

Annawan CUSD 226 Student Handbook

2023-24

Rules and policies are put in place for the benefit of ALL students, and maintaining a safe educational environment is our top priority. While it is impossible to spell out every rule and every situation that may arise, administrators will handle each individual situation on a case by case basis and have the authority to make decisions outside of what is written, including imposing more severe or different penalties based upon the facts and circumstances.



Chapter 1: Introductory Information & General Notices	8
1.00 School Operations During a Pandemic or Other Health Emergency	8
1.30 General School Information	9
1.31 Lost and Found	10
1.40 Visitors	10
1.50 Equal Opportunity and Sex Equity	12
1.60 Animals on School Property	13
1.70 School Volunteers	14
1.80 Invitations & Gifts	15
1.85 Treats & Snacks	16
1.90 Emergency School Closings	17
1.100 Video & Audio Monitoring Systems	18
1.110 Accommodating Individuals with Disabilities	19
1.120 Students with Food Allergies	20
1.130 Care of Students with Diabetes	21
1.140 Suicide and Depression Awareness and Prevention	22
1.150 Accommodating Breastfeeding Students	23
1.180 Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations	24
1.185 Faith’s Law Notifications	28
1.190 Prevention of Anaphalxis	30
Chapter 2: Attendance, Promotion & Graduation	31
2.10 Attendance	31
2.10a Tardy	31
2.20 Student Absences	32
2.20a Attendance at evening events following a tardy or absence	33
2.20b Pre-arranged Absences for College Visits	33
2.30 Release Time for Religious Instruction/Observance	35
2.40 Make-Up Work	36
2.50 Truancy	37
2.60 Grading & Promotion	38
2.60a Grading System	38
2.60b Weighted Grading System	39
2.60c Classification of Students (High School)	39

2.60d Class Rank	39
2.60e Guidance on conversion from 5.0 to 4.0	39
2.60f Semester Tests (High School)	40
2.60g Semester Tests Exemption (High School)	40
2.60h Semester Tests Open Campus (High School)	40
2.60i Registration and Course Withdrawal	40
2.60j MTSS Period	41
2.61 Honors and Recognitions	42
2.61a Honor Roll	42
2.61b 5.0 Award	42
2.61c Graduation Honor Cords	40
2.61d Student of the Month Application Process	43
2.70 Homework	44
2.70a Jr. High Late Homework Policy (Quarterly)	44
2.80 Exemption from Physical Education Requirement	45
2.80a Exemption from Physical Education Requirement [K-8]	45
2.80b Exemption from Physical Education Requirement [HS]	45
2.81 Driver's Education	47
2.82 Music	48
2.82a Band and instrumental Music	48
2.82b Vocal Music	48
2.90 Credit for Proficiency, Non-District Experiences and Course Substitutions	49
2.100 Home and Hospital Instruction	51
2.110 Early Graduation	52
2.120 High School Graduation Requirements	53
Free Application for Federal Student Aid (FAFSA) Graduation Requirement	54
Chapter 3: Student Fees and Meal Costs	55
3.10 Fines, Fees, and Charges; Waiver of Student Fees	53
3.20 School Breakfast & Lunch Program	57
Chapter 4: Transportation & Parking	58
4.10 Bus Transportation	58
4.15 Bus Conduct	60
4.20 Parking	61

4.20a Bicycles	61
4.20b Parking, pick-up, and drop-off	61
Chapter 5: Health and Safety	62
5.10 Immunization, Health, Eye and Dental Examinations	62
5.10a Required Health Examinations and Immunizations	62
5.10b Eye Examination	62
5.10c Dental Examination	63
5.10d Exemptions	63
5.11 Insurance	63
5.20 Student Medication	64
5.30 Guidance & Counseling	66
5.40 Safety Drill Procedures and Conduct	67
5.40a Fire Drills	67
5.41 Crisis Situation	68
5.42 Tornadoes and Storms	68
5.42a Grade School	68
5.42b High School/ Pre-school	68
5.43 Bomb Threats	68
5.44 Earthquakes	68
5.50 Communicable Diseases	66
5.60 Head Lice	70
Chapter 6: Discipline and Conduct	71
6.10 General Building Conduct	71
6.11 Leaving School	72
6.12 Playground-Recess	73
6.13 Lockers	74
6.20 School Dress Code / Student Appearance	75
6.30 Student Behavior	76
6.30a Prohibited Student Conduct	76
6.30b When and Where Conduct Rules Apply	78
6.30c Disciplinary Measures	78
6.30d Corporal Punishment	79
6.30e Weapons Prohibition	79

6.30f Gang & Gang Activity Prohibited	80
6.30g Cases Not Specifically Covered	80
6.30h Re-Engagement of Returning Students	80
6.40 Prevention of and Response to Bullying, Intimidation, and Harassment	80
6.45 Sexual Harassment & Teen Dating Violence Prohibited	83
6.45a Sexual Harassment Prohibited	83
6.45b Making a Complaint; Enforcement	83
6.50 Lunch & Cafeteria Rules	85
6.50a Lunch Rules	85
6.50b Cafeteria Rules	85
6.60 Field Trips	86
6.70 Access to Student Social Networking Passwords & Websites	87
6.80 Student Use of Electronic Devices	88
Chapter 7: Internet, Technology & Publications	89
7.10 Internet Acceptable Use	89
7.10a Acceptable Use	89
7.10b Privileges	89
7.10c Unacceptable Use	89
7.10d Network Etiquette	90
7.10e No Warranties	90
7.10f Indemnification	90
7.10g Security	90
7.10h Vandalism	90
7.10i Telephone Charges	90
7.10j Copyright Web Publishing Rules	90
7.10k Use of Email	91
7.20 Guidelines for Student Distribution of Non-School-Sponsored Publications	92
7.25 Guidelines for School-Sponsored Publications, Productions and Websites	93
7.30 <i>BYOT Program</i>	94
7.40 Annual Notice to Parents about Educational Technology	94
Chapter 8: Search and Seizure	95
8.10 Search and Seizure	95
8.10a School Property and Equipment as well as Personal Effects Left There by Students	95

8.10b Students	96
8.10c Seizure of Property	96
8.10d Questioning of Students Suspected of Committing Criminal Activity	96
Chapter 9: Extracurricular and Athletic Activities	96
9.10 Extracurricular and Athletic Activities Code of Conduct	96
9.10a Requirements for Participation in Athletic Activities	96
9.10b Illinois High School Association/Illinois Elementary School Association	97
9.10c Academic Eligibility	97
9.10d Absence from School on Day of Extracurricular or Athletic Activity	97
9.10e Travel	98
9.10f State Contests/Overnight Travel	98
9.10g Code of Conduct	98
9.10h Due Process Procedures	100
9.10i Local Guidelines	102
9.10j Meeting, Game, Practice Hierarchy	102
9.10k Junior High Philosophy	103
9.10l Communication with Coaches	103
9.10m Athletic Awards	103
9.10n Cheerleading	104
9.10o Athletic Committee	105
9.10p Uniforms	105
9.20 Attendance at School Dances	106
9.30 Student Athlete Concussions and Head Injuries	107
9.35 Student Organizations	108
9.35a Procedure for Forming	108
9.35b Description of Clubs	108
9.35c High School Organizations	108
Chapter 10: Special Education	112
10.10 Education of Children with Disabilities	112
10.20 Discipline of Students with Disabilities	113
10.20a Behavioral Interventions	113
10.20b Discipline of Special Education Students	113
10.30 Exemption From Physical Education Requirement	114

10.40 Certificate of High School Completion	115
10.50 Request to Access Classroom or Personnel for Special Education Evaluation or Observation	116
10.60 Related Service Logs	117
Chapter 11: Student Records & Privacy	117
11.10 Student Privacy Protections	117
11.10a Surveys by Third Parties	117
11.10b Surveys Requesting Personal Information	117
11.10c Instructional Material	118
11.10d Selling or Marketing Students' Personal Information Is Prohibited	118
11.20 Student Records	120
11.30 Student Biometric Information	123
11.40 Requests from Military or Institutions of Higher Learning	124
Chapter 12: Parental Right Notifications	125
12.00 Child Custody	122
12.10 Teacher Qualifications	126
12.20 Standardized Testing	127
12.30 Homeless Child's Right to Education	128
12.40 Family Life & Sex Education Classes	130
12.50 Open	130
12.60 English Learners	131
12.70 School Visitation Rights	132
12.80 Pesticide Application Notice	133
12.90 Mandated Reporters	134
12.95 Questioning and Interviewing Students	135
12.100 Unsafe School Choice Option	136
12.105 Student Privacy	137
12.110 Sex Offender Notification Law	138
12.120 Sex Offender & Violent Offender Community Notification Laws	139
12.130 Parent Notices Required by the Every Student Succeeds Act	140
Appendix	142
A1: ANNAWAN UNIT 226 MEDICATION ADMINISTRATION FORM	142
A2: Annawan High School Dance Verification Form	146
A3: Authorized Absence/Field Trip	147

Chapter 1: Introductory Information & General Notices

1.00 School Operations During a Pandemic or Other Health Emergency

(Updated: July 2020)

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.
13. Any handbook penalties or incentives related to attendance will be suspended,
14. The administration will retain the right to temporarily suspend any handbook policies inconsistent with pandemic protocol guidelines.

Cross Reference:

PRESS 4:180, Pandemic Preparedness; Management; and Recovery

1.30 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 District’s website <https://annawan226.org> or at the Board office, located at:

Annawan High School
501 West South Street
Annawan, IL 61234

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

Jerad Heitzler	President
Liz Wied	Vice-President
Kim Park	Secretary
Jeff Gerber	Member
Terry DeMay	Member
Kari Kipp	Member
Emily Dornfeld	Member

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

Jamie Bryan	Superintendent
Matt Huber	High School Principal
Dawn Heitzler	Grade School Principal
Lana Wolf	Lead Teacher
Tammy Celus, Amanda Attig	Guidance Counselors
Matt Huber	Athletic Director

The school is located and may be contacted at:

Annawan High School
501 West South Street
Annawan, IL 61234

Annawan Grade School
503 West South Street
Annawan, IL 61234

1.31 Lost and Found

Any articles that are found must be turned into the office. Keeping articles that do not belong to you will be regarded as theft.

Students should report to the office to claim lost items. The lost and found claim area will be cleared once a month.

1.40 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.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Visits will be limited to no more than two hours and must be pre-approved by the principal. A 24 hour notice required that a parent will be in the building for an extended amount of time, excluding school invitations.

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

1.50 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 the superintendent.

Cross-Reference:

PRESS 7:10, *Equal Educational Opportunities*

PRESS 2:260, *Uniform Grievance Procedure*

1.60 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 principal 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.

1.70 School Volunteers

All school volunteers must complete the “Volunteer Information Form” and be approved by the building 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*

1.80 Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Parties are strictly on a voluntary basis. Parents not wishing to have their child participate may pick them up when the party begins or students may go to an alternative location.

- Birthday Parties – Children in the lower grades (K-2) will be allowed time in the last quarter of the day to pass out treats. Children in other grades may pass out treats if they desire but the idea is discouraged. There are to be no gifts for birthday parties.
- Christmas Parties – Christmas parties will be the last afternoon before Christmas vacation. In place of a holiday gift exchange, students will donate for the local food pantry.
- Halloween Parties – Halloween parties may be held in grades kindergarten through fifth. Costumes should not include weapons or blood. Please avoid or modify the school day costumes which may frighten younger children.
- Valentine Parties – Halloween parties may be held in grades kindergarten through fifth, with the exchange of valentines.

1.85 Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. 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.

1.90 Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by our mass communication system. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information and look for a mass communication message to be sent to parents.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

Cross-Reference:

PRESS 4:170, *Safety*

1.100 Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses 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*

1.110 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*

1.120 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 the high school 309-935-6781 or grade school 309-935-6623.

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*

1.130 Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building 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 Diabetes Care 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) Sign the Diabetes Care Plan.
- d) Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

1.140 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 the 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*

1.150 Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant.

Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

Cross Reference:

PRESS 7:10-AP2, *Administrative Procedure – Accommodating Breastfeeding Students*

1.180 Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- [Sexually transmitted infections \(STIs\)](#) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"

- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason

- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information

- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Cross Reference:

PRESS 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

PRESS 5:120-AP2, Employee Conduct Standards

PRESS 5:120-AP2,E, Expectations and Guidelines for Employee-Student Boundaries

1.185 Faith's Law Notifications

Employee Conduct Standards

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors to include, at a minimum, sexual misconduct. Sexual misconduct is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - a. A sexual or romantic invitation
 - b. Dating, or soliciting a date
 - c. Engaging in sexualized or romantic dialog
 - d. Making sexually suggestive comments that are directed toward or with a student
 - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 - f. A sexual, indecent, romantic, or erotic contact with the student
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. Such expectations shall establish guidelines for specific areas, including but not limited to:
 - a. Transporting a student
 - b. Taking or possessing a photo or video of a student
 - c. Meeting with a student or contacting a student outside the employee's professional role

4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting; and
6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.

1.190 Prevention of Anaphalaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Cross Reference:

PRESS 7:285, Anaphylaxis Prevention, Response, and Management Program

PRESS 7:285-AP, Administrative Procedure – Anaphylaxis Prevention, Response, and Management Program

Chapter 2: Attendance, Promotion & Graduation

2.10 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.

2.10a Tardy

Students are expected to be prepared and in their assigned seats when the bell rings. Students who arrive late to school (before 9:15) or late to class will be marked tardy. Students with 3 or more tardies each semester will be subject to behavioral and/or disciplinary interventions or consequences. Students arriving after 9:15 will be marked absent. Students arriving after noon are considered absent for a full day.

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

2.20 Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school; (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

Excused Absences

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Besides state approved absences, parents have 9 parent call-ins per year that they can use to excuse their student if an absence is unavoidable. An example of one commonly used parent call-in is to call in a student because of an illness that does not necessitate a doctor visit. After the 9 call-ins are exhausted, any additional absences will automatically revert to unexcused absences unless they are verified by a medical, legal or funeral related absence.

Authorized Absence

An authorized absence is an excused absence that must be approved by an administrator with three days prior notice.

Unexcused Absences

An unexcused absence is one not having school approval (see above). Excessive absences for excused reasons may be labeled unexcused. Excessive unexcused absences will be labeled truancy (see section 2.50 Truancy) as well as resulting in appropriate discipline and interventions. School work missed as a result of an unexcused absence may be made up the day of return until 4:00 if the student makes arrangements to stay after school to work.

In the event of any absence, it is the student's responsibility to meet with their teachers outside of class time and gather schoolwork and/or to make arrangements to make up quizzes, tests, presentations, etc.

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

In the event of any absence, the student's parent/guardian is required to call the high school at 309-935-6781 and the grade school at 309-935-6623 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 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/guardian cannot be contacted, the following day, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education’s Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

“Chronic Absence” means absences that total 10% or more of school days of the recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student’s attendance problems.

Support services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

2.20a Attendance at evening events following a tardy or absence

If a student does not attend school the entire day, without a professional note or reason justified by the building principal, that student will not be allowed to attend extra-curricular activities that evening. A student must be in attendance at the end of the school day to attend events as a spectator. A student who violates this policy will not be allowed to attend extra-curricular activities as a spectator for one week. Students who are absent for one of their 5 state-allowed mental health days may only participate in or attend evening events if they return to school by noon the day of the event

2.20b Pre-arranged Absences for College Visits

Students may be granted a total of 3 college visit days over the course of their junior and senior years. The principal may grant an additional day if the circumstances warrant.

At least 3 days before the visit, the student must get the visit day approved by the high school counselor and/or principal.

The day of the visit, the student must have a college official complete the COLLEGE portion of the form verifying the visit. The parent should still call in the student's absence for the visit to the high school office.

The day after the visit, the student must return the completed form to the high school counselor or high school office in order to have the day counted as an excused absence.

If a student does not comply with the college visit day policy, he/she will receive an unexcused absence for that day. (See “Unexcused Absence”)

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

2.30 Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building 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 for all missed work, including homework and tests, for equivalent academic credit.

Cross Reference:

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

2.40 Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. A student is allowed one day for each day absent to make up the missed work without loss of points. Students who are unexcused from school will not be allowed to make up missed work.

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

2.50 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 more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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*

2.60 Grading & Promotion

School report cards are issued to students on a semester basis. For questions regarding grades, please contact the classroom teacher. Deficiency slips will be sent home to all junior high students receiving a grade of a D and/or an F at the middle of each grade-reporting period. All parents are also encouraged to come to school to meet with the teachers of their child and monitor their student's progress through PowerSchool. In this way a much clearer understanding of the child's program is possible.

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.

2.60a Grading System

- A+
 - For students in grades K-8, teachers may assign a grade of A+ at their discretion to acknowledge exceptional student performance
 - A+ carries the same GPA weight as an A (5.0)
- A (96-100) A- (94-95)
 - All assignments completed on time and in a credible manner.
 - Real contribution to class. Good record of attendance.
 - All written work neatly and carefully done.
 - Evidence of ability to apply principles.
 - Works independently and has sufficient initiative and interest to undertake original projects beyond assigned work.
- B+ (92-93) B (89-91) B- (87-88)
 - Master of major portion of assigned work.
 - Average response in class.
 - All written work neatly and carefully done.
 - Work handed in on time.
 - Evidence of ability to apply principles.
 - Requires no urging to have work done on time.
- C+ (85-86) C (78-84) C- (76-77)
 - Represents average work of average quality and is given to that large group of substantial students who do average work.
 - Honest effort and meeting requisites for a "C" mark with a goodly degree of success will usually earn for a pupil at least a "C" mark.
- D+ (74-75) D (71-73) D- (70)
 - Below the danger line but passing. Work is regarded as passing according to the minimum requirements of the course. More time and effort should be given to the particular subject.
- F (Below 70) Failure

2.60b Weighted Grading System

Administrators and teachers will work together to determine which junior and senior level courses carry weighted grades each year. Criteria for this decision will include course rigor and whether or not the course is elective.

For students taking courses outside Annawan High School, if courses are initially determined not to be weighted, the student may petition the administration to reconsider weighting any time before the 4th week of the semester. Students should be prepared to present evidence of rigor of course requirements and grading policies to support their case. Administrative decisions will be final.

In these courses letter grades from A through C- are increased by 1 unit. (Example: A- from 4.7 to 5.7). The classes which are weighted will be re-evaluated every three (3) years or sooner at the discretion of the principal. Weighted grades will be used in computing class rank and for the honor roll.

Considerations for course weighting:

1. Courses required for graduation will not be weighted. (Exceptions to this include courses such as Analytic Geometry, Trigonometry, and College Composition where students have been advanced in sequence or elect to take a more advanced version of the course.)
2. Dual enrollment courses will be automatically weighted if they align to a similar weighted course offered locally (Ex. Chemistry, Calculus)
3. Dual enrollment courses beyond graduation requirements in core areas which are IAI transferrable will be automatically weighted. (Ex. A transferrable biology course for a student who has already completed 2 years of science.)

2.60c Classification of Students (High School)

- Freshmen-All students who are in attendance in high school the first year will be classified as freshmen.
- Sophomores-All pupils who are in attendance in high school the second year and have earned at least 5.00 cumulative credits
- Juniors-All pupils who are in attendance in high school the third year and have earned at least 10.00 cumulative credits
- Seniors-All pupils who are in attendance in high school the fourth year and have earned at least 15.00 cumulative credits. All pupils who have been in attendance in high school for three years and because of failing have not earned the number of credits necessary to graduate.

Note: Credit earned in physical education will be used in computing student classification. Exceptions to these placement requirements can be made at the discretion of the administrator.

2.60d Class Rank

All courses except Physical Education and Driver's Education will be used in computing class rank. Class rank will be computed at the end of each semester so that the information will be available to the pupil and the Guidance Department. The numerical value of the grades as shown in the section under "HONOR ROLL" will be used to compute class rank. Class rank may be used for college registration, scholarships and some job applications.

Class rank will be only computed on grades earned in classes offered through A.H.S. during the regular school year.

2.60e Guidance on conversion from 5.0 to 4.0

The standard method for converting from Annawan High School's 5.0 scale to a standard 4.0 scale is to subtract 1 from the total GPA. (Example: A 4.76 on Annawan's scale would be considered a 3.76 on a 4.0 scale.)

2.60f Semester Tests (High School)

Semester tests will be given in all classes including physical education, band and chorus at the end of the first and second semester. All students except graduating seniors (2nd semester) will be expected to take the semester tests. Semester tests

will be required for dual enrollment courses. Graduating seniors may request to take the test if necessary for graduation. In this case the teacher will arrange a test date prior to the graduation exercises. If the students are absent from a test on the first testing day they will be required to make up the test on the second day of testing during their study hall period. All tests will be made up within two school days after the student returns.

Semester tests will be conducted over a two-day period. All students are to remain in the testing area until the end of the testing period. Students may be dismissed from school following the conclusion of their last testing period provided they have parental permission.

Semester tests will have a value of 1/10 of the semester grade.

2.60g Semester Tests Exemption (High School)

- High school students who earn an A for the semester in one core course (math, science, English, history) may take a final exam exemption for that course and an additional non-core course.
- Students who earn an A in a non-core course, take one exam exemption for that course.
- Students with a B in a core course may exempt the exam for that course.
- The maximum total number of exam exemptions is 3.

Students with unexcused absences, trancies, or suspensions are not eligible for any exam exemptions.

2.60h Semester Tests Open Campus (High School)

During semester exams, the campus will be open for all high school students. Students are responsible for knowing their exam schedule and attending on time. Exams must be taken at the scheduled time and may not be rearranged unless there are extenuating circumstances approved by administration. Students who do not show up for a final exam will be considered unexcused and given a grade of zero for that exam. Students who want school lunch on exam days will also be responsible for providing lunch count before the day exams start.

Open campus should be considered a privilege and may be withheld for students as a part of disciplinary action.

2.60i Registration and Course Withdrawal

1. All pupils must be registered for and enrolled in a minimum of 3.0 credits of coursework each semester. Students may only take fewer than 3.0 credits per semester with permission of a counselor and administrator or if determined by an IEP meeting.
2. If a pupil wishes to drop a course after the term begins, an application must be made to drop said course by the end of one week. The parents and the principal must grant permission to drop. The teacher of the course will determine the grade of the pupil at the time the course is dropped. If the pupil is failing the course a (WF) withdrawal failing will be placed on the transcript. Any course dropped under this paragraph shall not be used in computing grade point average.
3. The principal, in cooperation with the teacher, may make exceptions to the above if a student was misplaced in a class.
4. Students who wish to drop year courses at the semester must make the request prior to leaving for semester break and must have approval of the teacher, administration, and parents.
4. A pupil who registers for a course and does not follow the procedure outlined in No. 1 and/or No.2 above to drop the course and fails to go to the course will have an "F" placed on his transcript for the course.

2.60j MTSS Period

If a student is assigned to MTSS support lab, attendance and class work is mandatory. Class work may be graded and included in the subject area grade. This lab is designed to support students in areas where they are identified as working below grade level.

- Any junior or senior with a 3.7 (B-) overall or previous semester gpa and no D's or F's in that semester will be allowed to leave during MTSS for the following semester .
- This privilege may be revoked for the remainder of the semester with one day notice if a student has excessive absences (more than 5% of the days in attendance without a professional excuse)
- This privilege may be revoked for the remainder of the semester with one day notice if a student is earning an F in any class
- The administration reserves the right to revoke this privilege for students with excessive tardies or discipline issues.
- Students who leave without authorization during MTSS will be subject to behavioral and/or disciplinary interventions or consequences or have their MTSS privileges revoked
- There will be times when exempt juniors and seniors are required to stay for school activities. Students will be given at least 3 day notice whenever possible. Students who leave on these days may have rti exemptions revoked or subject to behavioral and/or disciplinary interventions or consequences.

Cross Reference:
PRESS 6:280, *Grading & Promotion*

2.61 Honors and Recognitions

2.61a Honor Roll

The Grade School Honor Roll will be based on the following fundamental subjects in grades sixth, seventh, and eighth grades. Art, band, chorus, physical education will be graded but points will not count toward the honor roll.

6th Grade - Math, Science, Social Studies, Language Arts Reading, Language Arts Writing

7th Grade - Math, Science, Geography and IL Government, Language Arts Reading and Language Arts Writing

8th Grade - Math, Science, US History/Government, Language Arts Reading and Language Arts Writing

A grade of D in any class will make the student ineligible for the honor roll. 8th Grade Algebra will carry a weighted value for honor roll only. Grades from A through C- will increase by one unit

The High School Honor Roll will be published at the end of each semester, as well. Students must be enrolled in a minimum of 5 courses to be eligible for the honor roll. Grades for all courses except physical education and driver's education will be used to compute the Honor Roll. A grade of D in any class including PE and Drivers Education will make the student ineligible for the honor roll. Both the Grade School Honor Roll and the High School Honor Roll will use the following point system.

A = 5.0

A- = 4.7

B+ = 4.3

B = 4.0

B- = 3.7

C+ = 3.3

C = 3.0

C- = 2.7

D+ = 2.3

D = 2.0

D- = 1.7

F = 1.0

The grade average is computed by adding the value of the grades of all eligible subjects studied and dividing the total by the number of courses studied.

High Honor Roll: To be on the High Honor Roll, a pupil must have a grade average of 4.6 or higher.

Honor Roll: To be on the Honor Roll, a pupil must have a grade average of 4.1 to 4.59.

2.61b 5.0 Award

This award is presented for outstanding academic achievement. A student qualifies for this award by receiving all A's or A-'s in any one semester for all classes used in computing the honor roll. Students with a D or F in any course including PE and Drivers Education will not be considered for this recognition. An award with the 5.0 logo will be presented to all qualifying students once per year. Students will be recognized each semester. Weighted grading will not be used for this award.

2.61c Graduation Honor Cords

Graduates achieving a cumulative G.P.A. of 4.5 - 5.0 will receive gold honor cords at graduation to denote this accomplishment. Graduates having a cumulative G.P.A. between 4.0 and 4.49 will be presented white honor cords.

2.61d Student of the Month Application Process

- Any eligible junior or senior may turn in a student of the month application at any time during the school year. Revised and updated applications will be accepted.
- Any junior or senior with 3.7 (B-) overall gpa may submit an application for student of the month consideration.
- Any junior or senior with a 3.7 (B-) semester gpa and no F's in that semester may submit an application for student of the month consideration.
- Students who have been assigned to ISS, OSS, or athletic suspension must wait 3 calendar months from the end of their discipline to be considered for Student of the Month.
- Teachers will access applications and select one boy and one girl each month to represent Annawan High School as student of the Month and be forwarded to Elks Teen of the Month during their months of competition.
- During the first semester of any year (September-December selections) votes for seniors will be weighted double in teacher selections.
- It is not mandatory that a student be selected each month.

2.70 Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

2.70a Jr. High Late Homework Policy (Quarterly)

In situations where the student was present at school, received homework from the teacher, yet failed to complete the assignment, the following procedure will be followed:

1. The first late assignment will be recorded and the student will be subject to behavioral intervention
2. The second late assignment will be recorded and the student will be subject to behavioral intervention.
3. Upon receipt of the third late assignment, the late assignment will be recorded for up to 70% of the earned value and the student will be subject to behavioral and/or disciplinary interventions or consequences.

Students who continue to have late assignments after the first three, will follow the cycle with every third late assignment having behavioral and/or disciplinary interventions or consequences.

2.80 Exemption from Physical Education Requirement

2.80a Exemption from Physical Education Requirement [K-8]

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

Cross Reference:

PRESS 7:260, *Exemption from Physical Education*

2.80b Exemption from Physical Education Requirement [HS]

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic or extracurricular athletic program;

4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Cross Reference:

PRESS 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions*

PRESS 7:260, *Exemption from Physical Education*

2.81 Driver's Education

A student entering Annawan High School who is at least 15 years old and has passed eight semester courses the previous year has the opportunity to take Driver's Education. The student will receive 30 hours of classroom instruction in addition to six or more hours of behind the wheel instruction. There is a lab fee for Driver Education.

2.82 Music

2.82a Band and instrumental Music

The opportunity to participate in the instrumental music program is given to all students when they are in the fifth grade. At that time, after consultation with parents, a beginning band is organized. The Unit District 226 program consists of three main groups: Beginning Band (5th grade), Junior High School Band (6th, 7th & 8th grades) and High School Band. Students may participate in the high school band if he or she has participated successfully in junior high band for two consecutive years. In the event that the student has not been involved in the junior high band or wishes to begin band without prior experience, the instructor will administer an instrumental proficiency test to determine eligibility for the program.

Band rehearses on a regularly scheduled basis during the school day. Additional rehearsals and lessons may be held before or after school hours.

Activity participation includes assemblies, Christmas programs, local presentations, festivals, contests and the Spring Concert. All members are expected to participate in all concerts in which their groups are performing.

Students using a school owned instrument shall be charged an annual service fee per year for the use of percussion instruments, and for the use of all other school owned instruments.

2.82b Vocal Music

All pupils are given the opportunity to participate in the vocal music program. The program consists of Junior High School Chorus (6th, 7th & 8th grades) and High School Chorus. Small ensembles may be formed from these groups for special occasions during the school year.

Activity participation includes assemblies, Christmas programs, local presentations, festivals, contests and the Spring Concert. All members are expected to participate in all concerts in which their groups are performing.

The goals of the vocal music program are to learn many musical styles, to train the voice to its fullest capabilities and to achieve a musically discriminating ear.

2.90 Credit for Proficiency, Non-District Experiences and Course Substitutions

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
7. Credit earned in a Vocational Academy.

A maximum of four (4) online or alternative credits will be accepted which must come from an ISBE accredited institution unless previously approved by the building administrator. Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Advanced placement computer science The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit A student participating in the District’s Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Accelerated Placement The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

Any student who meets or exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

- a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
- b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coresework in mathematics.
- c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

Cross Reference:

PRESS 6:135, *Accelerated Placement Program*

PRESS 6:135-AP, *Accelerated Placement Program Procedures*

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

2.100 Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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

For information on home or hospital instruction, contact: Mr. Brad Hulick.

Cross Reference:

PRESS 6:150, *Home and Hospital Instruction*

2.110 Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the building principal prior to the 10th day of the student's seventh semester.

Early graduates must make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e. announcements, cap and gown rental, graduation practices, etc.)

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the Principal and the senior counselor prior to the start of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

Students who elect early graduation are not eligible for senior honors, awards, and local scholarships. They are also not able to participate in activities after their official graduation date. (Examples: prom, spring concerts, trips, extracurricular athletics.)

Cross Reference:

PRESS 6:300, *Graduation Requirements*

2.120 High School Graduation Requirements

All 9th-11th grade students are required to be enrolled in 6 classes or 3 credits per semester, unless they have specific permission from administration to reduce this requirement. Reasons for exemption include, but are not limited to, travel time for dual enrollment or work experience or additional resource time for a student in need of educational or behavioral support. Failure to enroll in 3 credits of coursework will eliminate the warning week for academic eligibility.

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements. (21.75 total credits)
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

- a) Four years of language arts.
- b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course
- d) Two years of science.
- e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17.
- f) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).
- g) One semester of health education.
- h) The equivalent of four credits physical education classes.
- i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- j) Nine weeks of consumer education.
- k) Pupils entering the ninth grade in the 2022-23 school year and each school year thereafter must complete one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.

File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Cross Reference:

PRESS 6:300, *Graduation Requirements*

Chapter 3: Student Fees and Meal Costs

3.10 Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular or extracurricular programs of the school district 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 applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and 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 at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the McKinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the grade school principal. 309-935-6623.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

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*

3.20 School Breakfast & Lunch Program

Lunch is served every school day from 10:45 a.m. to 12:15 p.m., except when there is a 11:35 a.m. dismissal.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.90 and/or milk for \$0.30. An adult lunch may be purchased at \$3.55. Entrées are \$1.00. Students will be able to charge \$1.00 in the negative before being denied future entrees Kindergarten and First grade afternoon milk will be \$52.50 for the entire school year.

Free or reduced price meals (\$0.40) are available for qualifying students. For an application, contact the building principal.

Cross Reference:

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

Chapter 4: Transportation & Parking

4.10 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.

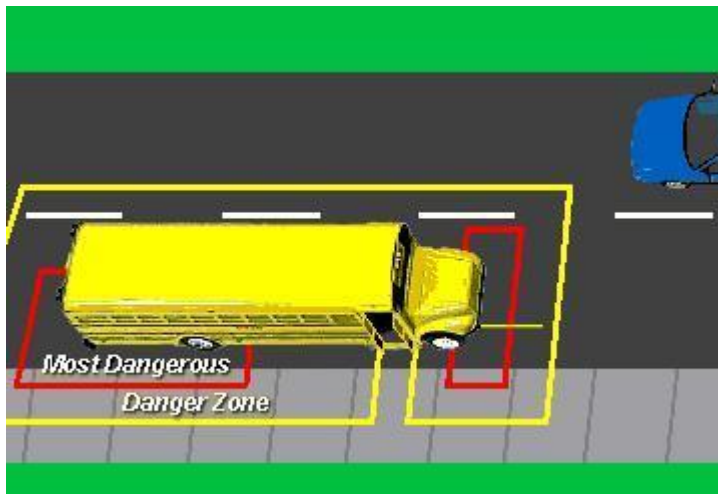
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school 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 a 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 the superintendent.

Cross-references:

PRESS 4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

PRESS 4:170-AP3, *School Bus Safety Rules*

PRESS 7:220, *Bus Conduct*

PRESS 7:220-AP, *Electronic Recordings on School Buses*

4.15 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.

Cross-references:

PRESS 4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

4.20 Parking

Students may park their vehicles in the lot located at the east end of the building. Vehicles must be parked in straight rows heading east and west in a manner to avoid interrupting the flow of traffic and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots in front of and behind the school are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots may be searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

4.20a Bicycles

Bicycles must be parked and locked in the assigned bicycle rack. There is no bicycle riding on school sidewalks. While on school grounds, please get off your bicycle and walk to and from the rack. No bicycle riding will take place during the noon hour or before or after school while buses and cars are present.

4.20b Parking, pick-up, and drop-off

Those dropping off children may do so in the back (south) location, (blue hallway) during the following hours: 8:00 – 8:15.

Those picking up children may do so in front of the school (north) during the following hours: 2:59 – 3:10.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Vehicles located in these locations may be ticketed and/or towed by the police.

Chapter 5: Health and Safety

5.10 Immunization, Health, Eye and Dental Examinations

5.10a Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination using the appropriate form available at www.idph.state.il.us or on our website and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year¹ will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. 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.

5.10b Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination using the appropriate form available at www.idph.state.il.us or on our website or (2) that an eye examination will take place within 60 days after October 15.

¹

5.10c Dental Examination

All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination using the appropriate form available at www.idph.state.il.us or on our website or (2) that a dental examination will take place within 60 days after May 15.

5.10d Exemptions

A student will be exempted from the above requirements for:

- Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
- Religious grounds if the student's parent/guardian presents to the building principal a completed the Certificate of Religious Exemption, available at www.dph.illinois.gov
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- 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
- Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

5.11 Insurance

All enrolled students are covered by a supplemental accident insurance plan free of charge. This insurance coverage is limited and partially covers injuries sustained during school time or at school-related activities. The student must immediately notify the supervising teacher, school nurse, or administrator of the injury and an accident report must be filed. Complete information regarding the school accident insurance policy is made available at registration time. The individual family health insurance is the primary insurance in all school-related injuries.

Cross Reference:

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

Required forms available at www.idph.state.il.us

5.20 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 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 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. Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school. Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school. 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 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 injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Designated Caregiver Administration of Medical Cannabis Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Cross-References:

PRESS 7:270, *Administering Medicines to Students*

PRESS 7:270-AP, *Dispensing Medication*

PRESS 7:270-E, *School Medication Authorization Form*

5.30 Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The school counselors and social worker work with parents, pupils, and teachers to develop open lines of communication. The purpose of counseling is to clarify personal, social, and academic issues.

Counseling/social work may take place in a one-to-one, small group, or classroom setting. The nature of the information discussed is held in strict confidence. The opportunity to participate in counseling may be initiated by a parent, teacher, administrator, or student. All student participation in ongoing counseling/social work programs must be approved by the child's parent(s). However, the counseling/social work staff may be brought in at any time, to help resolve conflicts or help maintain a positive climate in the school.

In addition, the high school guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Cross-reference:

PRESS 6:270, *Guidance and Counseling Programs*

5.40 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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to the students.

5.40a Fire Drills

Fire drills are intended for the safety of all occupants of this building and each pupil should assist in successfully conducting the drills, realizing that his safety and that of the others is greatly increased.

The teacher of each group or class is in immediate command when the fire alarm sounds. The first pupil out of each room will hold the first door open, and the second pupil out of each room will hold the second door open, etc. until all pupils have moved from the building. After all the pupils have moved through each door the pupil holding that door will close the door and march out at the end of the line.

5.40b In Case of Fire

1. Notify a teacher immediately of the danger by the quickest method possible.
2. Ring the fire alarm as quickly as possible.
3. Call the fire department.
4. When an alarm sounds in school, pupils must stop work.
5. Shut off proper machinery and electricity.
6. Shut off gas and other open flames.
7. Put chairs, stools and other obstructions under seats to clear passageways.
8. Form a line promptly with the front of the row facing the exit aisle and wait for the command or signal from the teacher or individual in charge of the group.
9. Follow the exit instructions posted in individual rooms.

5.40c At Command of March

March in a rapid orderly manner from building a single file, not crowding upon the person immediately in front of you. Retain formation outside of the building until dismissed or instructed to return to building.

- Do not run.
- Do not lag behind.
- Do not scream or make unnecessary noise.
- Do not laugh.
- Do not cause confusion.
- Do not attempt to leave the place in line until you return to the building.
- Do not attempt to leave the building except in accordance with exit drill regulations.
- Do not remain in the toilet or the dressing room.
- Do not return your clothing.
- Do not fail to carry out instructions.

5.40d Roll Call

Teachers will take roll call of their pupils as soon as their group is clear of the building. Names of the pupils who cannot be accounted for should be given to the individuals in charge of the building immediately.

5.41 Crisis Situation

In the event of a violence-related crisis, where the children's safety could be at risk, a series of bells will ring to notify the staff. If this occurs, the teachers will either secure the children in the rooms or have them evacuate the building immediately, depending on the location of the class and the site of the emergency situation. Students will remain in the protection of the teacher until the office personally notifies the staff member that it is safe for our children to return to the school or the hallway.

5.42 Tornadoes and Storms

SIGNAL WILL BE CONTINUAL RINGING OF THE BELLS

5.42a Grade School

- Kindergarten will stay in the Kindergarten room; sit down with their hands on the back of their necks.
- First grade will go to the Art Room, sit down with their hands on the back of their necks.
- Second and Fifth Grade (5C) will go through the Media Center to the Kindergarten room.
- 3rd and 4th grades will go through the Media Center to the Art Room, sit down with their hands on the back of their necks.
- 6th grade will go to the Vocal Music Room, sit down with their hands on the back of their necks.
- 7th grade will go single file to the Vocal Music Room, sit down with their hands on the back of their necks.
- 8th grade will go to the Vocal Music Room, sit down with their hands on the back of their necks.

5.42b High School/ Pre-school

Students are to move to the hallway between the office and the study hall. They shall sit against the walls and protect their heads with their arms, keeping quiet so they can hear instructions.

5.43 Bomb Threats

In case of a bomb threat, the buildings are to be evacuated as quickly as possible by the same routes as are exited for a fire. Teachers are to take roll call as soon as the students are exited. The Principals are to be notified immediately of any missing pupils.

5.44 Earthquakes

During the Shaking:

1. If indoors, stay indoors. Hide under sturdy furniture. Stay near the center of the building. Stay away from glass.
2. Don't use candles, matches or other open flames.
3. Don't run through or near buildings where there is danger of falling debris.
4. If outside, stay in the open away from buildings and utility wires.
5. If in a moving car, stop but stay inside.

After the Shaking:

6. Check utilities. If water pipes are damaged or electrical wires are shorting, turn off at primary control point. If gas leakage is detected, shut off at main valve and stay away until utility officials say it is safe.
7. Turn on radio or television for emergency bulletins.
8. Stay out of damaged buildings; aftershocks can shake them down.

Cross-References:

PRESS 4:170, *Safety*

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

5.50 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.
5. Students should provide the school a return to school note from their health care provider, listing restrictions, if any, following any serious illness or injury.
6. We ask that students with obvious signs of illness remain at home to help prevent unnecessary disease transmission in our school. Students should not attend school if they have obvious signs and symptoms of illness such as a fever (temperature greater than 100 degrees F,) vomiting, uncontrolled diarrhea, uncontrolled cough, or unidentified rash accompanied by signs of illness just to name a few.

Cross-references:

PRESS 7:280, *Communicable and Chronic Infectious Disease*

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

IDPH Code 77.690

5.60 Head Lice

The school will observe the following procedures 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.
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 or building principal 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*

Chapter 6: Discipline and Conduct

6.10 General Building Conduct

The warning bell rings at 8:12 a.m. and classes begin at 8:15 a.m. and students are dismissed at 2:59 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- K-8 students who arrive prior to 8:00 a.m. should wait in the blue hallway or front door area until 8:00 a.m. or the first bus arrives.
- Students who ride the school bus, may not leave school grounds once their bus has dropped them off.
- Hats and non-religious head coverings may be restricted in the building and should be removed upon request.
- Once students enter the building, bags, backpacks, and purses should be stored in lockers. These items may not be carried to classes.
- 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.
- Chewing of gum is not permitted in grades K-8.
- Skateboards, rollerblades, roller skates, and skate shoes are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No students may throw or kick snow on school property, at school events, or at school bus stops.

6.11 Leaving School

No student is permitted to leave the school grounds without permission. An administrator may grant permission to leave. The parking lot is off limits to all students during school hours.

Students may leave school for a medical appointment based on a note or parent phone call. The student should bring a note from the doctor or dentist office upon return to school. If a student becomes ill or injured during the school day, they should report to the nurse (or the office only when the nurse is not in). Students who call home to have parents pick them up due to illness or injury without first seeing the nurse will be considered unexcused for the rest of the day.

6.12 Playground-Recess

Playground areas may be assigned if crowded conditions exist. Playground or gym activities are supervised at all times. All children should participate whether on the playground or in the gym, unless illness prevents this.

If parents want their child to remain indoors during recess or the noon period due to illness, they must send a note stating the request and the reason for the request. A physician should authorize any requests exceeding three days.

6.13 Lockers

Each student is assigned a locker for his/her own use. Personal items should be kept locked in lockers. Students will not be allowed to carry purses, bags, backpacks, or other carriers during the school day. These items should also not be left in the hallway or in classrooms or locker rooms. Every student is responsible for the contents of the locker assigned to him/her. Lockers shall not be shared. Students should keep the combination to themselves and should not tell it to other students.

Lockers are the property of the school and may be inspected at any time. Any student guilty of vandalism or theft will be subject to behavioral and/or disciplinary interventions or consequences. Students are reminded that only magnets are to be used to attach anything to their locker.

6.20 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. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. If there is any doubt about dress and appearance, the building principal will make the final decision. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

- 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.
- Student dress (including accessories) may not contain or be suggestive of sexual connotations or innuendo
- Student dress (including accessories) may not contain or suggest ethnic or racial slurs.
- Hats, hoods, bandanas, non-medical masks, gloves, and sunglasses may not be worn in the building during the school day. Teachers have the authority to ask students to remove hats, hoods, and coats while in the building.
- 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.
- Students 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 to discipline.
- Specific prohibited items include but are not limited to:
 1. Visible undergarments.
 2. Mesh/translucent clothing.
 3. Bare midriff shirts.
 4. Bareback or strapless attire.
 5. Shirts with sleeves or sides cut off.
 6. Paper clips, sharp or jagged collars or piercings, or other rough or obtrusive accessories (including chains) that are distracting and potentially dangerous.
 7. Pajamas, soft-soled slippers.

Consequences:

The student will be asked to change garments. If the student refuses to comply or repeatedly violates dress code, he or she will be subject to behavioral and/or disciplinary interventions or consequences.

Cross Reference:

PRESS 7:160, *Student Appearance*

6.30 Student Behavior

6.30a 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, e-cigarettes, vapes, vape pens or other vaping related products.
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, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law.)
 - b) Any anabolic steroid unless it is being administered in accordance with a physician 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 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 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 unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law.
 - 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.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. 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; (high school only) or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. 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 identification or submit to a search.
9. Displaying gross disrespect to staff members or other school officials, students, or guests of the school.
10. 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.
 - a) All students determined to have cheated on any graded activity will be given a zero. Cheating will be defined as representing any work which is not originally created by the student. Students who share their work with others will also be considered in violation of the cheating policy. Cheating includes, but is not limited to copying work belonging to someone else, sharing answers on activities that are individual, using calculators, phones, or other electronic devices to store, share, or retrieve information, plagiarizing, and accessing answer keys.
 - b) In addition to earning a grade of zero on an activity, the student will be subject to behavioral and/or disciplinary interventions or consequences.
11. Forging or attempting to forge anyone’s signature, misrepresenting the identity of completed student work or assignments.
12. 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.
13. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
14. Engaging in teen dating violence.
15. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
16. Entering school property or a school facility without proper authorization.
17. 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.
18. Being absent without a recognized excuse.
19. Truancy or leaving the school building or grounds without permission.
20. Using profanity or racial slurs.
21. Being involved with any public school fraternity, sorority, or secret society.
22. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
23. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
24. Physical aggression.
25. 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.

26. 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.
27. 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.

6.30b 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.
5. During periods of remote learning.

6.30c 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.
 - a. Students are restricted from the regular learning environment with monitored access to educational resources. Students will receive credit for all work completed in intervention time. Inappropriate behaviors during in-school intervention times will be considered insubordination and be subject to behavioral and/or disciplinary interventions or consequences.

- b. Students assigned to in-school suspension will not be allowed to attend or participate in any extracurricular activities the day of their suspension. Members of teams may attend practices or games, but may not dress or participate.
- 7. Before or after-school detention or Saturday detention 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.
 - a. Upon return from OSS, students will report immediately to the office for re engagement planning. The responsibility lies with the student to make arrangements with individual teachers for make-up work. If arrangements are made the day of return and work is completed according to guidelines, full credit will be granted.
- 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.

6.30d 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.

6.30e 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.
- 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.

6.30f 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.

6.30g Cases Not Specifically Covered

In any discipline case not specifically covered in the preceding sections, the Principal or the Superintendent, or the Principal and Superintendent acting jointly may decide the disposition of the case.

6.30h 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.

6.40 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 district and 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:

- During any school-sponsored education program or activity.
- 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.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school-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:
 - Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
 - Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
 - Substantially interfering with the student’s or students’ academic performance; or
 - Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. 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.

Complaint Managers:

Dawn Heitzler

Annawan Grade School

(309) 935-6623

dheitzler@annawan226.org

Matt Huber

Annawan High School

(309) 935-6781

mhuber@annawan226.org

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

Cross-references:

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*

PRESS 7:190, *Student Discipline*

PRESS 2:260, *Uniform Grievance Procedure*

6.45 Sexual Harassment & Teen Dating Violence Prohibited

6.45a 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.

6.45b 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.

6.45b 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 nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

Jamie Bryan

Annawan CUSD 226

(309) 935-6781

jbryan@annawan226.org

Complaint Managers:

Dawn Heitzler

Annawan Grade School

(309) 935-6894

dheitzler@annawan226.org

Matt Huber

Annawan High School

(309) 935-6781

mhuber@annawan226.org

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Cross-references:

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:185, *Teen Dating Violence Prohibited*

6.50 Lunch & Cafeteria Rules

6.50a Lunch Rules

Students may not leave campus during lunch. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the end of their lunch, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

6.50b Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Grade school students shall not trade food.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- 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.
- Lunch recess is often held outdoors. Students should dress appropriately for the weather. When high school lunch recess is outside, students should exit directly outside and not travel through the high school hallway.
- No food or drink should be removed from or eaten outside of the cafeteria.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

6.60 Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Cross-references:

PRESS 6:240, *Field Trips*

PRESS 6:240-AP, *Field Trip Guidelines*

6.70 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*

6.80 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, smart phone, 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

High School 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.

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.

K-12 Students in violation of this procedure are subject to the following consequences:

1. First offense – A verbal warning will be assigned.
2. Second offense – The device will be confiscated. The student will receive the device back at the end of the day in the school office.
3. Third Offense- The device will be confiscated. A detention will be assigned. The student will receive the device back at the end of the day in the school office.
4. Fourth 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. Further consequences may be added based on administrative discretion.

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*

Chapter 7: Internet, Technology & Publications

7.10 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.** The district may use filters and monitoring software on devices accessing the school network.

7.10a 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.

7.10b 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. Students have no expectation of privacy while using equipment and/or networks owned or managed by the district.

7.10c 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.
- n. Misuse of school-owned equipment, software, network, or email, including but not limited to spreading of viruses.
- o. Disabling or attempting to disable filters or monitoring software.

7.10d 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.

7.10e 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.

7.10f 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.

7.10g 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.

7.10h 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.

7.10i 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.

7.10j 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.

7.10k 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*

7.20 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*

7.25 Guidelines for School-Sponsored Publications, Productions and Websites

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

- Is libelous, slanderous, or obscene;
- Constitutes and unwarranted invasion of privacy;
- Violates Federal or State law, including the constitutional rights of third parties; or
- Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

Cross Reference:

PRESS 7:315 *Restrictions on Publications; High Schools*

7.30 BYOT Program

Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

Our school allows students to participate in a curriculum-based Bring Your Own Technology (BYOT) Program. A Parent/Guardian must authorize their student's participation in the program by completing the Participation in Bring Your Own Technology (BYOT) Program Responsible Use and Conduct Agreement. Your student must also sign the Internet Acceptable Use agreement to participate in the program.

The violation of any laws, school board policies or student handbook procedures while participating in the program may result in the loss of your student's privilege to participate in the program and other discipline. Remember that you are legally responsible for your student's actions.

The teacher's role is that of instructor in your student's classroom. Teachers cannot spend time fixing technical difficulties with BYOT devices. Parents/guardians and their students share the responsibility for technical support and providing a properly charged BYOT device. If a BYOT device has technical difficulties: (1) a school-owned device may be provided, if available, or (2) students may be asked to partner with another student who has a functioning BYOT device during a lesson. The school also expects you and your student to keep the BYOT device free from viruses, malware, and/or any other harmful programs that could damage the school district's electronic network. Finally, the right to privacy in your student's BYOT device is limited while it is on any school property.

Cross Reference:

PRESS 6:220, *Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct*

PRESS 6:220-E1, *Exhibit – Authorization to Participate in the Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct Agreement*

7.40 Annual Notice to Parents about Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts

- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Cross Reference:

PRESS 7:345-AP, E2, *Student Data Privacy; Notice to Parents About Educational Technology Vendors*

Chapter 8: Search and Seizure

8.10 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.

8.10a 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.

8.10b 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.

8.10c 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.

8.10d Questioning of Students Suspected of Committing Criminal Activity

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

Chapter 9: Extracurricular and Athletic Activities

9.10 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 that are not part of an academic class nor otherwise carry credit for a grade.

9.10a 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. Assurance that the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA'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 IHSA's Performance-Enhancing Substance Testing Program.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the IHSA'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.

9.10b Illinois High School Association/Illinois Elementary School Association

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and 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 IHSA/IESA and this Code, the most stringent rule will be enforced.

9.10c Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

To retain eligibility in high school, a participant must earn a passing grade in all academic courses each week. The first week that a student receives an "F" in any course during the season will be considered a warning week. The second week (and any thereafter) that a student receives an "F" in any course during a semester, the student will be considered ineligible. IHSA requires all high school participants be enrolled in a minimum 25 semester hours of academic coursework. Grades are determined by measuring the student's performance from the beginning of the semester through the date the eligibility check is made. Eligibility runs Sunday through Saturday. In addition, a participant must have passed a minimum of 25 hours of coursework in the semester preceding his or her eligibility.

IESA requires participants to earn a passing grade in all courses each week. Grades are determined by measuring the student's performance from the beginning of the semester through the date the eligibility check is made. Eligibility runs Monday through Saturday of the week following each eligibility check. No warning "F" applies to junior high eligibility. Grade school eligibility will be based on a running total of points earned each semester.

If a student is ineligible for three consecutive weeks in the same subject area, they will be dismissed from the team. A coach may override this dismissal by contacting the athletic director.

9.10d Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school for any part of the day without a professional excuse 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 administration for justifiable reasons, including: 1) a pre-arranged medical or other professional appointment absence accompanied by a note; 2) Students absent for mental health days may participate in evening events if they return by noon on the day of the event; 3) a death in the student's family; or 4) a religious ceremony or event.

Student athletes and activity participants will be granted one “tardy exemption pass” per semester. Students who arrive at school within the first hour of the day may report to the office and sign this pass to allow for participation in that evening’s events.

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.

Additional Junior High Rules

If a student does not participate in Physical Education class, they will not be allowed to participate in an extracurricular activity that evening unless excused by a professional note or circumstances are approved by the administration.

9.10e Travel

Athletes, cheerleaders, and band members can only be released by their parents to return home from athletic contests and events with a parent designee over 21 by calling the principal’s office. The assigned designee must sign the student out at the event. Parents, grandparents, or siblings over 21 may sign the student out at the event without a prior phone call.

In all cases where the school provides transportation to an event, contest, or practices, except in the cases where an administrator gives approval, students must use the provided transportation. Students who miss the bus will be subject to the coaches’ disciplinary decisions. Students will not drive themselves to practices or events when transportation is provided.

9.10f State Contests/Overnight Travel

1. Athletes may be excused from school to attend the state contest in their sport if their coach is accompanying them and has accepted responsibility for their transportation and attendance at the event.
2. When overnight arrangements are necessary, the coach will make the reservations and plans with the approval of the district administration, and will be responsible for the students in his or her care.
3. Students attending these supervised events are subject to all district rules and regulations as well as those established by their coach or supervisor for the trip.
4. Athlete/Coaches who qualify for participation in a state competition will be reimbursed for the following expenses:

Breakfast - \$7.00 Lunch - \$7.00 Dinner - \$10.00

9.10g 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.

Participation in an approved alcohol or drug counseling program may 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, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute 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. 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 disrupts or adversely affects 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 physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a detrimental effect on the student's or students' physical or mental health;
- Interfering with the student's or students' academic performance; or
- 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.

9.10h Due Process Procedures

An alleged violation of the training rules may be brought against an athlete/participant/cheerleader pursuant to any of the following methods.

1. Every coach, cheerleading sponsor, faculty member or administrator shall have the authority and the responsibility to report (in writing to the athletic director or principal) a violation of the training rules. If a report is made, the individual must take personal responsibility for the validity of the report, and be prepared to present the findings to the student involved and his or her parents.
2. Parents of the athlete are also encouraged to report (in writing to the athletic director and/or principal) any violation of the training rules.
3. Any athlete/participant/cheerleader receiving a citation by law enforcement or admitting guilt for an offense which involves a violation of the training rules shall be deemed to have violated said rules.

When a charge has been filed with the principal and/or athletic director, the principal and/or athletic director shall review the evidence and determine if a violation of the training rules occurred and the appropriate penalty. The principal and/or athletic director shall conduct a pre-suspension hearing with the student and the student's parents. A written decision following this hearing will be mailed to the student and his/her parents. Said decision will also inform the student and his/her parents of the right to review the decision of the principal and /or athletic director to the superintendent.

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:

FIRST VIOLATION

A. Alcoholic Beverages/Tobacco/Illegal Drugs - On the first violation the athlete/participant/cheerleader will be suspended for 20% of the scheduled interscholastic contests (no less than 2). For purposes of suspension, dates with more than one scheduled contest, each game will count individually.

Sport	Number of games/contests scheduled (for example only)	Number of games suspended
Cross Country	10	2
Volleyball	23	5
Basketball	23	5
Baseball	30	6
Scholastic Bowl	12	2

SECOND VIOLATION

If a second violation occurs during their high school career, the following will take place.

Alcoholic Beverages/Tobacco/Illegal Drugs - If the violation involved alcoholic beverages and/or illegal drugs, the athlete/cheerleader will be suspended from all athletic/cheerleading activities for one calendar year. Example: If a volleyball player is suspended on September 1, 2018, she will be suspended from all athletic/cheerleading activities until September 1, 2019.

In both the first and second violations, the suspension period begins with the date of the first scheduled contest after the violation. If that sport season ends before the suspension period expires, the athlete/cheerleader will serve the remainder of the penalty during the next activity he/she participates in beginning with the date of the first scheduled contest. For any part of a suspension to count toward the suspension period, the suspended individual must remain on the team and practice with the team. Off-season violations will be applied to the next season of participation.

THIRD VIOLATION

Alcoholic Beverages/Tobacco/Illegal Drugs - If a third violation occurs during their high school career, the student will be suspended from all athletic/cheerleading activities for the remainder of his/her high school career.

1. The appropriate administrator will make a written report of his or her decision and rationale.
2. The student and his/her parents have a right appeal the decision to the superintendent. It is the responsibility of the student or parent to request the hearing within seven calendar days following notice of the action taken by the athletic director and/or principal.

VIOLATIONS OTHER THAN DRUG OR ALCOHOL

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, performances, activities or competitions;
- The remainder of the season or for the next season; or
- The remainder of the student's school career.

All students remain subject to all the School District's policies and the school's student/parent handbook.

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*

9.10i Local Guidelines

1. Any athlete or cheerleader who is truant from school any part of the day will not be allowed to practice or participate in any athletic/cheerleading activity that day.

2. Any athlete/cheerleader who is absent from school due to illness will not be allowed to participate in any athletic contest or practice the remainder of the day. (Students may be excused for a doctor's appointment related to a previous injury or illness.)
3. If an athlete or cheerleader goes to the doctor for an injury, he or she must obtain a written release from the doctor before he or she may return as a participant.
4. Report all injuries, no matter how trivial, to your coach. Prompt treatment prevents infection and it will hasten your recovery and it is necessary for insurance purposes.
5. All equipment issued will be the responsibility of each individual team member with respect to care and maintenance. If an athlete is unable to account for all equipment which has been issued to him/her, he/she shall be held financially responsible for the same.
6. Athletic or cheerleading practices are not to be held on Sunday's except in extreme cases where a team may be involved in tournament/playoff competition during the following day. These practices will then only be held with the consent of the respective principal.
7. Students in multiple sports will be allowed to take up to a 5 calendar day break between athletic seasons without penalty. This rule applies to any activities which qualify for a PE exemption.
8. When the school is closed due to inclement weather, athletic or cheer-leading practices shall be held only with the consent of a district administrator and attendance shall be "optional". This may not apply to early dismissal situations.
9. Students assigned to in-school suspension will not be allowed to attend or participate in any extracurricular activities the day of their suspension. Members of teams may attend practices or games, but may not dress or participate.
10. When going to and from a scheduled contest and in the presence of the public, athletes not attired in team uniforms should dress neatly. The individual coach has the prerogative of determining the type of dress for his/her team members.
11. Students should comply with curfew laws in the community in which they reside. Other restrictions will be determined by coaches/sponsors.
12. Failure to Comply with Principles 9 & 10 will result in:
 1. First Offense: Subject to disciplinary action by the coach of the respective sport.
 2. Second Offense: Subject to disciplinary action by the athletic committee.
 3. Third Offense: Subject to suspension for the rest of the season for that sport.

9.10j Meeting, Game, Practice Hierarchy

In the event of conflicting activities for students participating in more than one activity concurrently (Ex: basketball and scholastic bowl)

1. Conference competitions take precedent over non-conference competitions
2. Competitions take precedence over practices
3. Athletic practices take precedence over non-athletic practices
4. In the event of conflicting conference competitions, students will decide which activity to participate in and notify coaches within 24 hours of learning of the conflict.
5. Whenever possible, coaches will make reasonable efforts to eliminate conflicts for students. (Example: attempt to reschedule music audition time to allow student to participate in a volleyball tournament)
6. At any time coaches may agree to allow a student an exception to these rules.
7. In the event of conflicts the student decides.

9.10k Junior High Philosophy

The Annawan Grade School is committed to providing an athletic program in which the development of solid skills, good sportsmanship, and self-discipline are goals. Students should be encouraged to demonstrate positive attitudes, a respect for others, and an appreciation of their academic responsibilities. Skills and techniques introduced at this level will be based on practices used in the high school program. Coaches will determine starting positions and playing time for their athletes.

Parents are encouraged to be positive and supportive of their own child as well as the officials, coaches, and other players involved in the program.

Our junior high program will be competitive, while instilling and promoting personal growth for our individual athletes, and an understanding of the fundamentals involved in the sport. Athletes are not guaranteed playing time, though a large point margin should allow for increased team participation. Tournament teams will consist of the most competitive athletes, based on the coach's assessment. It is important at the junior high level for us to instill a competitive attitude in our athletes, while supporting the development of solid skills, good sportsmanship, and self-discipline.

9.10l Communication with Coaches

Professional communication between coaches, players, parents, and fans is vital to the success of our extra-curricular program. If it is necessary to speak with a coach, please contact the school office during schools hours to schedule an appointment with the coach and an administrator. If the coach is not employed by the school during the day the school will contact the coach involved. Coaches should not be contacted at home via email, text message, or phone call. Coaches should not be approached by concerned parents or community members to discuss issues on game nights, at practices, or in other public settings. Failure to act professionally in these circumstances may result in consequences which could involve exclusion from athletic contests for the remainder of the year.

9.10m Athletic Awards

Appropriate awards will be made in all sports for those meeting the requirements stipulated below. Awards are to be worn only by those who have so earned the award. If any other person is permitted to wear the award, it will be recalled by the school.

General Requirements

1. Attendance at practice
2. Team spirit
3. Desire to show improvement.
4. Cooperation

All of the above requirements are subject to the coach's discretion.

High School Varsity 8" Letter Guidelines

Cross Country: Ran in one-half of the Varsity Meets or ran in Regional, Sectional, or State Meet

Golf: Participating in 2/3 of the season as a varsity player.

Football: Participate in one-half of the regular season quarters, regularly participate on offense, defense, or special teams for the entire season; play four complete years; or at the discretion of the coach.

Volleyball: Participate in over one-half (1/2) of the regular matches of competition on the varsity team squad plus score at least 20 points during the regular season matches or at the discretion of the coach.

Basketball: Participate in one-half of the regular season quarters of competition or at the discretion of the coach.

Baseball/Softball: Participate in a minimum of half of the regular games scheduled (not practice games), or at the discretion of the coach.

Track:

- Score 20 actual points during a season or
- In the conference meet score in an individual event or place first, second or third in a relay, or
- Place in the sectional meet, or
- At the discretion of the coach.

If an athlete has participated in a particular sport for three (3) years, but has not received a major letter in that sport prior to his senior year, he shall be awarded a major letter his fourth year of participation in that sport.

A J.V. certificate shall be awarded to any varsity athlete who completes the season and does not receive a major letter.

High School Junior Varsity 4" Letter Guidelines

A four inch "A" will be awarded to members of all teams if they have met the same general requirements which must be fulfilled by varsity athletes for a letter. These awards will be made at the discretion of the coach.

Annawan/Wethersfield Co-op Letter

A white A/W letter with navy trim will be awarded to an athlete/cheerleader who participates on an A/W co-op team or squad and has met the requirements for a varsity letter.

Academic All-Conference

Athletes receiving a major athletic letter and having a G.P.A. of 4.5 or higher for the grade period for each respective season will be accorded Academic All-Conference honors. Grading periods used: 1st Quarter- Golf, Cross-Country, Football and Volleyball; 2nd Quarter- Basketball and 4th Quarter- Track, Softball, and Baseball. A certificate will be presented to these students for their athletic and academic accomplishments.

Rick Doye Participation Award

All senior athletes who have completed three sport/cheerleading seasons each of their four years of their high school career will have their name engraved on the Rick Doye Athletic Participation Plaque. This plaque will be on display in the high school foyer. (Exception: If an athlete tries out but does not make a team or if an athlete starts a sport and cannot continue because of an injury they will still be eligible for the award)

9.10n Cheerleading

1. Selection:

Cheerleaders will be selected by procedures devised by the principals, athletic director, cheerleader sponsor and appropriate students. Such procedures shall be reviewed and revised as deemed necessary.

2. Uniforms:

Cheerleaders will purchase uniforms as they participate on the separately established football and basketball squads. Each cheerleader is to pay the excess costs for uniforms above monies provided by the school if monies are provided.

3. Supervision:

Cheerleaders will be under the general supervision of a cheerleader sponsor who serves her assignment under the general direction of the respective school's principal.

9.10o Athletic Committee

Purpose: To help foster better communications between coaches and athlete and as an aid in governing the athletic program.

Membership: Members will be all high school coaches. Presiding over this committee will be an athletic director.

In matters of discipline, those members of the athletic committee that will participate will include the principal, athletic director and coaches involved.

9.10p Uniforms

A student athlete is allowed to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences.

The modification of the athletic or team uniform may include, but is not limited to, the wearing of a hijab, an undershirt, or leggings. If a student chooses to modify his or her athletic or team uniform, the student is responsible for all costs associated

with the modification of the uniform and the student shall not be required to receive prior approval from the school board for such modification.

At a minimum, any modification of the athletic or team uniform must not interfere with the movement of the student or pose a safety hazard to the student or to other athletes or players. The modification of headgear is permitted if the headgear:

- (1) is black, white, the predominant color of the uniform, or the same color for all players on the team;
- (2) does not cover any part of the face;
- (3) is not dangerous to the player or to the other players;
- (4) has no opening or closing elements around the face and neck; and
- (5) has no parts extruding from its surface.

9.20 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 guests under the age of 21.

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.

The following conditions will exclude a student from attending school dances:

- Currently failing one or more courses
- Any type of school suspension
- Excessive disciplinary referrals
- Having 10% or more days in attendance as absence without a professional excuse or authorized absence
- 10 or more tardies

Cross-references:

PRESS 6:190, *Extracurricular and Co-Curricular Activities*

PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

Cross-reference:

PRESS 7:140, *Search and Seizure*

9.30 Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the IHSA and IESA 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

9.35 Student Organizations

9.35a Procedure for Forming

The Board of Education of Unit District #226 has the responsibility of authorizing the formation and disbandment of student clubs and activities. When new interests are formed with the student body to the extent there is a desire to formalize the interest group into an active organization, the Board of Education requires the following procedures to be followed for the approval of the organization.

1. **Statement of Purpose** - The interest group is to put in writing its statement of purpose. This would include why the group is being formed, its goals, its function and how it will serve the school.
2. **Sponsorship** - All activity groups must have a member of the District's staff who will serve as its sponsor. The interest group must secure a sponsor with the consultation of the Principal.
3. **Eligibility** - The group must state what students or groups of students will be eligible for the participation in the organization.
4. **Funds** - A statement is required which identifies how the students will fund its efforts.
5. **Organizational Pattern** - The organization pattern of the group must be defined.
6. **Consultation with the Principal** - In developing its purpose and general formation of the organization, the students and their sponsor are expected to consult with the Principal.

9.35b Grade School Clubs

Maroon Platoon

Maroon Platoon is a positive peer group accessible to any 6th, 7th, and 8th grade student that attends Annawan Junior High. We do several activities relating to effective communication and working together successfully. Future activities will also involve more community involvement.

JH Student Council

The 6th, 7th and 8th grade Student Council is an organization through which the student body presents ideas and recommendations in the interest of a better school for students, faculty and administration. It is an advisory council rather than a student governing body. It is a representative body, and the homeroom, through its representatives, is the line of communication for expressions of student concerns and views.

Each homeroom elects two representatives and the whole student body elects officers at the beginning of the school term. The Student Council functions through the authority granted and delegated to it by the Principal. It operates within the framework of the Student Council Constitution, adopted by the student body.

9.35c High School Organizations

Foreign Travel Club

The objectives of the Foreign Travel Club are to stimulate interest in Foreign Travel, to aid the attending Foreign Exchange students, and to further participation in Foreign Travel. The student Foreign Travel Club assists the adult chapter.

Membership consists of all freshmen, sophomores, juniors and seniors who are sincerely interested.

FCCLA

This is a vocational based volunteer organization for students interested in social service and family and consumer science related careers. The organization has several objectives that include personal growth, family life, and vocational preparation and community involvement.

FFA

FFA is a national organization of students involved in agriculture. The FFA gives the students an opportunity to compete in many contests, show at fairs, judge livestock, and win awards with their record books. The members work on many school and community projects that they can learn by doing and help others in the process. The students must take at least one Ag class to join FFA.

Spanish Language Club

The purpose of the Spanish is to enhance the student's curiosity about the different speaking nations of the world. A major objective is to enrich the students' knowledge of the customs and ways of life in Spanish speaking countries.

The object will be to foster appreciation for the language and the customs.

Health Careers Club

Health Careers Club is an organization for all high school students who are interested in a health career. During the school year the students are acquainted with different health fields. Trips to hospitals and health training school may be taken for insight into the education needed. The group also participates in school and community health programs.

The purpose of the club is to bring together high school people interested in a health career to share their interest, to explore opportunities and requirements in various health fields. The students can also grow as individuals by working together and learning about community life that they will soon participate in as informed citizens

National Honor Society (NHS)

The objectives of the National Honor Society shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

To be a candidate for membership in the National Honor Society a student must have a cumulative GPA of 4.0 or higher and be a member of the sophomore, junior, or senior class at Annawan High School. The student must have attended Annawan High School at least the equivalent of one full semester.

All candidates will be considered for selection by the high school faculty and any other teachers involved in the supervision of extracurricular activities involving high school students. Selection will be based on outstanding scholarship, character, leadership and service.

Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, character, leadership and service. The student must maintain a 4.0 or higher cumulative grade point average.

Procedure for selection:

All students with a 4.0 or above cumulative grade point average will be notified during the second semester of their sophomore, junior, or senior year that they are eligible to be considered for membership in the National Honor Society. They will also be informed of the application process and timeline. It will be the student's responsibility to complete the application and submit it to the National Honor Society advisor by the due date. Failure to do so will eliminate the student from further consideration.

The high school teaching staff and the teachers involved in the supervision of high school extra-curricular activities will then evaluate each member individually on each component of leadership, service and character. A rating scale of 1 (low) to 4 (high) will be used. A teacher who does not feel qualified to evaluate a student on a particular component will refrain from voting on that component. The ratings for each component will be tabulated after the low score is removed. A student must receive an average of three or above on four of the six components in each of the categories of leadership, service and character to be selected for membership. If after voting, a teacher feels additional discussion is needed on any member, he/she may request additional discussion and another vote.

The student will be expected to sign a contract upon selection agreeing to provide a minimum number of hours of school and/or community service upon becoming a member of the society. This is a condition of membership into the society.

The Components of Leadership, Service, and Character:

Leadership

1. Takes constructive lead in classroom and school activities.
2. Inspires and exemplifies positive attitudes and behaviors.
3. Is dependable in any responsibility accepted - follows through with commitments.
4. Promotes worthwhile activities within organizations.
5. Demonstrates positive leadership with peer groups outside of school.
6. Demonstrates initiative in academic and extracurricular pursuits.

Service

1. Renders a service to the community through school activities.
2. Works well with others and is willing to take on difficult or inconspicuous responsibilities.
3. Shows courtesy to school related personnel and other students.
4. Represents the school in various types of competition.
5. Is involved in one or more outside of school activities.
6. Does committee and voluntary work cheerfully.

Character

1. Takes criticism willingly and accepts recommendations graciously.
2. Demonstrates high standards of attitude toward honesty (avoids cheating), reliability, fairness and tolerance.
3. Show courtesy, concern and respect for others and their property (including school property).
4. Exemplifies desirable qualities of personality (cheerfulness, friendliness, neatness, poise, and stability).
5. Upholds principles of morality and ethics. (Character is not based on mere personality or on minor incidents unless they are repeated so as to indicate a definite pattern of behavior. We are conscious of adolescent growth and development.)
6. Is punctual and fair both inside and outside the classroom and observes instructions and rules.

HS Student Council

The primary function of the Student Council is to provide a learning experience for students. Its primary contribution to learning is to develop good citizenship. A second function, which is closely associated with the first, is to provide within the school a climate conducive to the intellectual, physical, social and moral development of every member of the student body. A third function is to assist the administration in managing the co-curricular program of the school.

The Council is made up of a President, Vice President, Secretary and Treasurer who are elected by the entire student body. Each class has two representatives. The presidents of all school organizations and classes are also council members.

The Council is responsible for Homecoming Activities.

Yearbook Staff

Each year the seniors publish the Annawan High School yearbook. This publication is a visual presentation of the activities of the current school year. The yearbook staff consists of feature writers, sport editors, academic editor, organization editor and photographers which are headed by the editor, assistant editor and business manager.

Chapter 10: Special Education

10.10 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 except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. 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.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Matt Huber
(309) 935-6781
Annawan CUSD 226

Cross Reference:

PRESS 6:120, *Education of Children with Disabilities*

10.20 Discipline of Students with Disabilities

10.20a Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

10.20b 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*

10.30 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:

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

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

10.40 Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Cross Reference:

PRESS 6:300, *Graduation Requirements*

10.50 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.

For further information, please contact the building 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 Evaluation/Observation Purposes*

10.60 Related Service Logs

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Cross
PRESS 7:340-AP1, *School Student Records*

Reference:

Chapter 11: Student Records & Privacy

11.10 Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

11.10a Surveys by Third Parties

It is the policy of Annawan CUSD 226 not to administer third party surveys unless they are mandated by the State Board of Education. 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.

11.10b 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:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

11.10c 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.

The term “instructional material” means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

11.10d Selling or Marketing Students’ Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent’s first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver’s license number or State identification card.

The above paragraph does not apply: (1) if the student’s parent/guardian has consented; or (2) to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student’s personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District’s Student and Family Privacy Rights policy may be obtained from the Superintendent’s office or accessed on the District’s Website.

Cross-References:

PRESS 7:15, *Student and Family Privacy Rights*

PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

11.20 Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance exams included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; . A school official may

also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, or therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7.The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students’ names, addresses, and telephone numbers, unless the student’s parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8.The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.

9.The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Cross-reference:

PRESS 7:340, *Student Records*

11.30 Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Cross-reference:

PRESS 7:340, *Student Records*

11.40 Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Cross-reference:

PRESS 7:340-AP, *Student Records*

Chapter 12: Parental Right Notifications

12.00 Child Custody

The Annawan District wishes to cooperate in every way possible with parents. In cases where one parent has such custody, the District will do all possible to insure that the other parent does not take the child. Accordingly, the following procedure will be followed:

1. The parent having custody of the child is requested to provide the school with a copy of the custody papers.
2. The staff (teachers and bus drivers) will be advised as to whom has custody of the child.
3. The school will do all possible to safeguard the child while under school control.
4. Custodial parents must send advance written permission to the principal for non-custodial parents or older siblings to visit school or pick up children.
5. When the child leaves the school's property or the school bus, then he/she becomes the parent's responsibility.
6. A parent not having custody of a child may request copies of all school information, which is sent to the parent having custody.

12.10 Teacher Qualifications

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher’s certification;
- Whether any instructional aides or paraprofessionals provide services to your student 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*

12.20 Standardized Testing

Students and parents/guardians should be aware that students of Annawan CUSD 226 will take standardized tests as mandated by the state of Illinois and as required by the district for purposes of determining academic progress. Parents/Guardians 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/Guardians 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*

12.30 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.

Assistance and support for homeless families

Educational organizations and schools:

High School Counselor 1-309-935-6781

K-8 School Counselor 1-309-935-6623

Food bank and meal programs:

Annawan Food Pantry 1-309-935-6354

Local service organizations (Goodwill, Salvation Army, etc.):

Salvation Army of the Quad Cities 1-309-764-2811

United Way 1-800-680-4636

Family shelters:

Freedom House 1-309-852-4008, 1-800-474-6031

Illinois Department of Children and Family Services 1-800-252-2873

Domestic Violence Shelter Crisis Line 24 Hr. 1-309-788-2273

Domestic Violence Shelter - Family Resources 1-309-797-1777

Good Shepherd Foundation 1-309-944-6205

Medical services:

PUBLIC HEALTH

Henry/Stark County Health Dept.

Kewanee 1-309-852-0197

Colona 1-309-792-4011

COUNSELING AND MENTAL HEALTH SERVICES

Henry County Youth Service Bureau 1-309-852-0161
Bridgeway 1-309-852-5541 or 1-309-786-0064
Catholic Social Services 1-309-788-9581
Crisis Intervention Services 1-309-786-0770
Geneseo Marriage & Family Counseling Center 1-309-944-5180
Bethany for Children and Families 1-309-797-7700
Child Abuse Council 1-309-764-7017
Children's Therapy Center 1-309-944-3419
Family Resources 1-563-326-6431
Robert Young Center 1-309-779-2031

Other support:

ILLINOIS CHILD ABUSE HOTLINE at 1-800-252-2873.

DRUG/ALCOHOL EMERGENCY

Good Shepherd Foundation 1-309-944-6205
Hammond-Henry Hospital 1-309-944-6431
Kewanee Public Hospital 1-309-852-7500
Bridgeway Inc. 1-309-852-5541 or 1-800-728-0985

CRISIS NUMBERS / ASSISTANCE

Alcoholics Anonymous 24-Hr. Hotline 1-309-764-1016
American Red Cross 24-Hr. Hotline 1-309-743-2166
Crime Stoppers of the Quad Cities 1-309-762-9500
Domestic Violence 24-Hr. Hotline 1-309-797-1777
Crisis Pregnancy Center 1-309-797-3636
National 24-Hr. Runaway Hotline 1-800-786-2929
Suicide Crisis Line 1-309-779-3000
Robert Young 24 Hr. Emergency / Crisis Line 1-309-779-2999
Safe from the Start - Child Abuse Council 1-309-757-1265

Cross-References:

PRESS 6:140, *Education of Homeless Children*
PRESS 6:140-AP, *Education of Homeless Children*

12.40 Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, 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*

12.50 Open

12.60 English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact the school superintendent at (309) 935-6781

Cross Reference:

6:160, *English Learners*

12.70 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, academic meetings, and behavioral meetings. 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*

12.80 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:

Annawan CUSD 226 Superintendent
501 West South Street
Annawan, IL 61234
(309) 935-6781

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, <i>Environmental Quality of Buildings and Grounds</i>

12.90 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

12.95 Questioning and Interviewing Students

No police officer or other law enforcement officer, insurance adjuster, etc. shall be allowed to question or interview a pupil under the age of 18 during school hours in the school buildings or on the school grounds, except when the parents or guardian are present or have been notified and have given consent. If a warrant or other legal documentation is presented, then the law will be followed. By law D.C.F.S. workers are permitted to interview students.

12.100 Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

Cross-References:
PRESS 4:170, *Safety*

12.105 Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Cross Reference:

PRESS 6:170-AP2, Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act

12.110 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*

12.120 Sex Offender & Violent 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

12.130 Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at annawan226.org

IV. Parent & Family Engagement Compact

This document will be made available at annawan226.org when required.

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100.

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.

VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60.

VIII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure 12:30.

For further information on any of the above matters, please contact the building principal.

Cross Reference:

PRESS 6:170-AP2, *Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act*

Appendix

A1: ANNAWAN UNIT 226 MEDICATION ADMINISTRATION FORM

To be completed by the child's parent(s)/guardian(s).

This form is to be used for medication other than medical cannabis. (See 7:270-E2, School Medication Authorization Form - Medical Cannabis.) A new form must be completed every school year for each medication. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.

Student's Name: _____ Birth Date: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Emergency Phone: _____

School: _____ Grade: _____ Teacher: _____

To be completed by the student's physician, physician assistant with prescriptive authority, or advanced practice RN with prescriptive authority:

Prescriber's Printed Name: _____

Office Address: _____

Office Phone: _____ Emergency Phone: _____

Medication name: _____

Purpose: _____

Dosage: _____ Frequency: _____

Time medication is to be administered or under what circumstances: _____

Prescription date: _____ Order date: _____ Discontinuation date: _____

Diagnosis requiring medication: _____

Is it necessary for this medication to be administered during the school day? Yes No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving: _____

Prescriber's Signature _____

Date _____

For only Parent(s)/Guardian(s) of students requiring asthma inhalers and/or epinephrine injectors:

Is the asthma inhaler and/or epinephrine injector required under a qualifying plan pursuant to 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20?

Yes No

Parent(s)/Guardian(s) please attach prescription label (asthma inhaler) and/or written statement (epinephrine injector) here:

For asthma inhalers, attach the prescription label with the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered. 105 ILCS 5/22-30(b)(2)(i).

For an epinephrine injector, attach a written statement from the student's physician, physician assistant, or advanced practice registered nurse containing the name and purpose of the epinephrine injector; the prescribed dosage; and the time or times at which or the special circumstances that the epinephrine injector should be administered. 105 ILCS 5/22-30(b)(2)(ii)(A)-(C).

For only parents/guardians of students who need to self-administer medication required under a qualifying plan:

I grant permission for my child to self-administer his or her medication required under an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action and Treatment Authorization Form, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act. 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20.

Medication(s) other than asthma inhalers and/or epinephrine injectors (complete section above) required under a qualifying plan that student is permitted to self-administer:

Prescription date: _____ Order date: _____ Discontinuation date: _____

Diagnosis requiring medication: _____

Is it necessary for this medication to be administered during the school day? Yes No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving : _____

Prescriber's Signature

Date

If the medication is an asthma inhaler or epinephrine injector, be also sure to complete the section above and attach the required label and/or written statement as required above.

Please initial to indicate (1) receipt of this information, and (2) authorization for your child to self-administer medication under a qualifying plan.

Parent/Guardian Initials

For only parents/guardians of students who need to carry and use their asthma medication or an epinephrine injector:

I authorize the School District and its employees and agents, to allow my child to self-carry and self-administer his or her asthma medication and/or epinephrine 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-carry and self-administration of asthma medication or epinephrine injector. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799, eff. 1-1-19.

Please initial to indicate (1) receipt of this information, and (2) authorization for your child to carry and use his or her asthma medication or epinephrine injector.

Parent/Guardian Initials

For all parents/guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine injectors, opioid antagonists, or asthma medication to my child when there is a good faith belief that my child is having an anaphylactic reaction, opioid overdose, or asthma episode, whether such reactions are known to me or not, and if applicable, undesignated glucagon when authorized by my child’s diabetes care plan and if my child’s glucagon is not available on-site or has expired. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799; 105 ILCS 145/27, added by P.A. 101-428. **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and**

I 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 the administration or the child’s self-administration of medication.

Parent/Guardian Printed Name

Address (if different from Student’s above): _____

Home Phone: _____ Cell Phone: _____ Emergency Phone: _____

Parent/Guardian Signature Date

Cross Reference:
PRESS 7:270, Administering Medicines to Students
PRESS 7:270-AP, Dispensing Medication
PRESS 7:270-E1, School Medication Authorization Form

A2: Annawan High School Dance Verification Form

Any student requesting to bring a date who is not an Annawan High School student must have this form completed and returned no less than two days before the dance.

As an Annawan High School student, I understand that all AHS rules apply at any school function. I understand that it is my responsibility to inform my date of school rules. I also understand that my date must be no younger than a high school freshman and must be under 21 years of age. I understand that neither my date nor I may attend school functions while under the influence of drugs or alcohol and that the use or possession of drugs, alcohol, and tobacco are prohibited.

Dance _____ Date of dance _____

Name of AHS student _____ Grade _____

Signature of student _____ Date _____

As the parent of the above AHS student, I find his/her date to be a responsible person and approve him/her as an acceptable guest for the above function.

Parent/Guardian signature _____ Date _____

Guest Information (Please print.)

Guest name _____ Age _____ Address _____

Phone _____ School _____

If not a student, list employer and phone number. (Out of school guests must bring an ID for age verification.)

Employer _____ Phone Number _____

As the Principal/Administrator of the school that this potential visitor to AHS attends, I verify that he/she is a student in good standing.

Name of administrator _____ Title _____ Phone number _____

Signature of administrator _____ Date _____

A3: Authorized Absence/Field Trip

(Complete 3 days prior to any absence.)

Prior to your trip you must:

- Ask all your classroom teachers to initial the form indicating that you have found out what you will be missing in their classes on the day of your visit.
- Have your parent sign and date the form indicating that they approve of the scheduled visit.
- Have the completed form verified by the high school office or the teacher in charge of the field trip prior to the day of the absence to be considered excused.
- Turn in all assignments that are due on the scheduled visit date.

The following school day after your visit you must:

- Have any work assigned on the date of your visit completed and ready to turn in on the assigned due date.

Period	Class	Staff's Initials
1		
2		
3		
4		
5		
6		
7		
RTI		
HS Office Verification		

Student _____ Grade _____

Visit Date(s) ___/___/___ through ___/___/___

Trip: _____

STUDENT'S SIGNATURE

DATE

AUTHORIZED ABSENCE:

An authorized absence is an excused absence and must be approved by the building principal with three days prior notice. The school may require documentation explaining the reason for the student's absence.

I verify that this trip meets the conditions of an authorized absence.

PARENT'S SIGNATURE

DATE

OR

I give my consent for my student to participate in this field trip.

PARENT'S SIGNATURE

DATE