens, pencils, markers, or other writing utensils should not be used to mark arms, hands, legs, face, etc...Students will be asked to wash off the markings.

Cross Reference:

### **Student Behavior**

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
  - i. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
  - j. Using or possessing an electronic paging device.
  - k. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education

program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

l. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

m. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

n. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

o. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

p. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

q. Engaging in teen dating violence.

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

s. Entering school property or a school facility without proper authorization.

t. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

u. Being absent without a recognized excuse.

v. Being involved with any public school fraternity, sorority, or secret society.

w. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia. x. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

y. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

z. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

aa. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### **When and Where Conduct Rules Apply**

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Disciplinary Measures**

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 not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **Student Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell

phone, smartphone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal. During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless:

- (a) permission is granted by an administrator, teacher or school staff member;
- (b) use of the device is provided in a student's individualized education program (IEP);
- (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period. 1

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school. Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination. School officials 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 allow school officials to make a factual determination.

Cross-references: PRESS 7:190-AP5, Student Handbook, Electronic Devices

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used

or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity Prohibited**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

**Re-Engagement of 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 exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Cross-references: PRESS 7:190, Student Discipline PRESS 7:190-AP2, Gang Activity Prohibited

### **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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:

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

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 are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager



or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

### **SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED**

#### **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

#### **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

#### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the building administration.

### **DEMONSTRATIONS**

The District has developed guidelines to assure the orderly process of education and business affairs connected with the schools and the safety of persons and property. This policy is not intended to discourage or prohibit the peaceful expression of opinions or ideas. It does, however, pertain to disruptive demonstrations on school property or within school buildings.

The Board of Education has established the following procedures to be followed in cases of school disruptions. Any action on the part of a student, group of students, an outside individual, or a group of outside individuals, which interferes with the normal routine within the classroom and which has not been requested by school officials will be considered as a school disruption. Individuals or groups acting purposefully to disrupt the normal routine of the school must be reported to the Principal in charge of the building or the person appointed to be in charge should the Principal be absent. The following should be considered when action is necessary to quell such a disturbance and bring order to the school:

1. The individuals should be ordered to stop their disruptive actions. If this occurs, in the case of students, regular procedures should be followed by the Principal and teacher in disciplining students. In the case of non-students, they should be ordered to leave the premises, and should they do so without further action, the matter should be reported to the Superintendent. He will decide if any further action is necessary.
2. Should a student(s) refuse to stop disruptive actions, then parents should be contacted and required to remove the student(s) from the premises. If parents are not available, the police will be contacted and

instructed to remove the disruptive student from the premises. In order to reenter school, a conference with the parent(s) must first be held with the Principal to determine the facts of the case. Normal disciplinary procedures should be followed from that point which could result in eventual suspension or expulsion from school. In the case of non-students, the police should be contacted and a request made to remove the disruptive individual(s) from school premises.

3. In the case of an emergency, such as a riot within the building, legal authorities should be summoned immediately and asked to assist in quelling the disturbance.

4. Consideration for closing a school should be given only as a last resort, where to do otherwise would endanger the lives of innocent people.

#### **CAFETERIA RULES**

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom supervisors and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.
- Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

#### **INTERNET ACCEPTABLE USE**

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;

- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

**Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.

- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

Cross Reference:PRESS 6:235, Access to Electronic Networks

### **Access to Student Social Networking Passwords & Websites**

School officials 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 allow school officials to make a factual determination. Cross-references:PRESS 7:140, Search and Seizure PRESS 7:190-AP7,E1 Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting

### **Guidelines for Student Distribution of Non-School-Sponsored Publications**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Cross Reference: PRESS 7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications

## **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 authorities" includes school liaison police officers.

### 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.

### Students

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 district's student rules and policies. 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 sex, and the nature of the infraction. School officials may 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 the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

### 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. When appropriate, evidence may be transferred to law enforcement authorities. Cross-reference: PRESS 7:140, Search and Seizure

## **EXPULSION AUTHORITY**

Upon a finding that the student has been guilty of gross disobedience or misconduct, the Board of Education may expel a student according to the provisions of the paragraph pertaining to expulsion procedures below.

### **EXPULSION PROCEDURES**

- A. The Superintendent and/or Principal(s) shall recommend expulsion proceedings for any student where there is evidence that the student has engaged in misconduct or acts of gross disobedience for which expulsion is the designated disciplinary measure.
- B. In all other cases, the Superintendent and/or Principal(s) are authorized to initiate proceedings seeking the expulsion of a student. However, no such proceedings shall be initiated unless said person(s) determines:
  1. That there is evidence that the student has been guilty of gross disobedience or misconduct, and
  2. That suspension is not an adequate discipline.
- C. The Superintendent or his designees, shall review the investigation of the student's conduct; and based upon his finding(s), the Superintendent shall recommend to the Board of Education whether formal expulsion proceedings should be initiated.
- D. In the event the Board of Education authorizes formal expulsion proceedings, the Board may appoint a hearing officer, the President of the Board of Education shall fix a time and place for said proceedings and shall direct the Superintendent to prepare a written "request for appearance" to be sent to the student's parent(s).
- E. The "request for appearance" shall be sent by registered or certified mail to the parent(s)
- F. The expulsion hearing shall be closed to the public and shall be conducted by the Board of Education, or a hearing officer duly appointed by the Board.
- G. The hearing shall conform to the following format:

1. A tape recording or verbatim transcript of the hearing shall be made by the District and a copy of the same shall be available to the student on request at the student's expense.
2. The formal rules of evidence shall not be applicable.
3. Both parties may have attorneys present to assist in the presentation of their cases if they so desire.
4. The administration/Board shall proceed first with an opening statement if it so chooses.
5. The student shall next present an opening statement if the student so chooses.
6. The administration/Board shall present all pertinent evidence in support of the allegations of gross misconduct or gross disobedience.
7. The student may confront the administration/Board's witnesses by cross-examination.
8. The student may present witnesses in his or her defense.
9. The administration/Board may confront the student's witnesses by cross-examination.
10. The administration/Board may present any rebuttal witnesses it so chooses, and said witnesses will be subject to cross-examination by the student.
11. The administration/Board shall present its closing statement.
12. The student shall present his or her closing statement.

H. If a hearing officer is utilized, the hearing officer shall submit to the Board a written summary of the evidence adduced during the expulsion hearing, which shall be submitted to the Board not later than five (5) days after the hearing is concluded.

I. If a hearing officer is utilized, upon receipt of the hearing officer's summary, the Board of Education, within ten (10) days, shall render a decision as to whether the finding(s) are supported by the evidence and whether to impose or deny the expulsion. If a hearing officer is not used, the Board shall render a decision within ten (10) days of the hearing.

J. If no hearing officer is utilized, the Board will determine the issue of guilt, decide whether expulsion is appropriate and make a decision, including the length of the term of expulsion.

K. If the Board's decision is to deny the expulsion, any and all notations or remarks in regard to the expulsion shall be expunged from all student records. All educational opportunities and services missed by the student to which the student would be otherwise entitled shall be afforded where practicable.

L. A student may not be expelled for behavior which is or results from a handicap defined in Illinois Revised Statutes, 1987, Chapter 122, Sec. 14-1.01 through 14-1.07 (Board Policy 7:210)

#### **EXTRACURRICULAR ACTIVITIES DURING A SUSPENSION OR EXPULSION**

No student shall participate in any extracurricular activity while serving a suspension or expulsion from school. A suspension or expulsion shall be deemed to begin at the time the student is notified of the same.

#### **IMPERSONATION OF A PARENT OR LEGAL GUARDIAN**

The impersonation of a parent or legal guardian to school officials is an act of dishonesty that will be punished by detention and possible suspension. In cases of repeat offenses, school officials may institute additional discipline.

#### **INTERROGATION: ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES (DCFS)**

1. The Building Principal will check the agent's credentials and any papers pertaining to a legal process.
2. The Building Principal will attempt to contact the student's parents or guardians and inform them that the student is subject to an interview. The parent or guardian will be given the opportunity to be present and be represented by legal counsel at his or her own expense.
3. If the DCFS agent does not want a parent or guardian present or notified during the interview, this stipulation must be in writing and signed by the DCFS agent.
4. Interviews will be conducted in a private setting. If the parents or guardians are absent, the Building Principal and one other adult witness, a member of the District staff, will be present during the interview.
5. The student may be removed from school by the DCFS agent if case circumstances warrant. An officer of a local law enforcement agency, designated employee of the Department, or a physician treating a child may take or retain temporary protective custody of the child without the consent of the person responsible for the child's welfare, if (1) he has reason to believe that the circumstances or conditions of the child are such that continuing in his place of residence or in the care and custody of the person responsible for the child's welfare, presents an imminent danger to the child's

life or health; (2) the person responsible for the child's welfare is unavailable or has been asked and does not consent to the child's removal from his custody; and (3) there is not time to apply for a court order on the Juvenile Court Act for temporary protective custody. The Building Principal shall immediately make every reasonable effort to notify the person responsible for the child's welfare and shall immediately notify the Department. The Department shall promptly initiate proceeding under the Juvenile Court Act for the continued temporary custody of the child.

6. No District employee may act as a DCFS agent. (Board Policy 7:150-R)

### **INTERROGATION BY POLICE**

It is the responsibility of the District administrators to protect each student under their control, assuring that the student's legal rights are not violated. Protection of the student's rights shall be balanced with the District's responsibility to cooperate with local police and agency officials in the official's investigation of unlawful activities. Inherent in the process of cooperation is recognition of the function of the schools and respect for the civil and constitutional rights of students.

Whenever an agency or police official requests to interview a student in school the request shall be handled in the most judicious manner. Procedures for a student interrogation shall be developed and maintained by the Superintendent. Such procedures shall be followed explicitly. (Board Policy 7:150)

1. The Building Principal will check the police officer's credentials and any legal papers such as warrants for arrest, search or subpoenas to be served.
2. The Building Principal will attempt to contact the student's parents or guardians and inform them that the student is subject to interview. The parents or guardians will be given the opportunity to be present and be represented by legal counsel at their own expense. Interviews of minor students without permission of the parents or guardians is not permitted unless a legal process is presented or in emergency situations.
3. Interviews will be conducted in a private setting. If the parents or guardians are absent, the Building Principal and one other adult witness, selected by the Building Principal, will be present during the interview.
4. Interview proceedings will be documented in writing for inclusion in the student's temporary records. A copy will be sent to the parents or guardians.
5. No minor student shall be removed from the school by the police without the consent of a parent or guardian, except upon the service of a valid warrant of arrest or a temporary protective custody document. (Board Policy 7:150-R)

### **PHYSICAL RESTRAINT**

Teachers, other certified employees, and other persons (whether or not certified) providing a related service for or with respect to a student, may use reasonable force as needed for self-defense, to maintain safety for other students, school personnel or persons, or for the purpose of defense of property.

(Board Policy 5:230 and 7:190)

### **REMOVAL FROM THE CLASSROOM**

Teachers may remove a student from the classroom for disruptive behavior only when other techniques for maintaining order have been exhausted. Students so removed shall be sent to such place as is designated by the Building Principal. Before removing a student, the teacher shall advise the student of the reason for his or her removal and the teacher shall also advise the Building Principal (or in his/her absence, his/her designee) promptly for the reason for the removal. The student shall be entitled to explain his or her side of the incident to the Building Principal; and if the Principal determines that the removal was unjustified, the student shall suffer no penalty. A student may be removed from a particular classroom for a length of time greater than one (1) day only in accordance with the provisions regarding suspension. Removal from classroom shall not limit other discipline that may be appropriate, including, but not limited to suspension or expulsion in appropriate cases.

### **AUDIO PLAYING DEVICES**

Students are not permitted to have audio playing devices in classes without teacher or administrative consent. This also includes study hall, and lunch periods.

### **REFERRAL SYSTEM**

In the case of uncooperative or disruptive behavior in the classroom, a referral system will be used for referring students

to the Principal or Assistant Principal's office. Prior to issuing a referral to the Principal or Assistant Principal, the teacher will attempt to use alternative methods to help change the student's behavior. The teacher will involve the parent in regards to the student's misbehavior.

First referral: The student will leave class and report to the Principal's office. The student will be out of class one day and will serve a forty-five minute detention. Absence from class is unexcused. The teacher will attempt to contact the parent of the student and make them aware of the situation.

Second referral: The student will leave class and report to the Principal's office. The student will remain out of class until a parent/teacher conference is held. The absence from class is unexcused. The student will receive an AER and/or out of school suspension.

Third referral: The student will receive additional discipline including, but not limited to, suspension, removal from class without credit (WCHS only) and/or AER.

In all cases, the Building Principal will make the final determination if the student will be removed from the class and receive an unexcused absence. Many factors will determine if the student is removed from the class permanently, such as; credit is needed for graduation, level of disruption in the class, etc. This referral system runs on a semester cycle, therefore, the administration reserves the right to place a student back into a specific class at the beginning of the second semester. The teacher will be a part of the decision-making process.

### **TEACHERS' LOUNGE AREA**

Students are not allowed in the teachers' lounge without permission from office personnel and/or a faculty/staff member. Violation of the rule will result in disciplinary action.

### **THROWING SNOWBALLS**

Throwing snowballs on, adjacent to campus, to and from school or school related activities, or toward school buses will not be tolerated. Guilty students will be subject to disciplinary action.

### **MISBEHAVIOR**

Students at GRS are expected to behave in a manner that does not disrupt the learning environment, below is a list of behavior that will cause the student to face a punishment. Punishment at GRS can vary but is not limited to the following; lunch detention, after school detention, in school suspension, out of school suspension, or other loss of privilege.

- Truancy (hooky, leaving school grounds, and skipping; includes skipping class even if students remain in the building):
- Use or Possession Tobacco
- Use or Possession of Illegal Drugs
- Use or Possession of Alcohol
- Bringing nuisance items - water guns, or other items, which disrupt the educational environment
- Vulgar language (written or verbal), inappropriate language or gestures towards a teacher or in classroom (if deemed)
- Possession of exploding fireworks on grounds or in buildings
- The inappropriate use of cellular phones at GRS
- Fighting
- Hazing
- Verbal Threats of Physical Harm to Teachers, Staff, or other Students
- Involvement with gang related activities
- Defacing school property by writing, scratching, carving, breaking, etc.
- Stealing
- Criminal damage to property
- Misbehavior during assembly
- Misbehavior on regular bus routes
- Misbehavior while on sponsored bus trips
- Cheating
- Violation of lunchroom rules



- Dress code violations
- Sexual Harassment
- Other actions which are deemed inappropriate or disruptive are subject to discipline as well.

### **ATTENDANCE AWARDS**

1. Perfect attendance certificates will be awarded each nine weeks to students who have attended a full day of school every day of the nine weeks.
2. At the end of each semester, students with perfect attendance for the semester will have their names placed in a drawing for prizes.

### **GIFTED EDUCATION PROGRAM**

Unit #9 participates in a comprehensive system to identify students who qualify for the gifted education program. The complete list of criteria used to identify gifted students is on file at the Unit # 9 administrative office at 1411 West Lafayette in Watseka or by contacting the Building Principal. The criteria used in the selection of gifted students are applied to all students in the school population. Identification is done in the areas of language arts, math, science and social studies. Scores from standardized tests are used as objective measures. Teacher assessment and past performance are also included as part of this assessment process. Eligibility to participate in the gifted program shall not be contingent upon race, religion, sex, disability or any factor other than the student's identification as gifted or talented.

### **HEALTH EDUCATION PROGRAM**

The health program in grades K-8 shall include annual instruction on the danger of and how to avoid abduction as part of the District's regular curriculum. Students shall be given, as appropriate, information on child sexual abuse.

No student shall be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation, if his or her parent/guardian submits a written objection to the Building Principal. Parents/guardians of students in grades kindergarten through 8 shall be given at least 5 days written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty.

### **REPORT CARDS**

Report cards are issued at the end of each quarter or nine weeks session. Letter grades are used to designate a pupil's progress. The Unit #9 grading scale is:

- A = 100 - 90%
- B = 89 - 80%
- C = 79 - 70%
- D = 69 - 60%
- F = 59% and lower

### **DANCES AND PARTIES**

1. GRS students will be the only participants at GRS dances or parties (High School students and student from other school will not be allowed to participate or attend)
2. Students who leave the dance or party prior to it ending will not be readmitted. Students leaving the building early will promptly leave school property. GRS students may not leave a school dance unless their parents escort them.
3. Any student absent from school on the day of the event may not attend. Only the Principal, under exceptional circumstances, may grant an exception.

### **Attendance at School Dances**

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as "a middle school student."

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline

code.

Cross-references: PRESS 6:190, Extracurricular and Co-Curricular Activities PRESS 7:240-AP1, Code of Conduct for Extracurricular Activities

### **FUND RAISING ACTIVITIES**

Students should not be used to promote fundraising activities by non-school sponsored groups except those which are of a school-wide nature in which participation can be a positive experience for students and when the proceeds contribute to a recognized humanitarian purpose.

Fund raising plans approved by the Building Principal shall be submitted to the Superintendent for approval. The funds shall be used to the maximum extent possible for student activities. (Board Policy 7:325)

### **FUND RAISING PROCEDURES**

The Board of Education recommends the following general guidelines:

1. Each school group, club, class or organization is limited to ONE door-to-door fundraising/solicitation drive per school year (July 1 to June 30).
2. No school group, club, class or organization may be formed for the purpose of raising funds without the approval of the Building Principal and the Superintendent.
3. The Building Principals are to coordinate fund raising activities within their school and within the District.
4. The Superintendent and Building Principal must approve all school fundraising/solicitation drives in advance. Additionally, the school district assumes no responsibility for fund raising activities, financial or otherwise.
5. No merchandise will be sold bearing the name, logo, etc. used in Unit 9 schools without the prior approval of the Building Principal.
6. All funds raised by student groups, clubs, classes and/or organizations must be deposited in the Activity Fund.
7. National, regional, state or locally recognized charitable drives are not included, but must be coordinated by the Principals.

The Board of Education retains the right of final approval or disapproval of any fund raising activity.

(Board Policy 7:325-R)

### **FUND RAISING DEBTS**

Students who have outstanding debts as a result of fund raising or class activities will not be allowed to engage in field trips or participate in future fundraising sales or activities and will be withheld from activities sponsored by the profits of that fund raiser.

### **Extracurricular and Athletic Activities Code of Conduct**

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities.

Requirements for Participation in Athletic Activities A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IESA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IESA's Performance-Enhancing Substance Testing Policy.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois Elementary School Association Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IESA and this Code, the most stringent rule will be enforced.

### **Absence from School on Day of Extracurricular or Athletic Activity**

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for:

- 1) a pre-arranged medical absence;
- 2) a death in the student's family;
- 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

**Travel** All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

### **Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or

13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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:

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

### **Due Process Procedures**

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows: a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below: A specified period of time or percentage of events, competitions, or practices; The remainder of the season or for the next season; or The remainder of the student's school career.

Cross-References: PRESS 6:190, Extracurricular and Co-Curricular Activities PRESS 6:190-AP, Eligibility for Participation in Extracurricular Activities PRESS 7:240, Conduct Code for Participants in Extracurricular Activities PRESS 7:240-AP1, Code of Conduct for Extracurricular Activities

### **Eligibility and Grades**

1. Every participant must meet semester eligibility requirements established by the IHSA and IESA.
2. Students will have to meet weekly standards to be eligible for extracurricular activities at GRS. For a student to be eligible for extracurricular activities, the student must have a score under 3.

D = 1 pt., F = 4 pts.

Students who have a score of 3 or higher will be ineligible for the following week.

### **Other Aspects of the Code of Conduct**

1. To avoid a student from using an extra-curricular activity as a means to serve a suspension and then quit the activity, the following provision exists: in order for a suspension to count, the student must start and end the sport/activity season in which the suspension is served.
2. If a student violates the Code, he/she must have started an activity prior to the violation or the activity must start after the violation in order for the suspension to count.
3. Each coach/sponsor shall have the right and responsibility to drop members from his/her squad.
4. Other items not covered in this Code, including, but not limited to insubordination, curfew, missing practice, etc. are left to the individual head coach/sponsor. However, each coach/sponsor will put in writing additional

rules and regulations and make them known to the participant the first day of practice.

5. Students in grades six through twelve will have the ability to receive a copy of this Code (on the schools website as well as a provided copy upon request in the office.) Students will be expected to sign a document signifying that they have reviewed a copy of this Code prior to participating in practice or games.

6. Each case will be reviewed with an appropriate discipline being administered by the sponsor and/or the Principal. While this policy is intended to be as comprehensive as possible it is understood that all situations cannot be addressed and that the administration has flexibility to administer the policy.

All students remain subject to the district's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

### **CONDUCT AND SPORTSMANSHIP DURING ATHLETIC AND EXTRACURRICULAR EVENTS**

Students who behave in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event and/or denied admission to school events for up to a year after a School Board hearing. Examples of unsportsmanlike conduct include:

- \* Using vulgar or obscene language.
- \* Possessing or being under the influence of any alcoholic beverage or illegal substance.
- \* Possessing a weapon.
- \* Fighting or otherwise striking or threatening another person.
- \* Failing to obey the instructions of a security officer or school district employee.
- \* Engaging in any activity that is illegal or disruptive.

The Superintendent or his designee may seek to deny future admission to students by delivering or mailing a notice, sent by certified mail with return receipt requested, at least 10 days before the School Board hearing date, containing:

- \* The date, time, and place of a Board hearing.
- \* A description of the unsportsmanlike conduct.
- \* The proposed time period that admission to school events will be denied.
- \* Instructions on how to waive a hearing. (Board Policy 8:40)

Cross-References: PRESS 6:190, Extracurricular and Co-Curricular Activities PRESS 6:190-AP, Eligibility for Participation in Extracurricular Activities PRESS 7:240, Conduct Code for Participants in Extracurricular Activities PRESS 7:240-AP1, Code of Conduct for Extracurricular Activities

### **STUDENT ATHLETE CONCUSSION AND HEAD INJURIES**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Cross Reference: PRESS 7:305, Student Athlete Concussions and Head Injuries

### **WITHDRAWAL FROM SCHOOL**

Every attempt shall be made to encourage and influence all students to remain in school through high school graduation. However, in cases of student withdrawal from school, the student and/or parent is strongly encouraged to contact the school so that accurate records can be maintained.

### **LIBRARY SERVICES**

#### **THE LIBRARY**

Students are encouraged to use the library to conduct research that supports the curriculum and for discovery and enrichment purposes.

#### **LIBRARY REGULATIONS**

1. A pass to the library may be obtained from the student's classroom teacher. This pass may be used to gather materials for research, check out a book or magazine, or work in small groups and collaborative projects. Study hall teachers may

issue 15-minute passes for students to check out materials. Classroom teachers may sign up to use the library or computer lab for their class.

2. All materials that students want to take from the library must be checked out at the circulation desk. Books are checked out for two weeks and at the high school current periodicals and reference books circulate for overnight use. Students must pay overdue fines when items are turned in late. Students must pay for lost or damaged items.

3. Items can be renewed but must be turned in at the end of the school year.

4. A quiet learning/study environment must be maintained and all resources and other student's study time must be respected. Gum, food, and beverages are prohibited. (Water is approved.)

5. Glenn Raymond School Library Media Center is open to its patrons on a daily basis from 7:45 a.m. to 3:30 p.m. when school is in session. Patrons may call either school to request materials or make a personal visit. A patron is any student, faculty member, support staff, administration, parent, or community member of the Unit 9 school system.

### **LIBRARY FINES AND CHARGES**

In support of the handbook regulations on overdue library materials, this policy addition is in an attempt to reduce the number of overdue books and fines. The goal is to keep students from incurring expensive late fees, as well as reducing the number of books unavailable to other students for long periods of time.

Overdue notices are given to directed study teachers to be distributed to students daily as a reminder of an overdue book or fine. After the fifth reminder notice a student will be written a referral and the student will serve after school detentions until their account has been cleared.

At any time if a responsible student makes arrangements with the library to clear an overdue book or fine none of these steps will be required.

No longer will report cards be held at the end of each nine weeks. Overdue charges will continue to roll over from one school term to the next, and the handbook policy which states "diplomas of 8th graders will be held until all fines and charges are paid in full" will be followed.

Fines for overdue materials will be assessed at the rate of .10 per day until the materials are returned. (.25 for current periodicals and reference books at the high school) These fines will not exceed the replacement cost of the materials. Fines will not be assessed on days school is not in session. (Excused absences will not require fines. Unexcused absences will require fines.) When an overdue item is returned the fine freezes. Notification of overdue materials, fines, and lost materials will be made on a daily basis until all are settled. Until fines are paid, library usage will be restricted to classroom usage. A list of outstanding fines and charges will be presented to the Building Principal at the end of the year for final collection. Diplomas of seniors and 8th graders will be held until all fines and charges are paid in full.

Library patrons are responsible for all materials loaned to them until the items are returned to the library and records are clear. If a patron has overdue materials or fines, he/she will not be allowed to check out additional materials. Patrons are not permitted to check out materials in another's name. All patrons may use library resource materials within the confines of the library if they have overdue materials.

The librarian can, with the consent of the Building Principal and in the witness of one other adult staff member, perform general searches of all lockers to recover library books or materials that are overdue, lost, or that have been removed from the library without following proper procedures.

### **EDUCATION OF CHILDREN WITH DISABILITIES**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

**Behavioral Interventions** Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

**Discipline of Special Education Students** The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Cross Reference: PRESS 7:230, Misconduct by Students with Disabilities

### **Exemption From Physical Education Requirement**

A student who is eligible for special education may be excused from physical education courses in either of the following situations: 1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or 2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Cross Reference: PRESS 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

### **REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION**

Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

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For further information, please contact the school principal.

Cross Reference: PRESS 6:120, Education of Children with Disabilities

PRESS 6:120-AP2, E1 – Exhibit – Request to Access Classroom(s) or Personnel for Special Education

### **Student Privacy Protections**

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

Political affiliations or beliefs of the student or the student's parent/guardian.

Mental or psychological problems of the student or the student's family.

Sexual behaviors or attitudes.

Illegal, anti-social, self-incriminating, or demeaning behavior.

Critical appraisals of other individuals with whom students have close family relationships.

Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.

Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Cross-References: PRESS 7:15, Student and Family Privacy Rights PRESS 7:15-E, Notification to Parents of Family Privacy Rights

### **Teacher Qualifications**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.
- If you would like to receive any of this information, please contact the school office.

Cross-References:

PRESS 5:190, Teacher Qualifications

PRESS 5:190-E1, Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades 5-8 will take standardized tests throughout the year. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Cross-Reference: PRESS 6:340, Student Testing and Assessment Programs

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

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

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

Cross-References: PRESS 6:140, Education of Homeless Children PRESS 6:140-AP, Education of Homeless Children

### **SEX EDUCATION INSTRUCTION**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or



traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Cross-References: PRESS 6:60-AP, Comprehensive Health Education Program

PRESS 6:60-E, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes

### **English Learners**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Heather Gerth at 815-432-2112.

Cross Reference: 6:160, English Learners

### **SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act permits 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. Letters verifying participation in this program are available from the school office upon request.

Cross-References: PRESS 8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights

PRESS 8:95-E2, Verification of School Visitation

### **PESTICIDE APPLICATION NOTICE**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Dawn Garner, Principal

Wanda Kendall

815-432-4581

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross-Reference: PRESS 4:160-AP, Environmental Quality of Buildings and Grounds

### **ASBESTOS MANAGEMENT PLAN**

It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing materials. As required by law, our buildings receive a visual surveillance of asbestos containing areas at least every six months and a re-inspection of all buildings is conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

--The Management Plan is available for public view in the office of each of our school buildings. Should you wish to review the plan, please contact the Building Principal between 8:00 AM and 4:00 PM, Monday-Friday.

--Any concerns relative to asbestos containing materials should be directed to James Bunting, 1411 West Lafayette, Watseka, IL, 815-432-4931.

### **MANDATED REPORTERS**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference: PRESS 5:90, Abused and Neglected Child Reporting

### **SEX OFFENDER NOTIFICATION LAW**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.

2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.

3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Cross-References:PRESS 4:170-AP2, Criminal Offender Notification Laws

### **SEX OFFENDER & VOLENT OFFENDER COMMUNITY NOTIFICATION LAWS**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

Cross Reference:

PRESS 4:170-E6, Informing Parents About Offender Community Notification Laws