

**Potomac Grade School CUSD #10**  
**2023-2024**  
**Pre K-8 Student-Parent Handbook**

Office Phone #: 217-987-6155

Jim Owens, Superintendent  
Candace Freeman, Principal  
Pam Boen, District Bookkeeper  
Sara Parkerson, Administrative Assistant & Athletic Director

[www.pgscardinals.org](http://www.pgscardinals.org)



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(Reference: Illinois Principals Association - Model Student Handbook)

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## **CHAPTER 1: INTRODUCTORY INFORMATION AND GENERAL NOTICES**

Potomac CUSD #10 - Potomac Grade School - 7915 US RT 136 - Potomac, IL 61865 - (217) 987-6155  
[www.pgscardinals.org](http://www.pgscardinals.org)

### **Mission & Vision Statements:**

**Mission: To Teach, Learn, and Lead with Passion!**

**Vision: Doing What's in the Best Interest of Students**

### **Disclaimer**

The statements contained in this handbook are only a summary of Board Policies and the handbook may be changed during the school year without notice.

### **Privacy Act**

Potomac CUSD #10 upholds the goals and objectives of the Privacy Protection and Parental Empowerment Act. Further information may be obtained by visiting the Potomac web site.

### **Communication Process and Chain of Command**

The Board of Education wishes to emphasize that complaints concerning certified staff members and/or programs will be handled through a proper chain of command. Using this procedure, a citizen with a complaint must first address the complaint with the faculty member directly responsible. If satisfactory results are not achieved, the citizen then may address that faculty member's direct supervisor. Citizens with concerns about non-certified employees should first address that employee's direct supervisor. A normal chain of command for a complaint concerning a classroom teacher, for example, would be to begin with the teacher and continue through the Building Principal, the Superintendent, and finally the Board of Education. The Board will not address complaints concerning staff and/or programs at Potomac Grade School until and unless the chain of command has been completed up to and including the Superintendent.

### **1.00 - School Operations During a Pandemic or Other Health Emergency**

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.

### **1.20 – Student Handbook Acknowledgment -see page 66**

### **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: [www.pgscardinals.org](http://www.pgscardinals.org) or at the District office.

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

Jeb Kennel (President)  
Jackie Crull (Vice-President)  
Kristi Hawker (Secretary)  
Beau Acton  
Lucas Esteppe  
Amanda Markwalder  
Jenn Tholl

Regular meetings will be held on the third Thursday of each 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.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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. Parents are asked to follow the same expectations as the students and staff. Please leave all electronics and large bags in the office. Our goal is to offer experiences which are least disruptive to the educational environment.

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 detectable, 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.
- 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, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity 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: Candace Freeman, Principal.

Cross Reference:

PRESS 7:10, *Equal Educational Opportunities*

PRESS 2:260, *Uniform Grievance Procedure*

### **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.

### **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. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

### **1.90 - Emergency School Closings**

In cases of bad weather, severe heat, and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled unless they are sponsored by another organization such as an IESA tournament. School closings for any reason will be announced by: School Messenger Phone Call from the Administration and WCIA TV Channel 3. In the event that school dismisses early for severe heat, practices may not begin until 4:00 pm and with athletic director discretion.

### **1.100 - Video & Audio Monitoring Systems**

As part of our Safe School Plan, Potomac Grade School is equipped with a video and/or audio monitoring system. These may be in use on school buses and 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. This is considered a student record document and the privacy/record laws apply.

### **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/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.

### **What I Need (WIN Time)**

What I Need Time is a process designed to provide interventions to meet academic and/or behavioral needs of all students. The process matches high quality interventions to students' needs and monitors progress on a frequent basis. The information gained from the WIN process is used by school personnel to adapt instruction and/or supports, and to make decisions regarding a student's educational program. This process seeks to build a foundation for students to become respectful citizens and lifelong learners.

### **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.

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 may 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.

### **1.130 - Care of Students with Diabetes (Diabetes Care Plan form available in Building Office Upon Request)**

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

- 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.

1.130E1 – Authorization to Provide Diabetic Care - Located on Page 65

### **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.

### **Crisis Text Line**

National Suicide Prevention Lifeline 1-800-273-TALK (8255)

Text "HELLO" to 741741 to speak anonymously with a crisis counselor  
crisistextline.org

### **1.170 - Student Appearance**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. 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.

### **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 is 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](http://online.rainn.org)  
Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

### **1.185 Faith's Law Notifications**

#### Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

### **1.190 - Prevention of Anaphylaxis**

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, AND GRADUATION

### 2.10 - Attendance

Illinois law requires that whoever has custody or control of any child between six (as of September 1) and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

### 2.20 - Student Absence

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.

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<sup>1</sup>, attend a civic event<sup>2</sup>, or other reason 1 2 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.

<sup>1</sup> Applies to grades 6-12 only.

<sup>2</sup> Beginning 1-1-23, any student from a public middle school or high school, subject to guidelines 2 established by ISBE, shall be permitted by a school board one school day-long excused absence per school year for the student to engage in a civic event. The school board may require that the student provide reasonable advance notice and require that the student provide appropriate documentation of participation in the civic event.

"Civic event" means an event sponsored by a non-profit organization or governmental entity that is open to the public. "Civic event" includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. The State Board of Education may adopt rules to further define "civic event".

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. Students will be given one day to make up work for each day of excused absence.

All other absences are considered unexcused.

**Pre-arranged excused absences must be approved by the principal 48 hours in advance of the absence. \*\*\*Family vacations during school time are discouraged. Failure to obtain administrative approval of a vacation may result in unexcused absence(s). Vacation days cannot exceed more than five (5) days. Any additional vacation days may be considered unexcused absences. Total responsibility for getting and completing missed work falls upon the student and family.**

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 school at 217-987-6155 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

#### Excessive absences

A doctor's note is required for three consecutive missed school days. After nine (9) absences in a single school year a doctor's note is required for each subsequent absence. A doctor's note may not excuse absences for more than one calendar week. Failure to produce a doctor's note will result in an unexcused absence.

**All other absences will be considered unexcused.**

Once a student has reached a total of **9 absences** (excused by a parent), any additional absences may require documentation explaining the reason for the absence (doctor's note, court appearance letter, etc.) Any absence that does not meet these criteria will be considered unexcused.

All homework that is assigned while a student is on an unexcused absence or suspended is due upon return to school.

### **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 most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. Alternatively, insert a specific timeframe that students have to make-up homework.

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.

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

### **Tardy**

Students arriving to school late, after the Tardy Bell, will need to check into the office with their parent/guardian and obtain a pass before going to class. (Middle School students may check into the office without a parent/guardian.) Tardies to school will accumulate to unexcused absence. Every five tardies may result in one-half day of unexcused absence.

### **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 any examination, study, or work requirement.

### **Exclusion from School**

A child may be denied the right to attend school. The parent will be notified if this occurs. A child's right to attend school may be denied for disciplinary reasons or for other good causes, such as health problems or lack of proper immunizations.

### **2.40 - Make-up Work for Grades 3-8**

Students who are absent (including due to suspensions) will be expected to complete all work missed. Students will have the same number of days they were absent to complete and turn in their work without incurring a grading penalty. When students are absent from school, parents are encouraged to call in the morning and request student work. When this occurs, teachers will prepare the work and have it available in the office by the end of the day. Students and parents can also utilize Google Classroom for homework.

### **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 without valid cause are 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 expulsion from school.

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

Cross Reference: PRESS 7:70, *Attendance and Truancy*

## **2.60 - Grading & Promotion**

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

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

In order for students to be promoted to the next grade, he/she must pass math and reading/literature and 2 out of 3 in English, Science, and Social Studies. As established by state statute, a student going on to high school will have to pass the U.S. and Illinois Constitution Test. Any parent of a student that may be at risk of not passing should contact the building principal for possible intervention solutions.

### **Grading Scale K-4 (Illinois Standards Based Reporting)**

4 = Above Standards; 3 = Meets Standards; 2 = Approaching Standards; 1 = Below Standards

### **Grading Scale 5-8**

100-93 = A, 92-84 = B, 83-75 = C, 74-68 = D, 67-below = F

### **Honor Roll 6-8**

Potomac Jr. High will not publish a quarterly honor roll for grades 6-8. However, Honor Roll will be kept track of for 8th grade graduation cords. The criteria for being on the honor roll are as follows:

1. Students must be in grades 6-8.
2. Honor roll grades to be averaged will be the following: Math, Reading, Language Arts, Spelling, Social Studies, and Science.
3. A 5 point system will be used. A=5, B=4, C=3, D=2, F=1.
4. “Recognition” will be given to students who achieve a Grade Point Average(GPA) of 4.0-4.24, and receive no more than one C in any solid subject.

5. "Honors" will be given to students who achieve a GPA of 4.25-4.74 and receive no more than one C in any solid subject.
6. "High Honors" will be given to students who achieve a GPA of 4.75-5.0 and receive no grade below a B in any solid subject.
7. A student may not be on honor roll with report card grades of D or F.

### **Parent Portal (Teacherease)**

Parents have access to student information through the Potomac District student management system found on the website or Potomac app.

### **Student Transfers and Withdrawals**

Students who are leaving Potomac Grade School for the reason of moving from the district or withdrawing should notify the office and the principal so that necessary arrangements can be made.

- All textbooks should be turned into the office, fees must be paid, and the locker cleaned out.
- Students who are moving will want to make the necessary arrangements to have a transcript forwarded to the new school for enrollment purposes.
- Students who desire to withdraw are required to pick up a withdrawal form from the office and have it completed and signed by an authorized parent or guardian.
- Upon entering, you must present acceptable evidence such as a health card or signed written statement by the parent or guardian which indicates the student meets with the school district and state compliance regarding immunization and physical examination.
- Failure to comply or failure with intent to comply with the provisions of this policy shall result in temporary exclusion from entering school.
- The building Principal may exclude any student from the school who does not meet the state and/or local school board requirements of immunization and physical examination.
- If a child is to be excluded from school for the above-stated reason, the parent or guardian will be notified of the action by certified mail. The parent or guardian may request a hearing with regard to this matter.

### **2.70 - Homework Policy**

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.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

Teachers have their own homework policy in their classrooms.

### **Academic Integrity**

Academic integrity is essential to student success. Cheating is prohibited. Cheating includes copying the work of another student (homework, test, projects, etc) plagiarizing from print, Internet, or other electronic sources; using "cheat sheets" during a test; and not fulfilling your portion of group work. In other words, cheating is using someone else's work as your own. All cheating incidents will be handled between the issuing teacher and the administration. There may be academic and disciplinary consequences. Both the passive and active parties will be held accountable.



## **Physical Education**

All students are expected to have gym shoes and socks that are used for P.E. only.

### **2.80 - Exemption from PE Requirement [K-8]**

The State of Illinois requires all students to take Physical Education. Students will be required to have a pair of tennis shoes for Physical Education. Students will receive a deduction from their participation grade per the syllabus for days without appropriate footwear.

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 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

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

### **2.100 - Home & Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or licensed 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, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact the building principal.

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

## CHAPTER 3: STUDENT FEES AND MEAL COSTS

### **3.10 - Fees, Fines & 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 and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent/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 the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

- a. 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;
- b. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
- c. The student is homeless, as defined by the Mc-Kinney-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 building principal. 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.

### **Sports Fees**

\$10 per sport will be charged with a maximum of \$30 per year per athlete.

### **3.20 - School Breakfast & Lunch Program**

Breakfast is served every school day from 7:50 a.m. to 8:10 a.m. Lunch is served every school day, except 11:20 dismissal days. Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

<b>Registration:</b>	\$50.00 Kindergarten-8th grade
<b>Lunches:</b>	\$2.75/per meal for Student
<b>Reduced:</b>	\$0.40/per meal for Student
<b>Breakfast:</b>	\$1.50/per meal for Student
<b>Reduced:</b>	\$0.30/per meal for Student
<b>Milk:</b>	\$.50 (per half pint-payable daily)
<b>Athletic Pass:</b>	Home Games Only, Tournaments Not Included
	\$50.00 Family Pass

### **Debt**

Students may accumulate financial debt in a variety of ways. These ways include, but are not limited to: Abusing and damaging school property (books, desks, lockers, etc.), losing school property (textbooks, library books, etc.), failing to pay lunch money, and failing to turn in fundraiser money. Students and/or parents/guardians are responsible for paying these debts. Until these financial obligations are met, students may not receive grade reports or participate in any events that involve school paid expenses, including but not limited to, field trips.

## CHAPTER 4: TRANSPORTATION

### **4.10 - Bus Transportation (Bus drop off is the front main entrance)/Parent pickup & drop off on the West side lane.**

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. 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 by a school office personnel by 2:00 p.m., who may then contact the transportation director if approval is given.

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 Transportation Director and Administration. Parents will be informed of inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

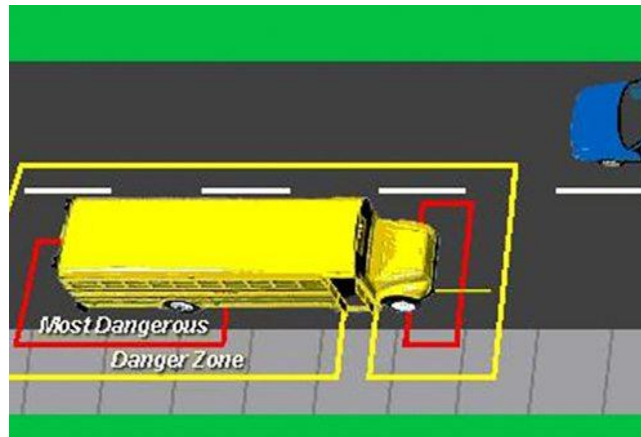
#### **School Bus Rules**

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in 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®, Smartphones, 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: Candace Freeman.



#### **4.15 Bus Conduct**

Students are expected to follow all school rules 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.

#### **Change in Transportation**

For any change in transportation after school, a student **MUST** bring a note from a parent/guardian or a phone call needs to be made to the school office **before 2:00 P.M.** We cannot take the "word" of a student, no matter how reliable.

## CHAPTER 5: HEALTH AND SAFETY

### **Student Insurance**

The school carries a secondary accident insurance that would cover a student in case of an accident at school, a school related activity, or extracurricular activity. This secondary insurance will be enacted after the families' primary health/accident insurance has been utilized as the primary insurance provider. The school does make available student accident insurance from a private insurance company, if the family would want to purchase a policy. The school assumes no financial interest or burden in the area of student health or accident insurance.

### **Health Records**

Section 27-8.1 of the School Code requires school districts to exclude students who have not complied with the health examination or immunization requirements. Section 27-8.1 attempts to provide a reasonable level of health protection for students in public schools. Only those students who provide written documentation that this compliance is against their religious beliefs or have a documented medical reason may attend school in non-compliance.

### **5.10 – Immunization, Health, Eye & Dental Examination**

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to: Entering Kindergarten or the first grade, entering the sixth and ninth grades, and 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 grade 6 and 12. A diabetes screening must be included as part of the health exam (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.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school (unexcused absence) 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 shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof 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, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All students entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to

hold the child's report card until the student presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. 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
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

### **5.20 - Student Medication**

According to Public Act 92-0402, 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 "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or nonprescription 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 nonprescription medication on school grounds or at a school-related function other than as provided for in this procedure.

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

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication 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 auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.



All prescription medication and non-prescription medication, such as aspirin or ibuprofen that must be taken by a student, must be kept in the Office. \*\*See form.

### **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.

### **5.30-K8 - 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.

### **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 students.

Cross-References:

PRESS 4:170, Safety

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

### **Shelter in Place Plan**

Potomac Schools has a Shelter in Place Plan. Shelter in Place is a short term measure that helps secure the safety of facilities' indoor atmospheres to temporarily separate people from hazardous outdoor contamination or threats. Parents are encouraged not to come to the school during a Shelter in Place. School doors will not be open in such an event.

### **Severe Weather Safety Guidelines**

In the case of a tornado warning or severe storm, students will not be allowed to leave the building until the warning or immediate threat has passed, as determined by the principal or designated administrator. Parents will be allowed to come into the building and wait with their child.

### **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 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 recommend that the parent and guardian contact the Illinois Department of Public Health for 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.

### **5.60 - Head Lice**

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse or main office 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 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 an administration designee 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.

### **Infectious Diseases and Staph /MRSA Skin Infections**

Students with contagious diseases are not permitted to attend school without written consent from a doctor or approval from the school nurse. All cases are to be reported to the Administration. Preventative measures include but are not limited to covering wounds, washing hands, not sharing personal items, as well as following Health Care Provider's guidelines. Potomac utilizes MRSA cleaning materials as a preventative measure.

### **Illness at School**

If a student becomes ill during the course of the school day he/she should obtain a pass to come to the office. The office will allow students to go home only if permission is received from a parent/guardian or immediate relative. The school does not accept responsibility in determining the degree to which a student is ill. If a student has a fever and/or is vomiting, they are not allowed to be in attendance at school.

### **Emergency Medical Attention**

In the event of a serious accident or illness of a student during the school day, the school may deem it necessary to contact emergency medical personnel to render treatment and transport the child to a hospital. Please be aware that if this step is taken, the expense of such treatment is incurred by the student's family.

### **Court Orders**

There are many different family patterns and styles. Some families may have had an experience that has resulted in a court order. To help us maintain a safe environment and communicate correctly with all parties we need your help. If there is a current court order (i.e., divorce, order of protection, etc.), please permit us to make a copy of the portion that applies to custody or protection. The copy must include the stamp and signature of the court.

## **CHAPTER 6: STUDENT DISCIPLINE & CONDUCT EXPECTATIONS**

### **6.10 - General Building Conduct**

The rules that are Potomac District policies are door-to-door policies; once students enter the front doors to the building, they are to abide by the rules until they exit the front doors. Students shall not arrive at school before 7:45 a.m. and classes begin at 8:15 a.m. and students are dismissed beginning at 3:05 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, CD players, cameras are permitted without permission from the principal.

### **Care of School Property**

Textbooks and other school equipment loaned to students are expected to be cared for properly. Materials damaged intentionally or through misuse must be paid for by the student/parent. Parents/Guardians are financially accountable for any textbooks and other school loaned equipment taken home and subsequently lost or stolen.

### **Lockers (Student) and Damaged Books**

- Student lockers are school property and remain under the control of the school at all times, however, students are expected to assume responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school officials at any time without notice, without student consent, and without a search warrant.
- Damage done to a locker that requires any repair done on the locker, will be at student's cost.
- Students should not share lockers with other students, or tell other students their combination.
- Students should not put anything in their locker to keep the lock from not working.
- Students are expected to keep their lockers clean, organized, and neat at all times.
- Do not bring valuables to school. The school is not responsible for any items that are stolen from student lockers.
- All books lost or damaged will be charged to the student.

### **6.20 - School Dress Code & Student Appearance Guidelines**

Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment or interferes with the maintenance of a positive teaching and learning environment. Students are to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. School administration has the authority to determine whether the student's attire is within the limits and guidelines of decency and modesty and can amend the dress code as fashion changes. Cross Reference: PRESS 7:160, *Student 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.
- Hats, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the labs, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- 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.

Examples of clothing that are deemed unacceptable and are not permissible during school hours or at school-sponsored activities include, but are not limited to the following:

- Clothing that is excessively baggy, torn, or tattered
- Clothing that is immodest such as halter tops, strapless tops, pajamas, mesh tops, and spaghetti strap tops are not permissible unless a shirt is worn over them
- Clothing that exposes cleavage, torso, midriff, or naval
- Shorts, skirts, or dresses that are above mid-thigh - When a student is standing straight with his/her hands at his/her side, fingertips must reach to the end of the clothing.
- Sunglasses, hats or hoods, or unusual headgear of any kind.
- Clothing (including accessories) may not advertise, promote, or picture gang symbols/colors, alcoholic beverages, tobacco, illegal drugs, controlled substance ads or references, drug paraphernalia, weapons, violent behavior, criminal acts, profanity, discriminative/disrespectful messages, satanic or demonic images/messages, sexual images/messages, or other inappropriate images/messages.
- Shoes and appropriate footwear must be worn at all times. No house slippers.
- Pants, shorts, skirts, etc. must be worn at the waist as designed, not sagging.
- Unusual or “costume” dress is not allowed.
- Pajamas are not permitted, unless it is a “School Spirit Day”.

Students wearing unacceptable (not allowed or questionable) attire will be asked to change into acceptable attire. Violators will be sent home to change or may be asked to cover up the inappropriate attire with another garment and may not be allowed to attend classes until this is corrected. Repeat offenders and/or insubordination may result in disciplinary consequences. Teachers and administrators are responsible for monitoring these student handbook guidelines of dress. If you have any questions regarding acceptability of a particular item of clothing, check with one of the administrators before you wear the item to school.

### **PBIS**

Potomac CUSD #10 utilizes the PBIS System (Positive Behavior Interventions and Supports) for creating a safer and more effective school. This program is based on researched best practices in improving and rewarding the healthy choices of student behavior. It is a strategy used in helping all students achieve important social goals. As part of the PBIS program, clear expectations are established for the behavior we expect in all areas of our school. These expectations for behavior are posted and taught throughout the year. Potomac CUSD #11 frequently recognizes students for positive behaviors. The goal is for each student to *Be Respectful, Be Responsible, and Be Safe*.

### **6.30 - Student Discipline: Prohibited Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes, 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:
  1. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  2. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
  3. 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.
  4. 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, and is prohibited.
  5. 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.
  6. "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.
  7. 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.
  8. 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.

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.

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
6. 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.
7. 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.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal Property.
11. Entering school property or a school facility without proper authorization.
12. 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.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. 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.

18. 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.
19. 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; 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 psychostimulant medication to the student.

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

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
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; or
5. During periods of remote learning.

### **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 dropout of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.

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

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

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### **Disciplinary Proactive Strategy examples through Classroom Management:**

1. Routine classroom discipline issues are handled by classroom teachers
  - a. through classroom management systems
  - b. through a system of behavior modification techniques
    - Warning by Teacher
    - Withholding of privileges
    - Student conference with Teacher
    - Sentences assigned by Teacher
    - Notifying parents/guardians
    - Temporary removal from the classroom
    - Detention(s) assigned by Teacher



- Student discipline conference with Teacher and parent – It is very important that the student realizes that his/her teacher and parents are working together and that the teacher has the complete support of the student's parents.
  - Other behavior modification techniques related to the consequence.
- 2. Routine discipline issues in areas outside of the classroom will be handled by all school personnel, using any of the above behavior modification techniques.
- 3. Non-Routine management/discipline issues will be referred to the office. This includes major or continually repeated problems that were not corrected at the previous stages. Major disciplinary problems that occur when students are not in direct supervision by their classroom teacher may also start at this stage. The administration may use the following types of behavior modification techniques:
  - Notifying parents/guardians
  - Disciplinary conferences
  - Withholding of privileges
  - Seizure of contraband – confiscation and temporary retention of the personal property that was used to violate school rules.
  - Return of property or restitution for lost, stolen or damaged property
  - Temporary removal from the classroom
  - Detention – After School – Students will be kept after school in the detention room until 3:50 P.M. The office may notify the student's parents. Disruptive behavior in the detention room may result in the student being assigned in-school suspension. If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.
  - Suspension of bus riding privileges
  - Out of School Suspension: A parent/guardian must accompany the student back to school at a designated time scheduled by the parent/guardian and administration in order to get the student reinstated.
  - In-School Suspension – The student will be excluded from the classroom for an assigned period of time. The office may notify the student's parents.
  - Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds. The office will notify the student's parents. A suspended student is expected to complete all assigned class work.
  - 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.
  - Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under state law.
  - 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.
  - Other behavior modification techniques related to the consequence.

When a student violates school behavior expectations, the school principal, the dean of students, or the next highest authority will determine the severity of the infraction and the penalty. When a student violates school rules and regulations and he/she is also in violation of state laws or city ordinances, a complaint may be signed by the administration with the appropriate law enforcement agency.

Any student found guilty of gross misconduct and/or disobedience may be subject to school detention, suspension, or even expulsion. Severity of the infraction and the penalty will be determined by the administration. A penalty may be appealed in writing to the principal. These offenses shall have been committed:

- On school property or under school supervision.
- While attending a school related or school sponsored activity.
- Upon school personnel while in discharge of official business.
- While on a school bus or other transportation authorized by school personnel.
- In any other circumstances as determined to have a bearing on school, personnel, or any school activity.

### **Definitions of Potential Consequences**

#### **Detention-Teacher Issued**

Teachers may issue classroom detentions to students for violation of classroom rules/regulations. Teacher-issued detentions are to be served with the teacher who issued the detention. Failure to serve a teacher-issued detention may result in additional disciplinary action by the administration.

#### **Detention-Administration/Office Issued**

Office detentions will be served according to building policy.

- After school until 3:50.
- Before school (7:55-8:15).

#### **Discipline Referral**

A student may be referred by any school district personnel to the administration for misconduct in class, at school, on a school bus, or at any school sponsored activity home or away. Discipline referrals are documented.

#### **Social Probation**

A student may be placed on Social Probation in lieu of a suspension for certain offenses. Social probation may include a “suspension” from any or all school-related extracurricular activities for a period of time to be determined by the Administration.

#### **Suspension (In-School) 8:10-3:10**

1. Students are to report to the office to meet with administration at the beginning of the day.
2. If the entire day of school is not completed in good standing, the day may have to be made up on the next school day of attendance.
3. Students will eat lunch at the designated ISS area.
4. The school handbook rules are still in effect during this time.
5. Students must bring schoolwork and necessary study materials with them.
6. No talking or communicating verbally or nonverbally. There is to be a silent period throughout the day.
7. Students are expected to use this as a supervised study time.
8. Students are not allowed to sleep or lay their heads down.
9. Students are not to leave their seats without permission.
10. No food, candy, or beverages will be allowed.
11. No cell phones, smartphones, electronic devices, games, playing cards, or other non-school related materials are to be brought to the school or ISS area..
12. Obey all instructions given by the In School Suspension Supervisor.

### **Suspension (Out of School)**

1. Section 10-22.6 of the Illinois School Code provides that the Board of Education has the power to delegate authority to the school administration to suspend pupils guilty of gross disobedience or misconduct for a period of up to ten school days.
2. A suspension will become part of the student's temporary record file.
3. A student who is on suspension will be allowed to make up any work missed during the period of suspension. It is highly encouraged to have all work completed due the day the student returns from the suspension. Students who are suspended will need to take all necessary books/projects with them at the time of their suspension.
4. Students who are suspended will not be allowed to go to classrooms or their locker while they are suspended from school.
5. When a student is on suspension, he/she is not to be on or near school premises unless permission is given in advance by the administration. In addition, he/she may not attend or participate in any school sponsored or school related activities such as athletic contests, musical events, plays, etc.
6. ALL students who are suspended are required to have a reinstatement conference with the Administration prior to returning to their regular class schedule. Parents/Guardians will be notified about the reinstatement conference by the Administration.
7. Out of School suspension, student may not attend any school sponsored activities for the duration of the suspension.

### **Expulsion**

The Board of Education may expel pupils guilty of gross disobedience or misconduct for up to three hundred sixty school days. Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board of Education or its delegate(s) to discuss their child's behavior. The Board, at such meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective.

### **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.

### **Gang & Gang Activity**

"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 nonverbal 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. (PRESS 7:190 Student Discipline)

## **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years: (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" 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.

## **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.

## **Attention Deficit Disorder**

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. The school district shall provide in-service training at least once every two years to certified staff regarding ADD disorder and ADHD, behavioral interventions and the use of psychotropic or psychostimulant medications.

## **Aggressive Behavior Policy**

Potomac CUSD #10 prohibits students from using any form of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, but is not limited to, without limitation, the use of force, noise, coercion, threats, intimidation, fear, bullying, or as deemed by the school district, any other comparable conduct. The parent or custodian of a student who exhibits prohibited aggressive behavior will be contracted by the school administration. This notification will also include early intervention procedures intended to help the student avoid repetition of the behavior.

## **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, 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, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a 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 and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, 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.

## **Nondiscrimination Coordinator:**

Social Worker and/or Designee of the building Administration

## **Complaint Managers:**

Candace Freeman, Principal  
7915 US Rte 136  
Potomac, IL 61865  
(217) 987-6155  
[freemanc@pgscardinals.org](mailto:freemanc@pgscardinals.org)

Jim Owens, Superintendent  
7915 US Rte 136  
Potomac, IL 61865  
(217) 987-6155  
[owensj@pgscardinals.org](mailto:owensj@pgscardinals.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.3*

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 - Racial Harassment is Prohibited**

Any type of racial harassment, verbal or physical is not permitted at school functions and should be reported to school officials immediately. Appropriate action will be taken that may include police involvement.

### **6.45 - Sexual Harassment & Teen Dating Violence is Prohibited**

#### **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. 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.

### **Sexual Harassment Prohibited**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

### **Teen Dating Violence Prohibited**

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

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

### **Nondiscrimination Coordinator:**

Social Worker and/or Designee of the building Administration

### **Complaint Managers:**

Candace Freeman, Principal  
7915 US Rte 136  
Potomac, IL 61865  
(217) 987-6155  
[freemanc@pgscardinals.org](mailto:freemanc@pgscardinals.org)

Jim Owens, Superintendent  
7915 US Rte 136  
Potomac, IL 61865  
(217) 987-6155  
[owensj@pgscardinals.org](mailto:owensj@pgscardinals.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*

### **Sex/Gender Equity**

Potomac C.U.S.D. #10 has sex equity policies which forbid any type of discrimination on the basis of sex except where necessary to accomplish a specific purpose that does not impinge upon the essential quality or fundamental fairness in the treatment of students or employees of this district. Detailed copies of these policies may be obtained from any school building office or the central district office.

### **6.50 - Cafeteria & Lunch Rules**

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Misbehavior will result in disciplinary action 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:

1. Failure to receive appropriate permission from parent/guardian or teacher
2. Failure to complete appropriate coursework and academic eligibility
3. Behavioral or safety concerns
4. Denial of permission from administration
5. Other reasons as determined by the school

### **6.70 - Access to Student Social Networking Passwords and Websites (105 ILCS 75/15)**

Illinois School Code states that elementary or secondary schools may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. 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. Cross-references: PRESS 7:140, Search and Seizure.

### **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, smartphone, smartwatch, 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.

For the purpose of this policy, all listed devices are called cell phones. It is recognized that sometimes parents need to communicate with students after school via cell phone. If a student brings a cell phone to school, it must be turned off and kept inside the student's locker unless (a) the supervising teacher grants permission; (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.

If a cell phone is found in a student's possession or in any location other than a locker, the cell phone may be confiscated. Cell phones should not be used by students from the moment they arrive on school property until the end of the school day (3:10 PM). Cell phones may be used after school hours, outside the building. Texting and receiving/sending calls during the school day is a violation of this policy. Anytime a student cell phone is seen, it is subject to seizure by staff. Parents may be required to come to the Building Office to pick the cell phone up and students may be given additional consequences. If there are repeated cell phone infractions, the student may be barred from bringing a cell phone to school. Students in violation of these rules and expectations may be subject to consequences.

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 using an electronic device to take photographs in classrooms, hallways, 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". The school and school district are not responsible for the loss, theft, or damage to any electronic device brought to school.

## CHAPTER 7: INTERNET, TECHNOLOGY, AND PUBLICATIONS

### Potomac CUSD #10 STUDENT ACCEPTABLE USE POLICY 7.10

#### 7.10 - Administrative Procedure - Acceptable Use of Electronic Networks

##### **Acceptable Use of the District's Electronic Networks**

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

##### Terms and Conditions

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

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

**Privileges** – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;

10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

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

**Indemnification** – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

**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 malware, such as viruses and spyware.

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

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

1. 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.
2. 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.
3. 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.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Email** – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. 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.
2. 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.
3. Electronic messages transmitted via the 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 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 District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, 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.
5. Use of the District’s email system constitutes consent to these regulations.

## **Internet Safety**

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

Cross Reference:

PRESS 6:235, *Access to Electronic Networks*

## **Student Authorization for Electronic Network Access**

This form accompanies Administrative Procedure 7.10 - Acceptable Use of Electronic Networks. It must be signed when students will have unsupervised Internet access or when supervision will be minimal. Please submit this form to the Building Principal. (See sample form below)

Dear Parents/Guardians: Our School District has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians will sign this *Authorization for Electronic Network Access* yearly while the student is enrolled in the School District. The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the School District respects each family's right to decide whether or not to authorize Internet access. With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have an Internet account, sign the *Authorization* form below and return it to your school.

## **Authorization for Electronic Network Access Form**

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow the terms of the *Acceptable Use of Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or

software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *Acceptable Use of Electronic Networks* with my child.

I hereby request that my child be allowed access to the District's electronic network, including the Internet.

Students must also read and agree to the following before being granted unsupervised access:

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic network, including the Internet. Acceptable Use Policy – Violation(s) may result in loss of privileges and further disciplinary consequences  
CYBERBULLYING MAY HAVE MORE SEVERE CONSEQUENCES (See Potomac CUSD#10  
Anti-Bullying Policy)

## **CHROMEBOOK AGREEMENT**

Selected students across the district will be issued Google Chromebooks for use in school. This document provides students and their parents/guardians with information about taking care of the equipment, and being a good digital citizen. Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any District-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action. To fully understand the technology expectations of Potomac CUSD #10, students and their parents/guardians are responsible for reviewing the District's Acceptable Use Policy (AUP).

### **Ownership of the Chromebook**

Potomac CUSD #10 retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. Moreover, Potomac CUSD #10 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware.

### **Responsibility for the Chromebook**

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the Potomac CUSD #10 AUP Policy.
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in a protective case when traveling.
- Students must promptly report any problems with their Chromebook to the homeroom teacher or designated technological support staff.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.
- Students may not attempt to install any apps or extensions to the Chromebooks that are not authorized by appropriate school personnel.
- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

### **Responsibility for Electronic Data**

Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, District administered Google "cloud storage"/ Google Drive, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

**Digital Citizenship:** Students must adhere to the following conditions of being a good digital citizen:

#### **Be Respectful**

- I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, or relationships I post. I will not be obscene.
- I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites. I will not visit

sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

### **Be Responsible**

- I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

### **Be Safe**

- I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
- I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- I will not visit sites that are degrading, pornographic, racist, or inappropriate.

### **Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

### **Spare Equipment and Lending**

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage.

### **Warranty and Insurance**

The District will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.

### **District Provided Accounts**

The District will provide and support Google accounts for students in grades 3-8, as determined by the District administration. Google accounts must be used for all email communications related to learning and must adhere to all the rules regarding the District's Acceptable Use Policy. Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any District-owned computer, network, or electronic communication device may be monitored by school authorities.

### **Website & Social Media Guidelines**

Think before you act because your virtual actions are real and permanent! (See Guidelines Below)

Be aware of what you post online. Websites and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents,



teachers, future colleges, or employers to see.
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

### **Signature Form**

By signing the Potomac Handbook Verification Sheet, the student and their parent/guardian agree to follow and accept:

- Potomac CUSD #10 Acceptable Use Policy
- The Chromebook Agreement
- The Website and Social Media Guidelines
- That Potomac CUSD #10 owns the Chromebook, software and issued peripherals
- If the student ceases to be enrolled in Potomac CUSD #10, the student will return the Chromebook in good working order or pay the full replacement cost of the device.
- In no event shall Potomac CUSD #10 be held liable to any claim of damage, negligence, or breach of duty.

### **Telephone Calls**

Students will not be called to the telephone to receive messages during school hours, except in cases of emergency. Notices that the office deems necessary will be forwarded to the students. Sending or receiving social calls in the office is not acceptable. Emergency calls made by students to their homes must be cleared by staff.

## **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 determined by the building principal, e.g., 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:
  1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  2. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
  3. 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,
  4. Is reasonably viewed as promoting illegal drug use;
  5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students;<sup>1</sup> or
  6. Incites students to violate any Board policy.
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, *Restrictions on Publications*

## **7.27 - Access to Non-School Sponsored Publications**

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, 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 the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students<sup>1</sup>;  
or
6. Incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

#### Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

#### **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

## **CHAPTER 8: SEARCH AND SEIZURE**

### **8.10 - Search and Seizure (105 Ilcs 5/10 - 22.6e)**

#### **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.

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. Only Administrative personnel will be permitted to conduct searches.

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.

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, backpacks (bookbags) lunch boxes, etc. where 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 gender, 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.

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.

## **CHAPTER 9: ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

### **Statement of Philosophy**

Participation in extracurricular activities (athletics and non-athletics) is a significant component of a student's development. Through participation, students develop many life-long skills and positive values. These include cooperation, leadership, healthful living habits, self-discipline, integrity, teamwork and respect for the rules and regulations. Concurrently, participating in extracurricular activities is a privilege made available to each student. As with all privileges, there are responsibilities. This privilege asks students to meet certain expectations beyond those found in the traditional classroom environment. There is no right of students to participate in extracurricular activities in the Potomac School District. This policy was developed to generate certain behavioral guidelines and expectations for those students who choose to take advantage of the activities and/or athletics offered to them by the school district.

### **9.10 - Extracurricular Athletic Activities Code of Conduct (Requirements for Participation)**

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, and cheerleading. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders. Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

### **Illinois Elementary School Association Member School (IESA)**

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

### **Requirements for Participation – Documents on File**

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate.
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian.
3. Proof the athlete is covered by medical insurance.
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions. \*See Student Handbook Acknowledgment Form.

### **Parent Meeting**

A parent meeting will be scheduled before every extracurricular activity. This meeting will review policies, procedures, schedules, and communication procedures for the activity. Responsibilities of the coach, student athlete, and parent will be reviewed. Sports fees will be due at this meeting.

### **Eligibility-Academic (IESA)**

(IESA). Eligibility runs from Monday through Saturday of the following week. Students must be passing all subjects in order to participate in any extracurricular contest. Eligibility is determined weekly from the first attendance day of the week until the first attendance day of the following week. Students who are ineligible will exercise the following requirements:

1. Students will be allowed to practice.
2. Students will be restricted from traveling to all away games.
3. Students will be allowed to attend all home games, but will not dress in uniform and sit on the bench to support the team.
4. Three weeks of ineligibility during each sport season will result in dismissal from the team and/or activity.

### **Eligibility-Team Procedures**

Team rules may suspend play. If a student is ineligible due to team rules, he/she will not be allowed to travel to away games.

### **24 Hour Rule**

Students or parents may have concerns during extra-curricular activities. It is Potomac's goal to communicate clearly and to resolve any conflicts at the lowest possible level that parents or students have about practice rules, playing time, coaching strategies, or any matter related to the individual student athlete or coach. For concerns, the first contact should be the coach. All meetings will adhere to the 24 Hour Rule. The 24 Hour Rule is that all scheduled meetings with a coach must be 24 hours after a scheduled event, and never immediately after an event. If the circumstance is not resolved, a scheduled meeting can be set with the Principal and the Athletic Director. Violation of the 24 Hour Rule will be addressed by the Potomac administration.

### **IESA Requirements**

In order to participate in any Illinois Elementary School Association (IESA) activities at Potomac, each student must meet the following requirements:

1. Students must comply with all rules and regulations of the IESA.
2. Students must agree to care for and be responsible for school equipment used or issued and make necessary restitution whenever loss or damage is the student's responsibility.
3. Students must furnish the school with proof of passing a physical health exam. Physical exams are good for one calendar year.
4. If necessary, students must purchase school accident insurance or furnish proof of insurance coverage.
5. Students must comply with all policies as established by the coach of each activity in which they are participating.
6. Students who miss any part of a school day due to illness, personal business, doctor appointments, etc. are not allowed to participate in any contest or practice that evening. If students know ahead of time that they are going to miss part of a school day for an appointment then the student may be allowed, if cleared before the appointment with the coach or principal, to participate in the activity.
7. Students who are experiencing conduct or disciplinary problems may be denied participation in extracurricular activities.
8. Anything that is related to regular school activities (make up work, teacher/student conference, detention, etc.) will take precedence over extra-curricular activities.
9. Students are responsible for understanding and following the Potomac Extra-curricular Policy.
10. Students must be passing all of their classes in order to participate in activities. Grades are figured cumulatively from the beginning of each grading period.
11. Students who miss any part of the school day for an extracurricular activity are responsible for making arrangements for assignments with their teachers at least one day prior to the absence.
12. There are eligibility requirements regarding age. Check with the office for dates.

## **Behavioral Conduct--"Building Blocks to Success" Good Sportsmanship Expectations**

Building Blocks to Success campaign was developed by the IESA Sportsmanship Advisory committee. The campaign includes nine (9) character principles that the IESA sportsmanship advisory committee feels are key components to the development of *Today's Youth and Tomorrow's Leaders*.

### **Absence from School on Day of Activity**

Athletes will be allowed to participate in practice or contest only if they are in school a ½ day (11:30 a.m.) day. Students who are absent from any part of the school day may not participate in any athletic event during that afternoon or evening. The principal when arranged in advance may approve individual exceptions. Exceptions may include, but not limited to: 1) for a medical absence pre-arranged or 2) for a death in the athlete's family.

An athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

### **Spectators**

All spectators are expected to display appropriate and sportsmanlike behavior. Any behavior deemed unacceptable by the Administration, Staff, Coaches, and/or Officials may result in removal of the spectator for at least the remainder of the event. Any additional violations or violations that are of a severe nature that may threaten the safety of the participants, coaches, supervisors, officials, or other spectators may result in the permanent removal of the offending spectator. This removal may be applied to any and all school-sponsored events. School officials may require the assistance of local police agencies to remove an unruly spectator when deemed necessary by the Administration. Any student of Potomac CUSD #10 who violates this policy may be subject to consequences.

### **Code of Conduct**

Students participating in extracurricular activities at Potomac Grade School are highly visible to the student body, the Potomac School District community and the communities with whom Potomac students compete. The privilege of participation carries the responsibility of adherence to the extracurricular policy which reflects the role model status of student athletes and non-athletes which will bring credit to that person and to Potomac Grade School. Failure to conform to the extracurricular policy may result in appropriate disciplinary action by the principal and/or the athletic director. Behavior not specifically covered in the extra-curricular policy but clearly contrary to the spirit of the extra-curricular policy is subject to review by the principal and/or the athletic director, resulting in possible disciplinary action. Each Student will be given "due process" to insure that the disciplinary action fits the violation. It is possible that any offense could result in a harsher penalty being rendered at the discretion of the administration.

### **Due Process Procedures**

In cases involving the violations of any of the rules and regulations of the policy, the following guidelines and procedures will be implemented: Information concerning a violation of the rules and regulations may be obtained in writing from law enforcement officials. Information may be obtained through a voluntary admission by the student, which is initiated by the student. Furthermore, information may be obtained through an eyewitness account from law enforcement officials, middle school certified staff, high school certified staff, extra duty paid coaches, other paid certified staff, and Potomac School District #10 administration.

- a. The principal and/or athletic director may conduct a due process meeting with the student pertaining to the violation.
- b. The principal and/or athletic director may notify the parent/guardian of the consequence in writing via certified mail.



- c. If the parent/guardian feels there has been a violation in the implementation of this policy, they may request an appeal in writing to the district superintendent, and an appeal to the Potomac Board of Education.
- d. If an appeal request is made, the ruling of the Potomac School District #10 School Board is the final step of due process available to the student and parent/guardian.

### Consequences

- **1st Offense** –The participant will be suspended for 25 percent of the scheduled contests. For non-athletic extracurricular activities, the closest numerical equivalent to the 25 percent at the discretion of the administration will apply. In the case of an activity that has less than (4) scheduled contests, i.e. drama club, the penalty will be the closest numerical equivalent less than a year. During this period, the student may practice or attend meetings. If less than 25 percent of the contest remains, the student will be declared ineligible for the remainder of the scheduled contests plus the portion of the penalty.
- **2nd Offense** – The participant will be suspended for 50 percent of the scheduled contests. For non-athletic extracurricular activities, the closest numerical equivalent to the 50 percent at the discretion of the administration will apply. In the case of an activity that has less than (4) scheduled contests, i.e. drama club, the penalty will be the closest numerical equivalent less than a year. During this period, the student may practice or attend meetings. If less than 50 percent of the contest remains, the student will be declared ineligible for the remainder of the scheduled contests plus the portion of the penalty.
- **3rd Offense** –The participant will be suspended for 75 percent of the scheduled contests. For non-athletic extracurricular activities, the closest numerical equivalent to the 75 percent at the discretion of the administration will apply. In the case of an activity that has less than (4) scheduled contests, i.e. drama club, the penalty will be the closest numerical equivalent less than a year. During this period, the student may practice or attend meetings. If less than 75 percent of the contest remains, the student will be declared ineligible for the remainder of the scheduled contests plus the portion of the penalty.
- **4th Offense** – If a fourth violation occurs, the participant will be suspended for one calendar year from the date of meeting with Principal and/or Athletic Director.
- **5th Offense**–If student should want to return to athletics or an extracurricular activity the student and parent/guardian must set a meeting up with Principal, Athletic Director, Superintendent, and extracurricular committee to discuss the previous suspensions to gain permission to participate in extracurricular events. *(All suspensions must be completed to count. If a student goes out for a sport and quits the violation will start over in their next event).*

### Explaining the Extracurricular Policy

The extra-curricular policy covers, but is not limited to the following organizations and activities: Non-athletic organizations- scholastic bowl, and any other group not related to a particular class. Athletic organizations- boys baseball, boys basketball,, boys track, cheerleading, l, girls basketball,, girls softball, girls track, girls volleyball, and any other athletic organization/team. The extra-curricular policy is a twelve (12) month policy enforced year round, including the summer months, and to all school activities whether or not the student(s) is actively engaged in any activity/sport at the time of the violation. Therefore, this includes all violations that occur when school is in session and when school is not in session. If an extra-curricular policy violation occurs during the off-season, or the season length does not allow the student to successfully complete the suspension, the suspension shall carry on to the next sport season in which the athlete successfully participates and completes “in good standing”, according to the coaches discretion. The principal and/or the athletic director will inform the student of the number of contests in which the student cannot participate. First offense suspensions will be rounded up to the next whole number. Second suspension will start from the date of the last violation. If a student is suspended, he or she may be allowed to practice and participate in team functions but not allowed to participate in contests and events. When a student signs this student handbook agreement, he/she is bound by

this agreement throughout his/her high school career. If by chance a student does not participate during one school year, he/she is still bound by the agreement if he/she decides to begin participation in a subsequent year. Once this student handbook policy agreement is signed for the current school term it will remain in effect for the remainder of the school term. Parent/guardians and student participants must understand that by signing this policy agreement, it will be sufficient for four (4) years at the end of grade school level, although the student and parent /guardian will be requested to review and sign the policy each year. This policy becomes effective for grade school students after the student has completed his/her last day of 8th grade.

### **Modification of Athletic or Team Uniform**

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

### **9.10 E1 - Agreement to Participate**

\*See appendix

### **9.20 – Attendance at School-Sponsored 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. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

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

Cross-References:2

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

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

### **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 Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols. Cross Reference: PRESS 7:305, Student Athlete Concussions and Head Injuries.

## **CHAPTER 10: SPECIAL EDUCATION**

If you feel that your child has a disability for which he/she may qualify for special education services, please contact your child's principal to request a full case study evaluation.

### **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. 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.

### **10.20 - Discipline of Students with Disabilities**

#### **Behavioral Interventions**

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

#### **Discipline of Special Education Students**

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

#### **Isolated Time Out, Time Out, and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### **10.30 - Exemption From Physical Education Requirement**

A student in grades 3-8 who is eligible for special education may be excused from physical education courses if:

- a. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
- b. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

### **10.50 - Access to Classroom for Special Education Observation or Evaluation**

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 school principal.

### **10.60 - 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.

## **CHAPTER 11: STUDENT RECORDS AND PRIVACY**

### **11.10 - Surveys by Third Parties**

#### **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.

#### **Surveys by Third Parties**

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

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

#### **Surveys Requesting Personal Information**

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

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.

#### **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.

## **Prohibition on Selling or Marketing Students' Personal Information**

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.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have 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.

### **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 that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. 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. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. 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 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.

**3. 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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); 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. 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.

**4. 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.

**5. 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, Gender, 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.

**6. 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.

**7. 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.**

**8. 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.** Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW; Washington DC 20202-4605

(Cross-reference: PRESS 7:340)



## **CHAPTER 12: PARENTAL RIGHTS AND NOTIFICATIONS**

### **12.20 - Standardized Testing**

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

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

### **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 includes: Educational organizations and schools, Food bank and meal programs, Local service organizations (Goodwill, Salvation Army, etc.), Family shelters, Medical services, etc.

### **12.40 - Sex Education Instruction**

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

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

Cross-References:

PRESS 6:60-AP, Comprehensive Health Education Program.

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

### **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; (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; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Candace Freeman, Principal at (217)987-6155 or [freemanc@pgscardinals.org](mailto:freemanc@pgscardinals.org).

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

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

### **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*

### **12.100 - Transfer to Another School**

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

### **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):

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

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

**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/>.

**12.130 - Parent Notices Required by the Every Student Succeeds Act**

1. 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:
  - a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - b. The teacher is teaching under emergency or other provisional status.
  - c. The teacher is teaching in the field of discipline of the certification of the teacher.
  - d. Paraprofessionals provide services to the student and, if so, their qualifications.
2. 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.
3. 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 [www.potomac.k12.il.us](http://www.potomac.k12.il.us).
4. Parent & Family Engagement Compact
5. 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.
6. Student Privacy: Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.

7. 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.
8. 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

### **Student Rights and Responsibilities**

All students are entitled to the rights protected by the United States and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate the District policies or rules may be subject to disciplinary measures.

### **Management Plan Availability Form Letter Asbestos Containing Building Materials (ACBM are present in our school)**

In accordance with the Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner have completed a review of the locations, quantities, friability of the asbestos containing materials and have prepared an assessment and response action plan to reduce the exposure to asbestos fibers. Copies of the asbestos management plan for our school, including the inspection report, are located in the Superintendent's office. The plan is available to the public for inspection without cost or restriction within five working days after receiving a written request for inspection. Hours of availability and a copy of the form "Request for Inspection Management Plan" will be provided upon request. Should a request be made for a copy of the report, the district is allowed to charge a reasonable fee to make copies of the plan.

### **Notice of Disability Accommodation at Parent Teacher Conferences, School Programs, and Board Meetings**

In accordance with the American With Disabilities Act, persons needing accommodations or auxiliary aids in order to participate in parent conferences, school programs, and board meetings should contact the school administration at least 24 hours in advance.



## **CHAPTER 13: PARENT INVOLVEMENT**

### **Parent Involvement**

Given the key role of parents in promoting effective schooling, the administration will assist in developing comprehensive, continuing programs of parent involvement at the seventh and eighth grade level. The district will provide welcoming opportunities for parent participation in resolving concerns. The major goal is to promote greater student success in all curricular areas by making schools and parents more productive partners in their children's education. To support the mission of Potomac CUSD #10 to educate all students for success in life, schools and parents must work as knowledgeable, respectful partners.

### **Definition**

The term "parental involvement" means the participation of parents in regular, two-way meaningful communication involving student academic learning and other school activities, including providing opportunities and support for the following:

- That parents play an important role in supporting their child's learning and the overall educational program and environment of the school
- That parents are encouraged to be actively involved in their child's education at school and at home
- That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

The building shall provide full opportunities for the participation of all parents, including those with limited English proficiency, parents with disabilities, and parents of migratory children.

### **Student/Building/District Information**

Potomac CUSD #10 delivers many types of electronic access for student information. The District webpage is [www.pgscardinals.org](http://www.pgscardinals.org)

The District site includes information on our building, district calendar, and access to Information Now, the District's student information system for academic, behavior, and attendance information.

1. Individual school webpage can be found on the District site.
2. School Messenger is an automated system utilized to get information to parents through phone, email, and text. You must "opt in" for access to the text option.
3. Information Now is the District's student information system. A username and password is given out for each student at registration. Information on student grades, attendance, and discipline can be accessed.

## SCHOOL-PARENT-STUDENT COMPACT

The **Potomac CUSD #10** and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

### School Responsibilities:

#### **Potomac CUSD #10 will:**

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
- Provide ongoing two-way communication between teachers and parents through parent-teacher-student conferences and frequent reports to parents.
- Provide parents reasonable access to staff.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

### Parent Responsibilities:

#### **As a parent, I will:**

- Require my child to attend school daily and be on time.
- Expect my child to show positive school behavior.
- Ensure that homework is completed.
- Participate, as appropriate, in parent-teacher-student conferences and decisions relating to my child's education.
- Promote positive use of my child's extracurricular time.
- Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

### Student Responsibilities:

#### **As a student, I will:**

- Attend school daily.
- Follow positive school behavior expectations by being safe, respectful, and responsible
- Complete daily assignments and homework to the best of my ability and ask for help when I need it.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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 person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent 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. Upon request, the School may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW,

Washington, DC 20202-4605. - [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]



### **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The *Family Education Rights and Privacy Act* (FERPA), a Federal law, requires that Potomac C.U.S.D. #10, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Potomac C.U.S.D. #10 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Potomac C.U.S.D. #10 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations with a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Potomac C.U.S.D. #10 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Potomac C.U.S.D. #10 has designated the following information as directory information: [Note: An LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight/height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

### **PPRA Notice and Consent/Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Potomac C.U.S.D. #10 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law.)

## APPENDIX A

### 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.

### **Authorization to Provide Diabetes Care - Release of Healthcare Information - Acknowledgement of Responsibilities**

As provided by the Care of Students with Diabetes Act, I hereby authorize Potomac CUSD #10 and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, \_\_\_\_\_, consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that the School is provided with the most up- to-date and complete information regarding my child's diabetes and treatment. Therefore, I consent to the release of information about my child's diabetes and treatment by my child's health care provider(s), \_\_\_\_\_, to representatives of Potomac CUSD #10. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, \_\_\_\_\_, and who may need to know this information to maintain my child's health and safety. Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

Failure of Parent(s) to execute this document does not affect the civil immunity afforded the District and school employees by Section 45 of the Care of Students with Diabetes Act for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes, or any other immunities or defenses to which the District and its employees are otherwise entitled.

## APPENDIX B

### Student Handbook Acknowledgment

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

#### Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

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

\_\_\_\_\_  
Date

#### Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

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

\_\_\_\_\_  
Date

**APPENDIX C**

**Student Medication Authorization Form - Prescription Medication**

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_  
Teacher \_\_\_\_\_

**(To be completed by the student's physician.)**

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

Medication Purpose: \_\_\_\_\_  
Non-Prescription Medication Name: \_\_\_\_\_  
Dosage: \_\_\_\_\_  
Frequency: \_\_\_\_\_  
Time to be given at school: \_\_\_\_\_  
Duration: \_\_\_\_\_  
Other Information: \_\_\_\_\_

\_\_\_\_\_  
Physician's Printed Name Phone Number

\_\_\_\_\_  
Physician's Signature Date

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 Potomac School District and its employees and agents, in 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 Potomac School District), medication in the manner described above. I understand that it may be necessary that the administration of medication to my child may be performed by an individual other than a school nurse and I give consent to such practices, and I agree to indemnify and hold harmless the Potomac 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. The medication will be sent to school in an original container labeled by the pharmacy.

\_\_\_\_\_  
Parent/Guardian Printed Name Phone Number

\_\_\_\_\_  
Parent/Guardian Signature Date

**APPENDIX D**

**Student Medication Authorization Form - Non-Prescription Medication**

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_  
Teacher \_\_\_\_\_

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

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

Medication Purpose: \_\_\_\_\_

Non-Prescription Medication Name: \_\_\_\_\_

Dosage: \_\_\_\_\_

Frequency: \_\_\_\_\_

Time to be given at school: \_\_\_\_\_

Duration: \_\_\_\_\_

Other Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 Potomac School District and its employees and agents, in 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 Potomac School District), medication in the manner described above. I understand that it may be necessary that the administration of medication to my child may be performed by an individual other than a school nurse and I give consent to such practices, and I agree to indemnify and hold harmless the Potomac 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. The medication will be sent to school in an original container labeled by the pharmacy.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Phone Number

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

\_\_\_\_\_  
Date

## APPENDIX E

### CHAPTER 9.10-E1

#### Agreement to Participate

Each student and his or her parent/guardian must read and sign this *Agreement to Participate* each year before being allowed to participate in interscholastic athletics or intramural athletics. The completed Agreement should be returned to the Coach.

Student Name (printed)

1. I wish to participate in the interscholastic athletics or intramural athletics that are circled: baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, ice hockey, lacrosse, marching band, rugby, soccer, skating, softball, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, wrestling, other (identify sports) \_\_\_\_\_ . (Another Agreement must be signed if the student later decides to participate in a sport not circled above).
2. I acknowledge reading the eligibility rules of any group or association sponsoring any athletic activity in which I want to participate and I agree to abide by them.
3. Before I am allowed to participate, I must: (a) provide the School District with a certificate of physical fitness (the *Pre-Participation Physical Examination Form* from the Illinois High School Association (IHSA), Illinois Elementary School Association (IESA), or Southern Illinois Junior High School Athletic Association (SIJHSAA) serves this purpose), (b) show proof of accident insurance coverage, and (c) complete all forms required by any association sponsoring the interscholastic athletic activity, including when applicable and without limitation, *IHSA Sports Medicine Acknowledgment & Consent Form, Acknowledgement and Consent*.
4. I agree to abide by all conduct rules and will behave in a sportsmanlike manner. I agree to follow the coaches' instructions, playing techniques, and training schedule as well as all safety rules.
5. I understand that Board policy 7:305, Student Athlete Concussions and Head Injuries, requires, among other things, that a student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion or head injury must be removed from practice or competition at that time and that the student will not be allowed to return to play or practice until he or she has successfully completed return-to-play and return-to-learn protocols, including having been cleared to return by the treating physician licensed to practice medicine in all its branches, physician assistant, treating advanced practice registered nurse, or a certified athletic trainer working under the supervision of a physician.

6. I am aware that with participation in sports comes the risk of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the highest risk. I am aware that participating in sports involves travel with the team. I acknowledge and accept the risks inherent in the sport(s) or athletics in which I will be participating and in all travel involved.

Parent Signature, if under age 18: \_\_\_\_\_

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

#### Emergency Contact Information

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

Relationship to student: \_\_\_\_\_

Day phone number: \_\_\_\_\_

Evening phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Other: \_\_\_\_\_

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

Relationship to student: \_\_\_\_\_

Day phone number: \_\_\_\_\_

Evening phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Other: \_\_\_\_\_