

August 2023-2024

Students and Parents:

Welcome to another school year. We trust that you have had a great summer and are ready for a good year. This handbook has been put together in an effort to help our students and parents have a better understanding of what to expect and what is expected of students of Gallatin County Elementary.

We have to consider federal, state, local, and board (policies) when putting a handbook of this type together. We have also sought the input of current students, former students, directors, teachers, administrators, support staff, state legal representatives, and concerned patrons in the process of assembling this material. If you have any questions, please contact us at school. Thank You

On behalf of the Gallatin County Elementary Staff,

Lisa Fetcho
Elementary Principal

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MISSION STATEMENT

Gallatin County Unit District #7 is committed to providing an environment that fosters those elements necessary to maximize the potential of all our children. The focus is the acquisition of the essential skills needed to function in a society that will require our students to compete academically, to interact successfully on an interpersonal level, and to remain self-directed, problem solving, lifelong learners who will positively impact their world.

PHILOSOPHY

The board of education and the elementary staff recognize that instruction is the most important single activity of the school. The primary function of all other departments of the school is to support the instructional program and to maintain a quality program of education for the school system.

It is the desire of the board and the administration that the school has highly qualified personnel for all positions at the school. Employees are expected to devote themselves to the education and welfare of the students, to fulfill their job descriptions to the best of their abilities, and to implement, within the scope of their positions, the district policies.

The board of education and the elementary staff accept the responsibility for generating an understanding of American freedom and for the preservation of these freedoms through the development of informed and responsible citizens.

Each teacher in Gallatin County Elementary should strive to maintain: a classroom in which pupils are comfortable and in which each student is learning.

We believe that the most important teaching starts in the home and at a very early age. The home school must work together to provide the very best possible for the student as he/she grows. Students usually feel that education, work ethic, responsibility, respect, following rules and guidelines, and being sensitive to the needs of others are important if their parents do.

Each student is regarded as a unique individual and is important to the staff at Gallatin County Elementary School.

Educators, as well as students, should be made aware of and be respectful to each individual in his or her daily life and develop a sincere appreciation for the different ethnic, economic, religious, and social backgrounds of groups and nations.

The dignity of individuals should be protected with proper consideration for their personal feelings, which may be associated with race, color, creed, and intellectual characteristics. The recognition by the pupil and the teacher of their responsibilities to each other in this connection might well establish mutual respect, which should stimulate a sound basis for developing high morale and for carrying out school procedures.

Education cannot proceed effectively without good, consistent discipline. Good discipline is best thought of as being positive, not negative, of helping a student to adjust, rather than as a punishment. Discipline is training to act in accordance with rules to obtain certain goals.

Gallatin County Unit #7 feels it is the responsibility of the school to help the student maintain and further develop his or her self-discipline so that the exercise of individual rights does not infringe upon the rights of others to enjoy the benefits of school citizenship, rules and guidelines for student behavior in Gallatin County Elementary School have been established and adopted to ensure standards of conduct which will promote knowledge and learning as mandated by the Gallatin County Unit #7 school board and the Illinois School Code.

We take pride in the fact that our policies were developed and have been modified periodically by committees of parents, community, and staff members. It continues to be our goal for students to develop "self-discipline" so that the exercise of individual rights does not infringe upon the rights of others. It is expected that the staff will apply the discipline policies

evenhandedly and that they will modify the application of discipline (including special needs students) in accordance with federal and state laws as well as current court decisions.

Early Drop Off For Working Parents

Students may arrive at school before the start of the school day. Early arrival drop off begins at 7:30 a.m. Parents are to drop off their child at the Junior-Senior High entrance at the front of the building. School Personnel will supervise early arrival students. **Do not leave students before 7:30 a.m., as the doors will be locked.**

Reporting Concerns

If a parent/guardian should have a problem regarding a teacher or the school, we ask that the following school procedure be followed:

First, approach the teacher. Often, a simple misunderstanding can be cleared up quickly and easily. If the matter cannot be resolved through a meeting with the teacher, the Assistant Principal is the next point of contact. If you feel the situation needs to be addressed still yet, then speak with the Principal. Then, if the matter needs to be taken further, parents/guardians can go to the District Superintendent. If there is no resolution, parents may choose to fill out the required paperwork with the Superintendent's office and be added to the public comment section of the next regularly scheduled school board meeting. Venting on social media is never recommended and will only exacerbate the situation.

Remember, a negative comment about a teacher or school posted on social media can prove very costly if legal action is taken. The teacher or school does not have to be named if the comments can be pieced together to work out who is being spoken about; that is sufficient evidence of defamation. When posting on social media during or at the end of the day, it really is all about respect and teaching our children that adults do not always have to agree. However, adults need to be able to show respect to one another, failing to do so will prove detrimental to everyone involved. Parents/guardians and teachers need to lead by example.

STUDENTS' RIGHTS AND RESPONSIBILITIES

RIGHTS

1. Each student has the right to pursue an education
2. Each student has the right to express opinions verbally or in writing.
3. Each student has the right to dress in such a way as to express the student's personality.
4. Each student has the right to expect that the school will be a safe place for all students to gain an education.
5. Each student has the right to expect to assist in making decisions concerning their own educational goals.
6. In case of suspensions & expulsions, the student who is disciplined has the rights provided by the School Code, Constitutional due process, and the policies adopted by The Gallatin County Unit School Dist. #7.

RESPONSIBILITIES

1. Each student must not hamper any other student from pursuing an education
2. Express opinions and ideas in a respectful manner so as not to offend or slander others.
3. Dress so as to meet recognized standards of health and safety and not to the detriment of the education process.
4. Be aware of all rules and expectations regulating student behavior and conduct, and follow the guidelines established in this code.
5. Participating positively in learning situations.
6. Be willing to volunteer information in disciplinary cases should the student have knowledge of the importance of such a case.

FACULTY 2023-2024

Lisa Fetcho
Tami Logsdon
Jessica Dyhrkopp
Whitney Westbrook

Elementary Principal
Secretary
School Nurse
Nurse Aide

Megan Jackson
Danielle Newton
Kylie Patton

Kindergarten
Kindergarten
Kindergarten

Sarah Black
Rikki DeNeal
Linda Thurston

First Grade
First Grade
First Grade

Hannah Brugger
Terri Cook
Caitlin Drone

Second Grade
Second Grade
Second Grade

Angie Cox
Amy Knott
Courtney Smothers

Third Grade
Third Grade
Third Grade

Whitney Nugent
Heather Horner
Mary Reeder

Fourth Grade
Fourth Grade
Fourth Grade

Jana Bradshaw
Samantha Brazier

Special Education
Special Education
Special Education

Erin Humm

PE

Kellie Smith

Art/Music

Linda Thompson
Danielle Reynolds

Speech
Speech

Taylor Frailey
Jill Girot
Brandi Respondek

Pre-K
Pre-K
Pre-K

Amanda Dial

Self Contained Special Education

CALENDAR OF EVENTS

August 10	Teacher's Institute (No School)
August 11	Students Return Half Day School Improvement Program (11:15 a.m. Dismissal)
August 14	First full day of school for students
September 4	Labor Day (No School)
September 20	Half Day School Improvement Program (11:15 Dismissal)
October 6	Teacher's Institute (No School)
October 9	Columbus Day (No School)
October 10-13	Not in Attendance (Fall Break)
October 31	Half Day School Improvement Program (11:15 a.m. Dismissal)
November 10	Not in Attendance
November 22	Full Day Parent Teacher Conferences/Inservice (No School)
November 23	Thanksgiving Day (No School)
November 24	Not in Attendance
December 21-January 1	Christmas Break (No School)
January 2	Teacher's Institute (No School)
January 3	School Resumes
January 15	Martin Luther King's Birthday (No School)
January 20	Half-Day School Improvement Program (11:15 Dismissal)
February 19	President's Day (No School)
February 20	Full Day Parent Teacher Conferences/Inservice (No School)
March 27	Half Day School Improvement Program (11:15 a.m. Dismissal)
March 29	Not in Attendance
April 8-12	Spring Break (No School)
April 15	School Resumes
May 3	Half Day School Improvement Program, Prom (11:15 a.m. Dismissal)
May 21	Half Day School Improvement Program, (11:15 a.m. Dismissal) possible last day (if no emergency days are used)
May 22	Teacher Institute (if no emergency days are used) (No School)

1st 9 weeks ends Oct.6^h - Report cards Oct. 20th.

2nd 9 weeks ends Dec. 20th - Report cards Jan. 5th.

3rd 9 weeks ends Mar.8nd - Report cards Mar. 15th.

4th 9 weeks ending date will be announced later. Report cards will be distributed on the last day of school.

SCHOOL HOURS

7:45 a.m.	Drop off time for students
7:45 a.m. – 8:15 a.m.	Breakfast is served
8:15 a.m.	SCHOOL BEGINS
10:30 a.m.-11:40 p.m.	Lunch period for Kindergarten – Fourth Grades
3:00 p.m.	Dismissal
3:15 p.m.	End of supervision. All students should leave the school grounds unless they are working with a teacher.

ELEMENTARY GRADE SCALE

A – 94-100

B – 87-93

C – 77-86

D – 70-76

F – 69-Below

ELEMENTARY HONOR ROLL

The honor roll will be determined at the end of each grading period for grades 3 and 4. Students must have a 4.25 GPA for the grading period to be on the honor roll (Reading-Math-Language Arts-Science-Spelling). The honor roll will be published in the local newspaper.

ENROLLMENT PROCEDURE

Before a student can enroll at Gallatin County, the following information must be received

1. PROOF OF BIRTHDATE: (any of the following forms of id are acceptable)
 - a) Birth certificate
 - b) Driver's license
 - c) Student identification card
 - d) Other identification information considered acceptable by school officials
2. School Records from previous Illinois schools on the official School Transfer Form (ISC.Sect. 2-3.13a)
No Illinois School is required to admit a new student unless they can produce this Student Transfer Form from the student's previous Illinois public school district.
3. School Records from previous out-of-state schools through appropriate transfer forms or through direct contact with that school's officials. (A transfer student will not be allowed to enroll while serving a suspension or expulsion from a previous school district.)

PROMOTION POLICY FOR 1st THROUGH 4th GRADES

A Student will be considered for retention if they do not meet the following criteria:

1. The student must pass math and reading
2. The student must pass at least two (2) of the following subjects: Science, Spelling, or Language Arts.

A student is considered to have passed a subject if their combined average for the four (4) quarters is 70% or above. If the average is below 70 %, the student is deemed to have not passed the subject. Failure to meet both of the above criteria means the student has not passed for the year and will be retained.

STUDENT PROMOTION/RETENTION

The promotion or retention of students is the sole responsibility and prerogative of the teacher, subject to appeal through the administration to the Board of Education. In making the decisions, the teacher will consider the student's readiness of ability to succeed in the next grade. Each decision will be made on an individual basis in consultation with the principal when necessary. It should be noted that reading and math will weigh more heavily than other "minor" subjects in making the decision.

The Board of Education adheres to the Illinois School Code's prohibition on the promotion of a student to the next grade level based on social reasons, such as age. It is, therefore, the policy of the District that students shall be promoted to the next grade level based on successful completion of the curriculum. Students shall not be promoted for purely social reasons.

Legal Reference: 105 ILCS 5/10-20.9a 20 U.S.C Sec. 1412 (a)(17)(A)(I).

POLICY FOR CLASS ASSIGNMENT OF K-4 STUDENTS AND TEACHERS

- A. Current teachers will work together to divide the students into sections for next year. Consideration shall be given to:
 - 1. Students who need to be separated
 - a. Siblings
 - b. Close Relatives
 - c. Discipline Problems
 - 2. Male/Female Balance
 - 3. Ability Heterogeneity
 - 4. Retainees will be assigned by the principal
- B. The principal will assign the divided groups to teachers.

TRUANCY POLICY

Student attendance is critical to the learning process. Truancy is, therefore, a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse by the school or the state) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district take further action, which may include the following:

- Referral to the truancy officer
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of the state law. The parent(s) or legal guardian should make every effort to make sure their child(ren) attends school regularly.

SCHOOL ATTENDANCE

Good school work depends, to a large extent, on punctual attendance. Make-up work cannot completely take the place of regular classroom work. Parents must assume their share of responsibility for the regular and punctual attendance of their children.

A parent excused absence is one where the parent calls the office to report a student ill or absent. Parent excused absences are limited to ten (10) days per year and no more than (5) per semester. Any absences after (10) parent-excused absences in the school year will be considered unexcused absences. The student and parent/guardian will be notified that a doctor's excuse will be required after the 5th absence each semester.

"Chronic or habitual truant" shall be defined as a child who is absent from school without valid cause from compulsory attendance for 5% or more of the 180 regular attendance school days; this calculates to nine (9) days per school year. The student and parent/guardian will be notified that a doctor's excuse will be required after the 9th absence.

School begins at 8:15 a.m. When a student is absent from school, PARENTS MUST CALL the main office before 10:00 a.m. on the day of their child's absence as per IL School Code, Section 122: 26-36.

In order to qualify for a perfect attendance award, a student cannot be absent from school for more than 55 minutes of the school day. Whether absences are excused or unexcused has no bearing on the attendance record. Attendance of school sponsored activities and trips will not be counted as an absence.

The Gallatin County Schools recognize three types of absences. The type, some examples, and the corresponding school action to be taken are indicated as follows:

TYPE I – LEGAL:

Any absence allowed by the laws of the State of Illinois.

TYPE II – SCHOOL ACCEPTED:

Any absence due to sickness (including up to 5 days per school year for mental or behavioral health of the student), death in the family, prearranged absences, school-sponsored trips, and family emergency situations. Emergency situations will be evaluated by school officials. Prearranged absences are those anticipated prior to the actual day or period of absence (i.e., doctor appointments, necessary family trips, and funerals). In order for the prearranged absences to be excused, the **parent must inform the office** as soon as possible **prior to the last day of attendance**. The student should obtain assignments or make-up work before the absences if at all possible and give it to the teacher.

Students who have had their parents prearrange for an absence will be excused. The arrangement must be a written request and signed by the parent, student, and principal.

Make-up work must be completed and given to the individual teachers. Students may be granted up to one day missed to complete make-up work. It is the student's responsibility to obtain the make-up assignments from the teachers.

It is the classroom teacher's responsibility to hold each student accountable for missed class time.

TYPE III – UNACCEPTABLE:

A. UNEXCUSED ABSENCES

Any absence that is not considered legal or reasonable but which is not typical of truancy; or reasons characterized by careless planning (i.e., oversleeping, running errands for parents or employers, taking off from school to work or shop, etc.). The principal or his/her representative will decide and issue unexcused absences. Parental permission to be absent from school does not necessarily mean an excused absence for the purpose of making up work or simply being an excused absence. The following actions or considerations may result from unexcused absence:

1. The student will be barred from any or all extracurricular activities scheduled for that date.
2. The student may be assigned detentions to be served before, during, or after school.
3. The student will not have the opportunity of doing make-up work for credit in the class missed.
4. After three unexcused absences in any one semester, a one-day in-school suspension could result. Also, there may be a parent conference arranged.
5. Skip and related type absences may result in some type of detention or suspension.

B. TRUANCY:

Any absence without the consent of the parents and school. In cases of truancy, the parents will be notified, and unexcused absences given, and make-up work time may be required.

When a student is truant, he/she may be required to make up time at noon. To make up this time, students will sit in an assigned area away from their friends. Repeated truancy could require additional disciplinary action.

“Chronic or habitual truant” shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 days.

“Truant minor” is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

TARDINESS

A student is tardy to class when he/she is not in their assigned station and ready for work when the class bell rings. The following procedures should be followed when you are late to class.

If you are late in arriving at school, report directly to the office for an admit slip to be marked present. Your admit slip will be marked excused or unexcused, depending upon the reason for your tardiness. There are a few reasons for being tardy that are excusable; however, many are understandable and will result in little or no difficulty to the student or parent. Habitual tardiness is another matter and will not be tolerated. The parent and the student should make every effort necessary to correct habitual tardiness.

Teachers will also keep a record of all students who are tardy and will report habitually tardy students to the office, where corrective measures will be taken.

The principal shall make the determination if tardiness is becoming a pattern and will assign appropriate corrective measures.

CONDITIONS WHICH FAVOR THE DEVELOPMENT OF GOOD SCHOOL DISCIPLINE

- A. An adequate home which:
 - 1. Assumes the primary responsibility for the discipline of the child.
 - 2. Is aware of the child's responsibilities and obligations in the school as well as in the community and established home conditions which are favorable to his or her success in school.
 - 3. Recognizes that school personnel must necessarily concern themselves primarily with group training and group behavior.
 - 4. Cooperates with school authorities and participates in conferences regarding the behavior, health, and academic progress of the child.
- B. A responsible student who:
 - 1. Respects constituted authority, which includes not only obedience to school rules and regulations but also conforms to the laws of the community, state, and nation.
 - 2. Reflects respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community.
- C. A responsible school in which the professional staff.
 - 1. Encourages the use of good guidance procedures.
 - 2. Maintains an atmosphere conducive to good behavior.
 - 3. Exhibits an attitude of respect for students that has a positive influence in helping students develop good citizenship traits.
 - 4. Plans a flexible curriculum to meet the needs of all students.
 - 5. Promotes effective training or discipline based upon fair and impartial treatment of all students.
 - 6. Develops a good rapport among the teaching staff and between the administration and the teaching staff.
 - 7. Endeavors to involve the entire community in order to improve the quality of life in that community.

ENFORCEMENT OF RULES AND REGULATIONS

When self-discipline fails, regulations for the management of school behavior, including those adopted by the Board, must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The School Board of Unit #7 has this legal responsibility according to The Illinois School Code.

- 1. SCHOOL DETENTION: Students may be detained before school, during lunch, or after school as a disciplinary measure. This includes students transported by school bus. A reasonable attempt shall be made to contact the parent or guardian.
- 2. OTHER REMEDIES: The school's administrative personnel or any teacher of the school shall be authorized to take reasonable action in connection with student misbehavior. Reasonable action might include:
 - A. Counseling with a student or group of students.
 - B. Conferences with a parent or group of parents.
 - C. Assigning students alternative assignments.
 - D. Rearranging class schedules.
 - E. Requiring a student to remain after regular school hours.
 - F. Restriction of extracurricular activities.
- 3. REMOVAL FROM CLASS (CLASSROOM DISRUPTION): The administration may remove a student from class when the seriousness of the offense, when the persistence of the misbehavior, or when the disruptive conduct, consultation with the teacher, disrupts the educational process of the other students in the classroom, or when the student has been disrespectful, defiant, or insubordinate.

4. PROBATION: Students on probation will not be allowed to participate in extracurricular activities during the probation period. Extra-curricular activities shall include all school activities which are not directly related to a specific course in which the student is enrolled on a regular basis. Violation of probation may result in the extension of the probationary period or in the suspension of the student from school for a period of not more than three school days.

NOTE: Parents will be notified in writing or in person when a student is placed on probation. In all cases, the Assignment of probation will be by the principal or superintendent.

5. ALTERNATIVE CLASSROOM: The term "Alternative Classroom" means the student attends school during regularly scheduled hours and is assigned to a classroom where he/she receives his/her assignments and studies under supervision. All work completed while in the in-school suspension will count toward the student's grades. "Alternative Classroom students"
 - a. May not eat at the same time as other students.
 - b. Must keep up with homework and other assignments
 - c. Parents will be notified by mail of the alternative classroom assignment.
6. SUSPENSION: The term "suspension" means disciplinary action whereby a student is separated from school and any extracurricular and related activities for a period of ten school days or less and which does not constitute an expulsion under number 6 of this section.
7. EXPULSION: The term "expulsion" means disciplinary action taken by the Board of Education whereby a student by Board of Education resolution:
 - A. Is separated from school attendance and extracurricular/related activities for a period in excess of the number of school days.
 - B. As a result of Public Act 89-371, the school board may extend student expulsions into the following school year. Effective January 1, 1996, the maximum expulsion period is extended from the end of the current year to the end of the next school year for a maximum expulsion period of two school years.
8. REFERRAL OF CHRONIC TRUANTS: Chronic truants and their parents will be referred to the Office of the State's Attorney for prosecution under Illinois statutes.

GUIDELINES FOR DETERMINING PENALTIES

Any violation of state or local law will be promptly reported to the appropriate law enforcement authorities.

1. These examples are not the only acts or conditions for which suspension or expulsion is warranted, nor do they limit this handbook.
2. Subsequent cases of the same offense may result in more severe disciplinary action.
3. Physical attack upon any person may be grounds for expulsion from school.
4. Expulsion may be levied on any student who is found to be carrying a weapon to, from, or within Gallatin County schools; or to, from, or in attendance at any school-sponsored activity.
5. Any student who has initiated or taken part in an act of vandalism or arson as described in this handbook may be expelled. Further, it shall be the practice of the school district to seek to recover damages from the parents of any minor or from any person who has initiated or taken part in any act of vandalism as described in the handbook.

STUDENT CONDUCT GUIDELINES

Students are expected to conduct themselves in a manner that reflects respect for each other, for their teachers, staff members, and school facilities. Students may be disciplined for misconduct that occurs on school buses, in school buildings, or on school grounds at any time, on the way to and from school, at bus stops, or at school-sponsored activities whether or not held on the grounds of the school district, while being transported to and from school sponsored activities or events. Students may also be disciplined when the misconduct is directed against school employees, their families, or their property because of their status as employees.

The consequences stated are recommended as a guide in determining the disciplinary action for student violations. This in no way implies that these consequences must be followed sequentially or that other or more severe actions cannot be taken. Each disciplinary case will be handled appropriately at the discretion of the administrator in charge.

AGGRESSIVE BEHAVIOR REPORTING LETTER & FORM

Dear Parent(s) Guardian(s):

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including such behaviors as bullying (105 ILCS 5/10-20.14). The School Board policy prohibits a student while at school from engaging in aggressive behavior that causes physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. This early notification is intended to help all of us work together to avoid repetition of behavior.

Student-----Incident Date_____
Incident Location_____ Incident Time_____
Reported by_____ Reporting Date_____

Aggressive behavior description: Reporters, be specific. List all pertinent information regarding the incident, including names of all parties present and involved, weapons or objects used as weapons, pertinent and/or precipitating acts or statements, description of injuries sustained and names of injured parties, etc.

The following consequences is/are recommended:

_____ I will telephone you to schedule an in-person meeting or telephone conference to discuss the next steps.
_____ Counseling service_____
_____ Non-District Affiliate psychological service_____
_____ Alternative school assignment_____
_____ Community agency service_____

Together, I am confident we can help your child understand that aggressive behavior is not allowed at school.

Building Principal_____ Date_____
EXPULSION or Alternative Placement, SUSPENSION, ALTERNATIVE CLASSROOM (ACR), DETENTION

CLASS TRIPS

Students must have a signed permission slip from their parent/guardian before they will be allowed to go on the field trip.

1. Sponsors and the principal will determine the place, time and details of the trip.
2. Eligibility for the trip will be as follows:
 - A. Student must be passing for the year to date at the time of the trip.
 - B. Students may be made ineligible for the trip due to repeated misbehavior, major rule infractions or other reasons determined by the principal.

PUPIL POLICIES

Children entering Kindergarten shall attain the age of five on or before September 1, following the opening of school in August. A birth certificate and social security number are required before entering school for the first time.

1. Children entering the first grade shall attain the age of six on or before September 1, following the opening of school in August. A birth certificate is required as proof of birth date.
2. Physical education is a required subject. All students will be enrolled in a P.E. class unless they have a doctor's excuse.
3. Children who ride the bus to a school activity shall return by bus. Any pupil who does not ride the bus home from a school activity must have obtained prior approval from the principal or assistant principal. Each pupil must, in all cases, notify the bus driver.
4. No knives or weapons of any kind, matches, cigarettes, and tobacco products/tobacco look alike, vapes, pornographic materials, or sound devices are to be brought to school. Such items will be confiscated if brought into the building, and appropriate disciplinary action will be taken.
5. The privilege of riding a bus may be withdrawn when any pupil persists in violating rules and regulations.
6. Each student shall pay for all damage he or she may do to school property or the property of others within one week after demand thereof unless by arrangement with the principal. With arrangement, payment can be deferred until a later date. Failure to make such a payment may result in suspension.
7. Pupils are expected to restrain themselves from any show of affection toward others while on school property or while attending school activities off the school premises.
8. Pupils are permitted to use the school telephone only for emergencies.
9. Students who lose or damage a book while it is checked out to them will be expected to pay for it. A teacher may require a student to purchase necessary items for class work.
10. Student accident insurance is provided for a nominal fee.
11. Any student who desires to participate in athletics is required to have the student insurance which the school handles. The insurance requirement will be waived upon presentation of evidence signed by a parent or guardian that the student is adequately insured.
12. Good manners, courtesy, and personal pride shall be exhibited by all students during school hours and during school sponsored activities. (I.e., not running in the halls; wearing hats in the building; loud, boisterous, or profane speech.)
13. It is the responsibility of each student to leave the area of a disruption involving students. The student's mere presence as an onlooker tends to lend support and encouragement to those students causing disruptions. Failure to cooperate may subject onlookers to disciplinary action.
14. A teacher may require students to purchase small items for classwork.
15. Participation in extracurricular activities may be denied to pupils who fail to conform to school rules.
16. Any student who wishes to ride a bus other than their regular bus must bring a note from home and get permission from the superintendent or principal before being allowed to do so.
17. Lunch will be furnished free according to state and federal guidelines when it is determined that a child is eligible.
18. All equipment purchased by the school for individuals (uniform, shoes, etc.) must be paid within 30 days and before being issued.

19. The school will not issue acetaminophen (Tylenol), antacid tablets, cough drops, or any internal medicine without a written physician order and signed parent consent. First aid supplies are available, and first aid will be provided.
20. Students who do not ride the bus should not arrive on school grounds before 7:45 a.m. We have no supervision of students before this time. In an emergency situation, please contact the office for arrangements for the early drop off program.
21. Students will not loiter in the halls. They will proceed to areas as directed by teachers.
22. Students may wear any clothing which is generally considered morally decent and safe in the school situation. Extreme dress is inappropriate. (For example: wrestling shirts, bare feet, halter-tops, bare midriffs, razor back shirts, very short shorts, hats, sunglasses, studded bracelets, belt chains, spaghetti strap shirts). Clothing that promotes tobacco or alcoholic products shall not be worn. Students should also refrain from wearing clothing with profane comments or gestures. Garments that contain suggestive, violent, or obscene statements or symbols, or endorsements of unlawful products are unacceptable. Students should not wear clothing that is detrimental to the learning environment.
23. Students who wish to make a schedule change may do so no later than one week after the beginning of the class.
24. Discrimination Policy: The Board of Education of Gallatin County Unit District #7 shall not condone discrimination practices on the basis of sex, color, race, or creed. The superintendent will be the coordinator. His/her duties shall be to investigate complaints and supervise the district's efforts to comply with Title IX. All complaints shall be routed by way of the building principal to the coordinator and then to the Board of Education.
25. Cheating: In the event that a student is caught cheating on a test or on some other assignment, the student will be given a grade of "zero" for the assignment. Moreover, the teacher may require make-up or additional work and may administer other disciplinary actions such as detentions, parent conferences, etc.
26. No gang logos, colors, signs, paraphernalia, or gang activities are allowed at school. Further, anti-gang uniforms and vulgarities are prohibited. Gang-like activities are defined as any conduct engaged in by a student for the furtherance of a disruptive purpose.
27. Chewing gum will not be permitted on school grounds because of the problems it creates with carpets and floors. If brought to school, it will be confiscated. Edibles will likewise be confined to the commons.
28. Parents and students must sign a usage clause or statement which guarantees the usage of the Internet will be used ethically and correctly. Parents must agree to pay if a student causes damage to Internet access or destroys records or data.
29. Media Center: Books may be checked out of the media center for 2 weeks, with the exception of reference books. They are to be checked out overnight. A fine of 5 cents per day will be assessed on overdue books, and 30 cents per day will be charged for overdue reference books. Magazines and vertical files may be checked out for 7 days.
30. As stated in the pupil policies beginning on page 15, elementary students will not be allowed to wear flip-flops, crocs, or sandals **during recess or P.E. class**. If your child wears flip flops, crocs, or sandals to school, please make sure they have **other shoes** to wear during recess and P.E.
31. Only water is allowed in water bottles.
32. Students are not allowed to bring energy drinks to school.

All books are barcoded, and every student has a library number. If the barcode is damaged, an assessment of \$1.00 will be charged. Material taken without checking out will be assessed a fine. Students are responsible for returning books on time according to the date stamped in the book.

Consumables/ Instructional Materials

Textbooks are provided to students on a rental basis. A rental fee of \$37.00 (maximum of \$74.00 per family) includes all textbooks and are payable when books are received. Students who qualify for free-reduced lunches may have this fee waived. The waiver must be signed by a parent or guardian and on file in the office within ten days of the first semester. Individuals who are issued books must pay for books that are lost, stolen or damaged: therefore, every student should care for his/her books. When available, students will be given a used book price for the replacement of their lost or damaged books.

FEES, FINES, & CHARGES: WAIVER OF STUDENT FEES

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building administration 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
- 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

Waiver for School Fees:

A child who is "directly certified" or "categorically eligible" (i.e., is homeless, migrant or runaway, or has a parent that is a veteran or active duty military personnel, or at or below 200% of the federal poverty line) would automatically receive school fee waivers subject to the federal verification limitations. Proof of income will determine school fee waiver eligibility. A School Fee Waiver Application is included in the appendix of this handbook. The School Fee Waiver Application must include a copy of verified proof of yearly family income

STUDENT MESSAGES/ARRANGEMENTS

Phone messages from parents will be given to students by the office staff in emergencies. Parents should make every attempt to instruct students about where to go or what to do after school before the students leave home each morning. Please do not expect the office staff to deliver unnecessary messages that should have or could have been given to the student before he/she left home. Parents and guardians are reminded that they must send a note in the morning on the day their child will be riding a different bus. Unless it is an emergency, please do not call the school with a bus pass request. Emergency arrangements should be made before 1:00 p.m. The elementary office will be serving approximately 320 students, so your cooperation is both needed and sincerely appreciated.

PARENT/TEACHER CONFERENCES

Parents are encouraged to keep in contact with their child's teacher, especially if a problem exists. Teachers will be available before school, during planning time, and after school for conferences. Parents should call 272-3821 to arrange for a convenient conference time. Teachers will not be available for conferences during teaching time except in extreme emergency situations.

HIGHLY QUALIFIED TEACHER

Parents may request the educational status of their child(ren)'s teacher(s) by filling out and submitting a "Teacher Status Request Form." Forms may be obtained from the superintendent's office.

LIMITED ENGLISH PROFICIENCY

Students with limited proficiency in English will be identified. Their level of proficiency will be assessed, and methods of instruction will be provided to meet the educational strengths and needs of the student. A program will be developed with a goal to move to proficiency in English with exit goals established. The student's parents or guardian will be notified, and the program shall be established within 30 days after the beginning of the school year or within 2 weeks after the student's enrollment.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children and (2) be active participants in assisting their children in attaining English proficiency, achieving high levels within a well-rounded education, and meeting the challenging State academic standards expected of all students, (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 Keri Koester at 618-272-3821 ext. 1318.

STUDENTS WITH DISABILITIES:

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 the ages of 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.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504

of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Keri Koester

618-272-3821 ext. 1318

Gallatin County CUSD #7: 5175 Hwy 13 Junction, IL 62954

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

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.

PARENTS RIGHT TO KNOW

In accordance with Section 1111(h)(6) RIGHT TO KNOW, the Gallatin County School District is notifying every parent of a student in a Title 1 school that you have the right and may request information regarding the professional qualifications of your child's teacher.

CLOSED CAMPUS

This means that after students arrive at school, they are not to leave the campus unless permission is obtained from the principal. The campus is also closed to anyone except registered students in good standing, employees, and those parents and visitors who have specific and approved business at the school. All visitors are to report to the office immediately upon entering the campus. Anyone entering the campus who does not fit in one of the above categories may be considered a trespasser.

HOME AND 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: Keri Koester at 618-272-3821 ext 1318

HOMEWORK

Homework may be assigned each day at the discretion of the teacher. In general, homework should not take more than 1 hour for the average student to complete. Parents are encouraged to oversee the homework to ensure that it is done to the best of the student's ability.

SCHOOL PRAYER

The Gallatin County CUSD #7 has no policy that prevents constitutionally protected prayer.

PARTIES

Kindergarten-4th grade will have a Fall Party, Holiday Party, and Valentine's Day party. The parties will be from 1:45-2:30. Drinks and foods that might stain the carpets will not be allowed in the classrooms.

P.E. SHOES

Gym shoes are required for P.E., but may be worn all day. Each student is encouraged to have a clean pair of gym shoes that can be left at school at all times. The shoes need not be new, but should be freshly laundered before being sent to school. If your child wears flip flops or sandals to school, please make sure they have **other shoes** to wear during recess and P.E. (Also reference page 16 #30)

STUDENT CELL PHONES/ELECTRONICS

Due to distracted learning, cheating on tests, cyberbullying, access to digital amusement, inappropriate video and social media postings during class periods, all Smartphones and Smart watches and other electronic devices must be put away and stored in the locker at the 8:15 a.m. These items are not considered "put away" if they are in the pockets of jackets, coats, or pants or in pencil/makeup pouches that students are carrying with them to class. **Gallatin County CUSD 7 is not responsible for lost or stolen phones or electronic devices.**

Misuse of cellular telephone and other electronic devices will result in confiscation of the device and the student will be subject to disciplinary action for engaging in prohibited student conduct.

Students may not use electronic devices to engage in bullying, harassment or other illegal or threatening behavior at any time.

Students under no circumstances may use a computer or an electrical outlet to charge their electronics. Devices will be confiscated immediately.

All staff will follow the following progressive student discipline for cell phones and other electronics. No warnings will be issued to students

1st Offense - 1 hour detention (no warnings), and device confiscated/sent to office, pick up by student at the end of day

2nd Offense - 2 hours detention, and device confiscated, pick up by parent/guardian

3rd Offense - ACR 1 day, device confiscated, pick up by parent/guardian

Any additional offenses will result in Ban: The student loses the privilege of possessing a cell phone or electronic device on school property for the remainder of the year.

FUNDRAISING ACTIVITIES

All school fundraising must be approved by the building and district administration using the district fundraising approval form. (See Coach/Sponsor handbook) Fundraising must have a designated purpose prior to the beginning of sales. The projects must be planned and carried out in cooperation with building administration and comply with the Coach/Sponsor Handbook and Board Policy 7:325 Student Fundraising.

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, a District school's team name, or any logo attributable to the District, provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

The organization's or club's name and purpose, such as to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.

1. The rules and procedures under which it operates.
2. An agreement to adhere to all Board policies and administrative procedures.
3. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
4. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club's websites or social media accounts.
5. An agreement to maintain and protect its own finances.
6. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing an equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club, regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide.

PESTICIDE APPLICATION

During the first week of each month the Gallatin County School District will have an outside agency come into the building to spray for insects. Parents may turn in a written request to the superintendent's office if they would like to be notified in advance of the day the building is sprayed.

TOBACCO PRODUCTS

NO using or selling tobacco products, nicotine materials, electronic cigarettes, e-cigarettes,, or vqaes on school grounds, on school transportation or at any high school function. If brought to school, they will be confiscated and appropriate disciplinary procedures will result. Students who have tobacco products at school will receive one day of suspension. Students who use tobacco products at school will receive a minimum of two days of suspension.

SCHOOL LOCKERS

A student's locker is the property of the school and must be used for the purpose intended: a storage area for books, school supplies, and outdoor garments. If school officials have a reasonable suspicion the student has placed illegal or dangerous materials or substances in the locker, school officials may then search the locker, with or without the student's knowledge or consent. In brief, students should not keep anything in their lockers that they would not want anyone to find. All lockers are to be kept clean and orderly. Lockers should be cleaned out at least once every 9 weeks.

WEAPONS

Any student who brings a weapon to school or any school sponsored activity or event, or any event that "bears a reasonable relationship" to school, shall be expelled. The term weapon refers to the possession, use, control, or transfer of any object that may be used to cause bodily harm. Any student caught with a weapon will be referred to the criminal justice system.

SCHOOL SEARCHES & SEIZURE

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted

through the use of specially trained dogs. If a search conducted in accordance with this Section provides evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. School Property and Equipment as well as Personal Effects Left There by Students School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. Students School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Seizure of Property If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

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.

DRUG ABUSE

The Board of Education has adopted a Drug Abuse Policy. The illicit use, possession, or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted on school buses, in school buildings, or on school grounds at any time. This policy extends to all school sponsored and related activities. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession. If a student is found to be illicitly using, possessing, or distributing drugs or look-alike drugs or drug paraphernalia, they may be suspended for a period of up to 10 days and/or expelled. In addition, parents and juvenile authorities shall be notified promptly. When a substance is suspected to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution.

ALCOHOL ABUSE

The consumption, possession or distribution of alcoholic beverages is not permitted on school buses, in school buildings or on any other school property. This policy extends to all school sponsored and related activities. Students shall not be permitted to attend school when they are under the influence of alcohol. Students who are under such influence shall be treated in the same manner as though they had alcohol in their possession. If a student is found to be under the influence of, using, possessing, or distributing alcoholic beverages in violation of this policy, the student may be suspended and/or expelled according to the District's discipline policy.

BULLYING

No student should be subject in school to bullying, aggression, and violence. Accordingly, aggressive behavior, including student bullying in all forms, is prohibited. Aggressive behavior is defined as assertive words and/or actions intended to threaten, injure, harass, provoke, or incite another person or as hostile words and/or actions towards the property of another. Bullying is defined as student behavior that hurts, frightens, threatens, or tyrannizes students who are either physically or psychologically smaller or weaker than the person engaging in bullying. Examples of bullying may include, but are not limited to:

Physical Bullying: may include punching, shoving, poking, hair-pulling, or other similar behaviors.

Verbal Bullying: may include name calling, teasing, gossip, humiliation, intimidation, or similar behaviors.

The administration is directed to provide District schools and parents with educational materials designed to assist in preventing bullying and to minimize the risk of being bullied. Students who engage in acts of bullying may be subject to discipline in accordance with the Board's general student discipline policy. Such discipline may include verbal or written reprimand, in-school suspension, and change of placement and/or out-of-school suspension, expulsion, or involvement of local law enforcement at the administration's discretion. Parental notification will be made in accordance with the Board's student discipline policy.

Students who are victims of bullying may also be referred to the building level student support team for assistance, including counseling or other supportive services from school or community agencies. In addition, school personnel shall monitor and identify students who exhibit behaviors that indicate a tendency toward aggressive behavior, including bullying. School personnel who identify such students should refer the student to the support team. The student's parents/guardians shall be advised in writing of the referral to the student support team and any action taken.

Upon receipt of the referral, the student support team shall monitor the student, review any non-school, community based interventions for the student and consider necessary school based interventions including, but not limited to, referral for an evaluation to determine special education eligibility. If the student is currently a student with a disability, the student's IEP or Section 504 team may, when appropriate, assume the functions of the building's student support team.

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, the 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 or students' person or property;
2. Causing a substantially detrimental effect on the student or students' physical or mental health;
3. Substantially interfering with the student or students' academic performance; or
4. Substantially interfering with the student 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, threatening 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 report bullying immediately. 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 have 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:

Mercedes Lands

618-272-3821 ext 1305

mlands@gallatinncusd7.com

HARASSMENT

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; nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, the 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 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 ProhibitedThe 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.

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, 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:

Mercedes Lands

618-272-3821 ext 1305

mlands@gallatincusd7.com

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

For more information and warning signs of child sexual abuse, grooming behaviors, and boundary violations, please see Appendix A attached to the end of the handbook.

Equal Educational Opportunities and Sex Equity 1

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 your building administrator.

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. Parents are always welcome, but students are not permitted to bring guests. 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 on 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.

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.

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

SECURITY CAMERAS

For the safety and security of our students, security cameras have been installed inside the school as well as around the exterior of the building. Security cameras will be in operation 24 hours per day.

LEAVING SCHOOL

No student is to leave school without having permission from the office. They must also sign out and sign back in upon their return. Failure to follow outlined procedures could be considered truant.

WEATHER NOTE

When students and parents are in doubt about school closings due to the weather, they should listen to radio stations WEBQ-Harrisburg, WROY AM/WRUL FM-Carmi, or TV stations WSIL-Marion, WTVW-Evansville, and WPSD-Paducah. If no report is heard, it can be assumed that the school will be in session. **PLEASE DO NOT CALL THE ADMINISTRATORS.** Telephone lines must be kept open for emergencies.

Meals Procedures- Breakfast/Lunch Program

The Board promotes healthy, high-quality school meals, recognizing that students need adequate, nourishing food in order to learn, grow and maintain good health. To ensure students have access to healthy meals, the district participates in the National School Breakfast and Lunch Programs.

All Gallatin County Students will receive free breakfast and lunch this school year.

All students will receive one breakfast and one lunch tray each day free of charge. There will be no charging to lunch accounts this school year. For students who wish to purchase an extra school meal,

A la carte items, or beverages, we recommend advance payments be made online and/or cash and check payments made to the lunch secretary's office. Students may also bring lunch. Please label lunch boxes with your child's name. As always, soda and fast food lunches are discouraged.

Parents, the new online payment system will take credit and debit cards. This online program is called "TeacherEase" and is located on the main page of our school's website at www.gallatincusd7.com. Click open "TeacherEase" and follow the instructions to set up an account.

Once you have your account you may also Pay All Student Fees Online with credit or debit cards. The "TeacherEase" software will list individual students' school fees for this school year. The program is user-friendly and should be helpful for parents. Please take the time to visit the gallatincusd7.com website and click on <https://teacherease.com> to set up a user account for your child/children this school year.

Past Account Balances

In the past our lunch secretary has maintained accounts for each individual student; if your child has a previous account balance, you may use the online payment system to take care of this debt or set up a payment plan with the lunch secretary by calling (618) 272-3821 Extension 1234.

INSTRUCTIONS TO SCHOOL BUS RIDERS

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local board of education designates some adult to supervise the riders. Audio and video recordings may be used randomly on school buses.

To ensure the safety of students, unauthorized persons will not be allowed to ride a bus. This includes, but is not limited to, unregistered students, visiting students, and adults unless authorized by the school administration in the form of a permission slip or through direct contact with the bus driver. Upon enrollment, a new student must get a bus pass from the office.

It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with the following regulations governing school bus riders. This may be accomplished by giving each student a mimeographed copy of "Instruction to School Bus Riders."

1. Be on time at the designated school bus stop; help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain on the bus in the event of a road emergency until the bus has been brought to a complete stop.
7. Keep hands and head inside the bus at all times. Do not throw anything out of the bus.

8. Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment
11. Assist in keeping the bus safe and sanitary at all times.
12. Carry no animals on the bus without permission of the school transportation director and the superintendent and/or the principal.
13. Keep books, packages, coats, and all other objects out of the aisles.
14. Leave no books, lunches, or other articles on the bus.
15. Be courteous to fellow pupils and the bus driver.
16. Help look after the safety and comfort of smaller children.
17. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this except with proper authorization from a school official.
18. Observe safety precautions at the discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 ft. in front of the bus on the right shoulder of the highway, where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
20. No food, drinks, or chewing gum allowed on the school bus.

Students who do not conform to these rules and are in frequent violation of them will be dealt with in the following manner:

- A. School officials will confer with the student and the driver.
 - B. School officials will confer with parents.
 - C. School officials will assign students to specific seats on the bus if necessary.
 - D. If the above steps do not solve the problem, the student may lose his/her riding privileges for one week.
 - E. If the problem continues to exist, the student may lose his/her riding privileges for the remainder of the current school year.
1. Safety is the most important issue concerning the transportation of students
 2. If a student has discipline problems on the bus, the student and the driver will have a conference and try to resolve the problem. The driver will keep a record of said conferences,
 3. If a minor problem is reported to the principal, he/she will have a conference with the student and send a copy of the conference results to the driver. The parents will be notified.
 4. If a student is disrespectful and refuses to follow the directions of the driver, the student may be suspended and/or lose bus riding privileges. Parents will be notified.

SCHOOL BUS PASSES

Parents or legal guardians are reminded that they must send a note in the morning on the day their child will be riding a different bus or if different arrangements must be made from those previously established. Please contact the office by phone or email. Do not use private numbers or social media to contact employees. Unless it is an EMERGENCY, please **do not call the school with a bus pass request.** Emergency arrangements should be made before 1:00 p.m. On an 11:15 dismissal, please call before 10:00 a.m.

CAMERA ON BUS

Cameras will be used randomly on school buses.

DISPENSING MEDICINE POLICY

Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered. Medication may be administered by school personnel if the following regulations are met:

- A. The medication is to be given by the principal's designee and is to be kept in a secure place.
- B. Written instructions (*) signed by both parent and physician are required and shall include:
 - 1. Child's name
 - 2. Name and purpose of medications
 - 3. Time to administer and the dosage
 - 4. Possible side effects
 - 5. Termination date for administering medication
 - 6. All permission for long-term medication shall be renewed at least annually by the licensed prescriber.
- C. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
- D. The parents of the child must assume responsibility for notifying the school of any change in medication and for providing the school with written instructions from the physician.
- E. The school district retains the discretion to reject requests for the administration of medication.
- F. The advisory committee shall meet annually to review and/or revise the medication dispensing policy.

PHYSICAL EXAMINATIONS/PROOF OF IMMUNITY

It shall be the policy of Gallatin County Community Unit #7 School to enforce the requirements of Section 27-8 of the School code regarding physical and dental exams. As per current regulations (5-1980) fulfillment of the requirements for immunizations and providing the school with dates of each shall be part of this policy as well. Failure to obtain proof of immunization with dates and/or physical exams will lead to the exclusion of the student from school until the recommended requirement is met. The procedure leading to exclusion will be:

- A. Parents or guardians will be notified that the child is not in compliance.
- B. Parents will also be notified that such failure to comply will lead to exclusion from school.
- C. Mumps immunizations will be required by the State of Illinois for all students, entering and presently attending school.
- D. As per Illinois State Law, students not in compliance on October 15 will be excluded from school.
- E. Any student who does not show proof of measles immunity will be excluded from school for a 21 day period after the onset of the last reported measles case, or until acceptable proof of immunity is presented to school officials.
- F. Transfer students must have a physical exam and immunization dates on file within 30 school days or he/she will be excluded from school pursuant of the School Code.

NOTE: Physical examination and proof of immunity are required of all children entering kindergarten and first, fifth, and ninth grades and all new students transferring from outside of the State of Illinois and before participation in Driver Education, and athletic activities.

Required Health Examinations and Immunizations

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

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

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

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

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

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, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination 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 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.

Head Lice

The school will observe the following procedures regarding head lice.

Parents are required to notify the school nurse if they suspect their child has head lice.

1. Infested students will be sent home following notification of the parent or guardian.
2. The school will provide written instructions, products needed, and our Wellness Center's Family Resource Developer to parent or guardian regarding appropriate treatment for the Infestation.

A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Seizure Smart School Act PA 101-0050

Creates the Seizure Smart School Act. Requires the parent or guardian of a student with epilepsy who seeks assistance with epilepsy related care in a school setting to submit a seizure action plan with the student's school.

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.

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education; family life instruction; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

SCHOOL VISITATION RIGHTS ACT

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.

STANDARDS OF CONDUCT

In general, the conduct of the student body is governed in two ways, (1) by the rules and regulations which have been established for the entire school, individual classroom or laboratory, playground or school bus, and (2) by the use of good judgment by each individual in a situation not covered by a specific rule.

Students who fail to abide by the rules or who fail to use good judgment in governing themselves will be disciplined by school personnel. In general, disciplinary measures will fall into the following categories; however, others may be used at the discretion of the principal.

DETENTION: Students may be required to serve detention at noon, before school, or after school. General detention rules are as follows.

- A. BE ON TIME – Being late or failing to report will result in the assignment of an additional detention period.
- B. Bring something to read or study. Students found not working during detention will be given copy work.
- C. No talking in the detention room.
- D. Detention must be served at the first available noon hour period.
- E. Noon detention – one half of lunch period.
- F. Detention will be served for the teacher issuing the detention.
- G. Before or after school – by arrangement of the principal.
- H. Failure to serve detention will result in additional disciplinary action.

Detention will be given by school personnel for offenses which, by nature, do not require an immediate and direct disciplinary measure. Such offenses would include tardiness, classroom disruption, loud or boisterous actions in the hall or classrooms, breaking individual classroom rules, failure to use good judgment in governing one's actions.

- 1. PROBATION: Students on probation will not be allowed to participate in extracurricular activities during the probation period. Extra-curricular activities shall include all high school activities which are not directly related to a specific course in which the student is enrolled on a regular basis. Violation of probation may result in the extension of the probationary period or in the suspension of the student from school for a period of not more than three school days.
- 2. ALTERNATIVE ASSIGNMENT: This assignment is a disciplinary option that may be used at the discretion of the school administration. It is to provide a student disciplinary and educational alternative to the regular classroom and schedule in an attempt to improve the behavior of truant or misbehaving students.
- 3. See Suspension-Expulsion Policy. Students may be placed on probation by the principal for serious misconduct. Examples of serious misconduct are:
 - a. Smoking on school premises during the school day.
 - b. Unexcused absences from school or from any class.
 - c. Insubordination to school personnel.
 - d. Defacing school property.

NOTE: Parents will be notified in writing or in person when a student is placed on probation. In all cases the assignment of probation will be by the principal or superintendent.

SUSPENSION AND EXPULSION

I. GENERAL

- A. Students committing acts of gross disobedience or misconduct may be suspended or expelled from school. Any student suspended or expelled will be denied the right of make-up work missed as a result of such suspension or expulsion.
- B. Authority to suspend a student is delegated to the superintendent and principals.
- C. Suspension is defined to mean an exclusion of a student from school or from riding the bus for a period of time not to exceed the (ten) school days by summary action of the superintendent or principals.
- D. Expulsion is defined to mean exclusion of a student from school or from riding the bus for a period of time, up to a maximum period of two school years by the Board of Education. Expulsion may be preceded by suspension.
- E. School personnel include employees, teachers, administrators, school board members, school bus drivers, and other school district employees and students where the term is appropriate.

II. DEFINITION OF GROSS DISOBEDIENCE OR MISCONDUCT.

Gross disobedience or misconduct may be grounds for suspension or expulsion. Such conduct may occur on school grounds, on a school bus, or at a school function. Such conduct may also occur outside the school grounds, provided there is a direct relationship between the conduct and the school's education function. Gross disobedience or misconduct shall include any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial disruption or material interference with school activities or the rights of others. It shall be further defined to include but is not limited to the following types of conduct, behavior, or activity or any other activity or behavior which may be prescribed by the school board from time to time.

- A. Possession of, use of, or distribution of any dangerous substance or weapon or look-alike.
 - 1. The Gun-Free Act of 1994 (20 U.S.C 8001) This Act requires all public schools to expel for a period of not less than one year any student who brings a weapon to school. This is mandatory expulsion.
- B. Unexcused absences from school or from any class.
- C. Insubordination to any school personnel, which includes failure to follow directions or produce student identification, passes, etc.
- D. Intimidating or attempting to intimidate school personnel.
- E. Fighting with or assaulting school personnel or students.
- F. Intentional damage to or destruction of school or property of school personnel.
- G. Verbal abuse or use of profanity or obscenity to school personnel.
- H. Endangering the physical well-being of the school population by acts such as:
 - 1. Improper release of a school fire alarm or tampering with fire extinguishers.
 - 2. Starting a fire in or to school property or attempting to do so.
- I. Repeated incidents of misbehavior, including the repeated refusal to comply with school rules.
- J. Other acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel.
- K. Other behavior or conduct which is of such gross nature as to constitute a violation of the spirit or intent of these rules though not explicitly stated above or which in itself is so gross as to constitute on its face gross disobedience or misconduct.
- L. Creating or attempting to create a classroom disturbance.
- M. Smoking or use of tobacco in or on school or look-a-like property.
- N. Possessing or consuming any alcoholic beverage or controlled substance or look-alike.
- O. Any form of harassment will not be tolerated.

DUE PROCESS PROCEDURE

Due Process will be accorded to all students. This means that students:

1. Must have had the opportunity to become informed of the school regulations and procedures.
2. Must be informed of the provisions allegedly violated.
3. Must be given an opportunity to give their version of the alleged violation.

Levels of authority:

1. Teacher or other school personnel
2. Assistant Principal
3. Superintendent
4. Board of Education

III. PROCEDURE FOR SUSPENSION

A. Pre-suspension Procedure

1. The superintendent or principal shall confer with the student who is under consideration for suspension. The student shall be adequately advised of the reasons for the proposed suspension and ask for his/her version of the incident that gave the proposed suspension.
2. If the student denies his/her guilt, he/she shall be advised as to the evidence upon which the suspension may be predicated.
3. The student shall be given an opportunity to respond to the evidence.
4. If the conference does not cause the charges to be dropped, the suspension procedure set forth below shall be followed.
5. The person conferring with the student shall make an anecdotal record of the conference.
6. When, in the opinion of the persons empowered to suspend, the student poses an immediate threat to school personnel or property or an ongoing threat for disruption of the educational process, the student may be summarily removed from the school without following the pre-suspension conference within that time if at all possible.

B. NOTIFICATION

1. Immediately following the pre-suspension conference, if it results in a decision to suspend, the parents or guardian of the student, and the student shall be advised of the decision to suspend by certified mail, return receipt requested:
 - A. The notice shall state the reasons for the suspension and the duration of the suspension.
 - B. The notice shall inform the parents or guardian of the student that they may request a review of such suspension and that their failure to request such review within five days after receipt of the notice shall constitute a waiver of the right to such review.
 - C. The request for review must be in writing directed to the superintendent's office.
 - D. The school board shall be notified of each suspension by a notice sent to each member of the school board.
 - E. Where the suspension is ordered by a principal, a copy of the notice of suspension shall immediately be furnished to the superintendent.

C. SUSPENSION REVIEW

1. If a request for review of the suspension is made by the student, parents, or guardian, written notification of the time and place of such review shall be given at least one week prior to the review. The letter shall also set forth the review hearing procedure.

2. The review hearing shall be conducted by the school board.

D. SCHOOL BOARD REVIEW OF CONTESTED SUSPENSION

1. The review of a contested suspension shall be conducted by the school board in executive session within thirty (30) days of the notice of suspension or the review hearing, whichever is later.
2. The school board shall take such action as it deems appropriate, including affirming or overruling the suspension.
3. The decision of the school board shall be final and shall be made in public session, except that the name of the student shall not be announced.
4. If the Board determines that the suspension was not justified, the student's records shall be marked "excused." The student will be allowed to make up missed work.
5. Written notification of the Board's decision on the suspension review shall be mailed to the parents or guardian within 48 hours after the school board meeting.

IV. EXPULSION PROCEDURE

- A. If a student is to be recommended for expulsion, the superintendent shall send a letter by certified mail (return receipt requested) to the parents or guardians of the student notifying them of the proposed expulsion. If the expulsion is preceded by a removal from school, the pre-suspension procedure must be followed.
- B. The superintendent may elect, after a suspension is initiated, to move to expel, in which event the suspension review shall be combined with the expulsion hearing.
- C. The notification of expulsion letter shall include:
 1. The reasons for the proposed expulsion.
 2. The time and place of the expulsion hearing which shall be at least one week after the notification is sent.
 3. The hearing procedure.
- D. Expulsion hearings will be conducted by the school board.
- E. The penalty imposed by the board may be expulsion for a period up to a maximum of two school years.

IV. PROCEDURE FOR SUSPENSION AND EXPULSION HEARINGS

- A. The hearing shall be held in executive session.
- B. The student may attend the hearing and be represented by a representative of his/her choice.
- C. Presentation of evidence.
 1. The school officials shall present their evidence first. Such evidence may be in oral or written form. The school officials need not present their witnesses for confrontation if the school officials determine that such witnesses would be subject to physical or mental harassment. In such cases, a summary of the witness's testimony must be presented to the student at the hearing.
 2. The student may present evidence to refute the charges either orally or in writing. He shall be afforded an opportunity for cross-examination of any written evidence presented.
 3. Pertinent and relevant evidence shall be reviewed without regard to the rules of evidence in such a manner as is appropriate to the circumstances.
 4. The hearing may be recorded stenographically or by tape. If either party causes a recordation to be made, the other party shall be offered an opportunity to purchase a copy of the transcript of the tape.
 5. The parties may make a short opening statement as to their position on the issues at the commencement of the hearing.
 6. There may be short closing arguments by the parties at the conclusion of the hearing.

7. A motion to exclude witnesses may be made by either party.
- D. The Department of Mental Health shall be invited to send a representative to the hearing to consult with the board whenever there is evidence that mental illness may be the cause for suspension or expulsion.

STUDENT GRIEVANCE PROCEDURE

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation, or application of established policies; (2) difference of treatment; or (3) the application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievance(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons.

The following grievance procedure is not required if the grievant(s) prefers other alternatives, such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and, (5) proceed without harassment and/or retaliation. More detailed information is available in the offices of the superintendent and building principal. Time limits refer to days when school is in session.

STEP 1: The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

STEP 2: If the grievance is not resolved, it should be submitted in writing within five (5) days to the building principal. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra investigation of the issue will be held between the grievant and the district representative within ten (10) days and a written response made within five (5) days.

Step 3: If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent within five (5) days from the receipt of the response in Step 2. A meeting between the parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

Step 4. If the issue is not satisfactorily resolved on Step 3, the grievant may appeal the grievance in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be five within five (5) days.

NO-DISCRIMINATION POLICY

It shall be the policy of the Gallatin County Unit #7 Board of Education to prohibit discrimination against any employee, student, or individual on account of race, color, creed, religion, national origin, age, sex or disability.

Furthermore, it shall be the policy to make reasonable accommodations for qualified applicants, employees, students, and individuals with disabilities, such as each of the following, unless it demonstrably would impose an "undue hardship" on the operation of the program:

1. Making facilities used by employees readily accessible to and usable by disabled persons.
2. Making modifications or adjustments to the job application process that enable a qualified applicant with a disability to be considered.
3. Making modifications or adjustments in the work environment that enables a qualified individual with a disability to perform the essential functions of that position.
4. Making appropriate adjustments or modifications to examinations, training materials, or policies.
5. Job restructuring, part-time or modified work schedules.
6. Reassignment to a vacant position.
7. Acquisition or modification of equipment or devices.
8. The provision of readers or interpreters or other similar actions.

DISCRIMINATION GRIEVANCE PROCEDURE

Any employee, citizen, or student who believes he/she has been discriminated against by any administrator, supervisor, or employee of the district may seek redress of the grievance as follows:

1. Whenever possible, the aggrieved should attempt to resolve the matter through an informal conference with the administrator, supervisor, or employee charged with the discrimination.
2. If step 1 fails, the grievant should lodge an official, written complaint with the district coordinator of Section 504, ADA, or IDEA. Following consultation with the grievant (the individual accused of discrimination and/or other knowledgeable individuals) the District Coordinator will issue written findings regarding the matter. Such written findings shall be issued within 15 calendar days of the filing of the grievance.
3. Appeal of the step 2 finding may be made by the aggrieved or the individual accused of the discrimination. The written appeal must be filed with the District Superintendent within seven calendar days of the issuance of the step 2 findings. Following appropriate consultation, the superintendent shall issue his written findings within 15 calendar days of his receipt of the appeal.
4. Appeal of the step 3 finding may be made by the aggrieved or the individual charged with the discrimination. The written appeal must be to the Board of Education through the board president within seven calendar days of the issuance of the step 3 finding. The Board of Education shall conduct a hearing on the issue within 15 calendar days of the receipt of the written appeal. The finding shall be by a majority vote of members present at the hearing.

Nothing shall prevent either party or the Board of Education from being represented in steps 1-4 by an attorney or other spokesperson. Furthermore, this grievance procedure shall not prevent a party from seeking redress in a court of law.

FIRE DRILL

WARNING SIGNAL: Siren Alarm

ELEMENTARY SCHOOL SECTION

Rooms 100-107	Use exit by Elementary Office
Rooms 108-119	Use west Elementary exit
Rooms 201 & 606	Use west exit by art room
Rooms 303-311	Use exit by Junior High Office

JUNIOR HIGH SCHOOL SECTION:

Rooms 400-407	Use exit by Jr. High Office
Rooms 408-419	Use east Jr. High exit

HIGH SCHOOL SECTION:

Rooms 500-507	Use exit by Junior High gym
Rooms 508-519	Use east High School exit
Rooms 601-606	Use west exit by art room

GYM AND VOCATIONAL SECTION:

Rooms 700	Use northeast exit by Junior High gym
Rooms 705 & 712	Use ag exit
Rooms 708 & 710	Use auto exit
Rooms 714 & 716	Use west exit by drafting room
Room 800	Use west gym exit
Room 900	Use north gym exit

Individual classes should assemble outside the building for roll call.

TORNADO DRILL

WARNING SIGNAL: Pulsating Bell

ALL CLEAR SIGNAL: Announcement over the intercom

Rooms 100-119, 201, 300-322, 400-419, 501-519, 601-604: Stay in room and go to wall next to hallway.

Room 606	(art) Go to Art storage room
Room 600	(library) Go to high school hallway
Room 700	(junior high gym) Go to dressing room
Room 702	Stay in room
Room 708-716	Go to north/south vocational hallway
Room 800	(multi-purpose) Go to storage room #804
Room 900	(high school gym) Go to dressing room

NOTE: During a tornado drill or emergency, students are to sit on the floor with their faces to the wall. All fire doors should be closed. All windows and classroom doors should be closed.

SAFE ENVIRONMENT DRILL

When the announcement is made over the intercom system that includes a code word, teachers are to lock their classroom doors, turn out the lights, and make sure all students are away from any windows or doors. They are to stay in this position until the "ALL CLEAR" has been announced over the intercom system.

EARTHQUAKE DRILL

WARNING SIGNAL: No Warning

In the event of an earthquake or other such emergencies, sit under your desk until the all clear announcement has been made.

SCHOOL STUDENT RECORDS NOTIFICATION STATEMENT

The building principal or his designee is the official records custodian of each building.

The following information pertains to the rights and obligations of parents, students, and the school under the Illinois School Student Records Act (ISSRA) halter 122, Par.50-1 et seq. of the Illinois Revised Statutes (1985) and the Rules promulgated hereunder by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375.

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports, and health record, record of release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student's permanent record. The permanent record will be kept for 60 years after graduation or permanent withdrawal. (ISSRA, PAR.50-2 (e); 50-4(e))
2. The student's temporary record consists of all information that is of clear relevance to the education of the student but is not required to be in the student's permanent record. It may include family background information, intelligence Test scores, aptitude test scores, psychological and personality test results, and teacher evaluations. A record of release of temporary record information must be included in the student's temporary record. The temporary record will be reviewed for the elimination of out-of-date, inaccurate, or unnecessary information every 4 years or upon a student's change in attendance centers, whichever occurs first. The temporary record will be destroyed entirely within 5 years after graduation or permanent withdrawal. (ISSRA, Par. 50-2 (f); Rules, Section 375.10).
3. Parents of any person specifically designated as a representative by a parent have the right to:
 - a. Inspect and copy all permanent and temporary records within a reasonable time and in no case later than 15 days after the date of receipt of such request by the custodian of the official records. A student shall have the right to inspect and copy his or her school student's permanent record. The school charges \$.35 per page for copies. No parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying. (ISRRA, Par. 50-5).
 - b. Have present at the option of either the parent or the school a qualified professional, who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student's temporary record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by the school. (ISSRA, Par. 50-0 (b))
 - c. Challenge the accuracy, relevancy, or propriety of any entry in the school student record, exclusive of grades, by requesting a hearing with the school board.
 - (I) The request for a hearing shall be submitted in writing to the school and shall contain a notice of the specific entry or entries to be challenged and the basis of the challenge.
 - (II) An informal conference will be held within 15 school days of receipt of the request for a hearing.
 - (III) If the challenge is not resolved by the informal conference, a formal hearing shall be innate.
 - (IV) Formal hearing: A hearing officer, who is not employed in the attendance center in which the student is enrolled, shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify the parents and school officials of the time and place of the hearing. Each party shall have the right to present evidence and to call witnesses, the right to cross-examine witnesses and the right to counsel. A record of the hearing shall be made by tape recording or court reporter. The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted to the parents and the school district. The hearing officer's decision shall be based solely on the evidence presented at the hearing and shall order (a) retention of the challenged

contents of the student record; or (b) removal of the challenged contents of the student record, or (c) change, clarification or addition to the challenged contents of the student record. The parties shall have the right to appeal the decision of the hearing officer to the Regional Superintendent of Schools.

- (V) Appeal: Notice of appeal must be presented to the Regional Superintendent of Schools within 20 school days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question, and any other pertinent materials to the Regional Superintendent of Schools. Upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and record, make findings, and issue a decision to the parents and the school district within 20 school days of the receipt of the documents. If the subject of the appeal involves the accuracy, relevance, or propriety of any entry in special education records, the Regional Superintendent of Schools should seek advice from appropriate special education personnel who were not authors of the entry. The school shall be responsible for implementing the decision of the Regional Superintendent of Schools. Such a decision shall be final and may be appealed to the Circuit Court of the county in which the school is located. (ISSRA Par.50-7; Rules, Section 375.90)4. No school records or information contained therein may be released, transferred, disclosed, or otherwise disseminated, except as follows:
- a. To a parent or student or person specifically designated as a representative by a parent; (ISSRA, Par. 50-6 (a)(1))
 - b. To an employee or official of the school or school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in furtherance of such interest; (ISSRA, Par.50-6 (a)(1))
 - c. To the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and the opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmission to the parents. Such service shall be deemed conclusive, and then school days after such service, if the parents make no objection, the records may be transferred to the requesting school; (ISSRA, Par.50-6(a)(3); Rules, Section 375.70(a))
 - d. To any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released and the person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records. (ISSRA, Par.50-6 (a)(4); Rules, Section 375.70(d)(2))
 - e. Pursuant to a court order provided that the parent shall be given prompt written notice upon receipt of such order of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order, and an opportunity to inspect, copy and challenge the contents of the school student records; (ISSRA, Par.50-6 (a)(5); Rules, Section 375.70 (c)(3))
 - f. To any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy, and challenge such information. If the release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents; (ISSRA, Par.50-6 (a)(6); Rules, Section 375.70 (b))
 - g. Subject to regulations of the State Board, in connection with an emergency to appropriate persons, if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date

of release, the person, agency or organization receiving the information, and the purpose of the release; (ISSRA, Par. 40-6(a)(7); Rules Section 375.60

- h. To any person with the prior specific, dated, and written consent of the parent designating the person to whom the records or designated portions of the information to be released. The parent has the right to inspect, copy and challenge the records or designated portions of the information contained within the records or designated portions of the information contained within the records. (ISSRA, Par.50-6(a)(8) Rules, Section 375.70 (d))
4. Parents may insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute. (ISSRA, Par.50-7 (d))
5. Parents will be given reasonable prior notice before any school student record is destroyed or information deleted therefrom and an opportunity to copy the record or information proposed to be destroyed or deleted. (ISSRA, Par. 50-4(h))
6. Except for the student and his parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit another person to have access to such information without the prior consent of the parent obtained in accordance with ISSRA, Par. 50-6 (a)(8). (ISSRA Section 50-6(d))
7. A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the custodian of the official records. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such a request, the date of the release, the name and signature of the custodian of the official records releasing such information, and a copy of any consent to such release. (ISSRA (Par.50-6(c))
8. All rights and privileges accorded a parent under the ISSRA shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record. (ISSRA Par. 50-2(g))
9. The following is designed as directory information and may be released to the general public unless the parent requests that any or all such information not be released: student's name and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, the student's major field of study, and period of attendance in the school. (ISSRA, Par. 50€; Rules, Section 375.80)
10. No person may condition the granting or withholding of any right, privilege, or benefit 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 the Illinois School Student Records Act. (ISSRA, Par. 50-8)
11. Upon graduation or permanent withdrawal of a handicapped student, psychological evaluations, special education files, and other information contained in the temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parents. The school will explain to the student and the parent the future usefulness of psychological evaluations, special education files, and other information contained in the student's temporary record. (Rules, Section 375.40 (d))
12. (Any policies of the school relating to school student records that are not included in the Act or Rules.)
13. Copies of the Illinois Student Records Act, Chapter 23, Illinois Administrative Code 375 (Student Records), and district or school policies relating to school student records that are not included in the Act or the Rules are available for review in the office of the school records custodian and the district superintendent.
14. The Wabash and Ohio Valley Special Education District at Norris City, Illinois, is the official and legal custodian of all special education records for Gallatin County Community Unit Distrust #7.

STUDENT BEHAVIOR

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes, vape pens or other vaping related products..
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcoholic beverages are not permitted to attend school or school functions and are treated as though they have alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis, and hashish unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law*).
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including, without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, and other electronic devices must be kept powered off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, presenting school identification, or submitting to a search.
9. 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.
10. 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.
11. Engaging in any sexual activity, including, without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. 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.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. 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.

21. 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.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student lockers, desks, 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, from school-related events, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; 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 drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension.

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

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

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.

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.

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 the 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, or 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.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall:

- (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or
- (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;
- (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies,
- (5) or incite other students to act with physical violence upon any other person

Re-Engagement of Returning Students

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

STUDENT BIOMETRIC INFORMATION

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

Annual Notice to Parents about Educational Technology

Vendors Under the Student Online Personal Protection Act

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 Illinois 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

Without Prior Authorization

Websites/Technology

Websites created by a student(s) away from school and on the student's own time and personal computer that directly relates to school and/or school personnel may be disciplined because of its content.

Technology Administration

The technology director will maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or

exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum and instructing on appropriate materials. The district's technology director will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines. All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using email, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

The instruction will occur in computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal laws and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connecting to other systems in evasion of the physical limitations of the remote system; copying district files without authorization; interfering with the ability of others to utilize technology; secure higher level of privilege without authorization; introduce computer viruses, hacking tools or other

Content Filtering and Monitoring

The district will monitor the online activities of users and operate a technology protection measure (content filter) on the network and district technology with Internet access, as required by law. In accordance with the law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The district's technology director may fully or partially disable the district's content filter to enable access for an adult for bona fide research or for other lawful purposes. In making decisions to fully or partially disable the district's content filter, the school administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Violent Offender Community Notification

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/>.

Parent Notices Required by the Every Student Succeeds Act¹

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

- 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.

II. Testing Transparency

The State and District require students to take certain standardized tests. For additional information, see the handbook procedure

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

III. Annual Report Card

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

IV. Parent & Family Engagement Compact

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances.

VI. Student Privacy

Students have certain privacy protections under federal law.

VII. English Learners

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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.

VIII. Homeless Students

For information on supports and services available to homeless students, contact Keri Koester at 272-3821.

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

Student Privacy Protections

Surveys by Third Parties

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

Parents who object to the 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 a 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.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of

the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

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

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 children. 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 the 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.

Gallatin County Community Unit School District No. 7

Judy Kaegi, Superintendent
5175 Highway 13
Junction, IL 62954

REQUEST FOR ADMINISTRATION OF MEDICINE AT SCHOOL

Date:_____

You have asked the school to give medication to your child. We have a directive from the Superintendent of Public Instruction that we should secure written permission from both parent and physician in order to do this. Your signature below herewith indicates that you request this to be done.

PLEASE HAVE YOUR DOCTOR COMPLETE THE FOLLOWING

Name:_____ Date of birth:_____

Medication to be given:_____

Dosage and Directions for administration:

Physician's Signature:_____

Parent/Guardian Signature:_____

Upon completion, please return this form to school. We also request that medication be brought to school in a container appropriately labeled by the pharmacy and physician.
Thank you for your cooperation.

Thank you,
Jessica Dyhrkopp
Whitney Westbrook
Jamie Stricklin

District Nurse
School Nurse Assistant
School Nurse Assistant

Gallatin County Community Unit School District No. 7

Judy Kregi, Superintendent
5175 Highway 13
Junction, IL 62954

Over the Counter Medication Form

Students occasionally develop mild symptoms during the school day that may easily be relieved by taking an over-the-counter medication. The purpose of this form is to seek your approval in advance for the school nurse or designated staff to be able to administer an OTC medication per standing order from your physician.

Student's Name: _____ Date of Birth: _____

Drug Allergies: _____

Place a check mark next to all medication that may be administered to your child. All medication will be dosed according to manufacturer's instruction unless otherwise specified by your physician.

☐ Ibuprofen (Children's or Adult)
☐ Tylenol (Children's or Adult)
☐ Benadryl (Children's or Adult)
☐ chewable antacids (Tums)
☐ cough drops

I hereby give permission for my child to take the above medication during the school day. I understand that the school nurse or designated staff who administer these meds to my child in accordance with these written instructions, shall not be liable for damages as a result of any adverse reaction suffered by my child due to administering such medications.

Parent/Guardian Signature: _____

Date: _____

Physician Signature: _____

Date: _____

Thank you,

Jessica Dyhrkopp

Whitney Westbrook

Jamie Stricklin

District Nurse

School Nurse Assistant

School Nurse Assistant

Gallatin County School

Chromebook Agreement and Acceptable Use Policy

Gallatin County School Electronic-Learning Mission Statement

The mission of the electronic-Learning program in the Gallatin County School is to help propel our personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning by providing portable devices for each student for use at school and possibly at home at the discretion of school administration. The device ensures that students can access educational resources throughout the school day. Every student that has a device that provides real-time data to a reporting dashboard providing an interactive interface for students where they can access tools and resources, post their current work, track their progress, and interact with teachers and other students around their projects.

Gallatin County School prepares students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school. Gallatin County School schools demonstrate that with a rigorous, high-quality program and the right social and emotional supports in place, all students, regardless of racial or economic background, can achieve outstanding results. One goal is for students to consistently outperform regional and state performance in all core subject areas and to make great progress in closing the achievement gap for minority and low-income students. Finally, the device further prepares students for the use of technology in college/careers.

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Use of Technology

All students in grades K-12 will have access to Google Chromebooks for educational use in school. This document provides students and parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. Additionally, the last page is a Chromebook Agreement form for parents to complete.

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Students and their parents/guardians are reminded that use of School Technology is a privilege and not a right and that everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of school 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 as stated in district's Student/Parent Handbook.

To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the Gallatin County School Acceptable Use Policy.

Ownership of the Chromebook

Gallatin County School retains sole right of possession of the Chromebook. Gallatin County School lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Gallatin County School 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.

Returning Your Chromebook

End of Year

At the end of the school year, students may be asked to turn in their Chromebooks and any peripherals and accessories. Failure to turn in a Chromebook will result in the student being charged the full \$229.00 replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Transferring/Withdrawing Students

Students that transfer out of or withdraw from Gallatin County School must turn in their Chromebooks and peripherals and accessories to campus office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$500.00 replacement cost. Unpaid fines and fees of students leaving Gallatin County School may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Rights and Responsibilities

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Gallatin County School technology staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school.

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Virus Protection

▮ Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.

▮ No additional virus protection is needed.

Content Filter

The school utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Parents/guardians are responsible for filtering and monitoring any Internet connection students receive that is not provided by the school.

Software Google Apps for Education/G Suite

▮ Chromebooks seamlessly integrate with the Google Apps for Education/G Suite productivity and collaboration tools. This Suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.

▮ Google Classroom is a learning management system that Gallatin County School faculty are

encouraged to use to provide students with assignments, announcements and other communications.

▮ Student work is stored in the cloud.

Chromebook Identification Records

▮ The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

Repairing/Replacing Your Chromebook

Any occurrences of disabling damage as a result of negligence shall result in the student being billed the complete replacement cost of repairing or replacing the Chromebook as per the estimated costs below.

Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

▮ Complete Replacement Device & Accessories- \$229

▮ Screen - \$25

▮ Keyboard/touchpad-\$52

▮ Power Cord-\$12

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Warranty and Insurance

The school will repair or replace damaged equipment resulting from normal use and accidents.

The school will make its best attempt to purchase replacement parts at the best possible price. Abuse or neglect may result in damages.

In case of theft, vandalism, or other criminal acts, a police report MUST be filed with the local police department and a copy submitted to the office.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Educational Use

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.

Using Your Chromebook at School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

Chromebooks Left at Home

Students are required to bring their Chromebook to school every day. Repeat offenders who leave their device at home may receive a disciplinary action.

Chromebooks being REPAIRED or FORGOTTEN at home

- Chromebooks on loan to students having their devices repaired or forgotten may not be taken home, unless permitted by the school administration.
- Loaner Chromebooks **MUST NOT BE TAKEN** from the school and **MUST BE RETURNED** on the same day borrowed.
- Students should **NOT** borrow a chromebook which has been assigned to another student. Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair or forgotten at home.
- A student borrowing a Chromebook from the technology department will be responsible for any damage to or loss of the loaned device. Student and their parent/guardian is responsible for its safe return.

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Charging Chromebooks

- ▮ Chromebooks must be brought to school each day with a full charge.
- ▮ Students should charge their Chromebooks at home every evening.
- ▮ An uncharged Chromebook is in violation of this agreement.
- ▮ Violation may result in disciplinary action.

Backgrounds, Sound, and Themes

- ▮ Inappropriate media may not be used as Chromebook backgrounds or themes.
- ▮ Headphones may be used only if the instructional software has an audio component.
- ▮ Students should have their own personal set of headphones for sanitary reasons.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- All student work should be stored in an Internet/cloud application.

Logging into a Chromebook

- ▮ Students will log into their Chromebooks using their school issued Google Apps for Education/G Suite account. Students should never share their account passwords with others.

Managing and Saving Your Digital Work with a Chromebook

- ▮ The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- ▮ Students should always remember to save frequently when working on digital media.
- ▮ The school will not be responsible for the loss of any student work.
- ▮ Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Gallatin County School Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

Chromebook Care

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Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school.

Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebook unattended except locked in their hallway locker.

General Precautions

- ▮ No food or drink should be next to a Chromebook; however, the school may designate acceptable use area(s).
- ▮ Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- ▮ Chromebooks should not be used or stored near pets.
- ▮ Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- ▮ Chromebooks must remain free of any writing, drawing, stickers, and labels. ● Heavy objects should never be placed on top of Chromebooks.
- ▮ Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- ▮ Never lift Chromebooks by the screen.
- ▮ Never carry Chromebooks with the screen open.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- ▮ Do not store a Chromebook with the screen open.
- ▮ Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- ▮ Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- ▮ Do not put pressure on the top of a Chromebook when it is closed.

Asset Tags and Logos

- ▮ All Chromebooks are labeled with a Gallatin County School asset tag.
- ▮ Asset tags and logos may not be modified or tampered with in any way.
- ▮ Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag or logo.

Chromebooks left unattended

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, stairways and hallways. Any Chromebook left in these areas is in danger of being stolen. If a

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Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offenses will result in disciplinary action.

Proper Care and Handling of Chromebooks in the Classroom

Chargers

- ▮ Avoid bending the charger cord at sharp angles.
- ▮ Don't strain the power cord at right angles to the power port. This can damage the charger cord, and the computer itself.
- ▮ Position your charger so that you won't roll over the cord with a chair, or catch the cord in the sharp edges of desk drawers.
- ▮ Disconnect all connected cords, USB memory and any adapters before putting your Chromebook into a carrying case, bag or slot in a mobile cart.
- ▮ Be careful and gentle as you connect and disconnect the power cord.

Heat

- ▮ Always place your Chromebook on a flat, stable surface.
 - ▮ Do not place it on top of stacks of paper, blanket, upholstery, or anything else that is an insulator.
 - ▮ The bottom of your Chromebook is a cooling surface. Excessive heat buildup will lead to premature failure. The computer needs proper airflow to operate correctly.
- #### Gravity - The Enemy of a Chromebook

- ▮ Don't drop them. A drop can break the hinge, latch, or worse.
- ▮ Keep your Chromebook away from the edges of tables and desks.

Liquids

- ▮ Keep liquids away from your Chromebook. Liquids damage the electronic components quickly and easily.
- ▮ Always put water bottles or any other liquids on the floor while using these devices.

The Screen

- ▮ Your Chromebook's LCD Display is a very expensive component, and physical damage to it is not covered by warranty. If you drop your Chromebook or slam the lid shut, it may crack. Make sure you don't have anything between the screen and keyboard as you close the case such as a pencil or earbuds.
- ▮ If you open the screen beyond its hinge limitation, it will break and be very costly to repair. It is not designed to open to a flat position. Keep Chromebook free from papers and other objects before closing it
- ▮ Do not pick it up by the screen.
- ▮ Don't place items on top of your Chromebook as the weight can cause damage to the screen.
- ▮ Always keep magnetic devices away from your Chromebook.

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Keep It Clean & Refreshed

- ▮ Don't use your Chromebook while you eat. Make sure your hands are clean when using your Chromebook.
- ▮ Don't use aerosol sprays, solvents, or abrasives.
- ▮ To refresh the device, shutdown your Chromebook and disconnect the power adapter. Use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Do not spray liquid directly on the computer.
- ▮ Run UPDATES anytime a gray upward pointing arrow appears in the lower right corner of the screen.

Proper way to carry your Chromebook

- ▮ Be sure to use both hands if you are moving your Chromebook.
- ▮ Never lift or carry by the screen as you can either break the screen or damage the hinge. It is safer to close the Chromebook before moving.

Authorized users

▮ The school Chromebook is assigned to you for your use alone. Please don't allow others to use your device while in use. Remember you are responsible for any damage or misuse.

Additionally, using someone else's account is subject to discipline.

Keep your Chromebook secure

▮ Please keep Chromebook in a secure area when not in use. Do not leave your Chromebook sitting in an empty classroom or any other area without adult supervision. If using Chromebook cart, replace the Chromebook back to the assigned slot.

Stay out of the inside

▮ Under no circumstances should you open (or attempt to open) your school computer's case.

▮ Touching the wrong components may not only damage the computer, it may seriously hurt you. Report the failure to your teacher or IT person in your school. Let a district technician handle any repairs that require the case to be opened.

Digital Citizenship

Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

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1. Respect Yourself-I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. Protect Yourself-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 while online. I will protect passwords, accounts, and resources.

3. Respect Others- I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. Protect Others-I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual Property- I will request permission to use copyrighted or otherwise protected materials. I will suitably cite 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.

6. Protect Intellectual Property- I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software.

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.

Keeping Safe on Social Networks

The quick tips for teens:

- Put everything behind password protected walls, that only friends can see.
- Protect your password and make sure you really know who someone is before you allow them onto your friend's list.
- Blur or morph your photos a bit so they won't be abused by cyber bullies or predators.
- Don't post anything your parents, principal or a predator couldn't see.
- What you post online stays online - forever!!!! So ThinkB4U Click!
- Don't do or say anything online you wouldn't say offline.
- Protect your privacy and your friends' privacy too...get their okay before posting something about them or their pics online.
- Check what your friends are posting/saying about you. Even if you are careful, they may not be and may be putting you at risk.
- That cute 14-year old boy may not be cute, may not be 14 and may not be a boy! You never know!
- And, unless you're prepared to attach your blog to your college/job/internship/scholarship or sports team application...don't post it publicly!
- Stop, Block and Tell! (don't respond to any cyber bullying message, block the person sending it to you tell a trusted adult).
- R-E-S-P-E-C-T! (use good etiquette and respect the feelings and bandwidth of others).

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- Keep personal information private (the more information someone has about you, the more easily they can bully you).
- Google yourself! (conduct frequent searches for your own personal information online and set alerts ... to spot cyberbullying early).
- Take 5! (walk away from the computer for 5 minutes when something upsets you, so you don't do something you will later regret).

And for parents:

- Talk to your kids - ask questions (and then confirm to make sure they are telling you the truth!)
- Don't panic...there are ways of keeping your kids safe online. It's easier than you think!
- Most kids really do use social networks just to communicate with their friends. Take a breath, gather your thoughts and get help when you need it. (You can reach out to WiredSafety.org.)
- It's not an invasion of their privacy if strangers can see it. There is a difference between reading their paper diary that is tucked away in their sock drawer...and reading their blog. One is between them and the paper it's written on; the other between them and 700 million people online!
- Don't believe everything you read online - especially if your teen posts it on her blog!

Authorization for Electronic Network Access

In order to educate students in the most recent uses of technology, the District has implemented a number of ways for exploring information other than that found in traditional print form. The District believes it is in the student's best interest to enhance their ability to explore as many options as possible for obtaining information. Some of these methods of exploration unfortunately can lead to materials that may be contrary to one's beliefs and may be offensive in nature.

Although the District cannot guarantee students will not be able to access this type of material, the District in no way condones or encourages access to this information. In an effort to control access of these materials, the following guidelines have been developed to help control access to offensive materials that may be found through the use of technology.

1. The District expects that instruction in the proper use of technology will enhance curriculum objectives and be an integral part of the instructional program, and therefore teachers and administration will monitor the proper use of all technology.
2. Students utilizing online services must have the permission of and be supervised by the District professional staff.
3. Access to technology is a student privilege and the misuse of it can be punishable as any other offense against rules of proper conduct.
4. Vandalism, damage, or disabling the property of the District or of another person is strictly forbidden.
5. To access or impersonate another person's materials, information, or files is strictly forbidden.
6. All software to be permanently installed on computers must have the prior approval of the administration who will make sure proper license exists for its use.
7. Privately owned software cannot be permanently installed on hard drives.
8. Personnel are not to change the configuration of computers without the permission of the administration.

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9. District owned software cannot be taken off the school premises without the approval of the administration.
10. District owned software may not be copied or manuals may not be reproduced unless permitted or allowed by law.

Access to Electronic Networks

Electronic networks & associated accounts, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet.

Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access.

They shall include a filtering device that protects against Internet access by both adults and minors 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 Superintendent or designee shall enforce the use of such filtering devices.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

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Authorization for Electronic Network Access

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

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 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 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 a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment.

This plan must be consistent with the following requirements:

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or

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threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Gallatin County School Chromebook Agreement

By signing the below, the student and their parent/guardian agree to follow and accept:

This Chromebook-Parent/Student Electronic-Learning Guide Agreement in its entirety.

- Authorization for Electronic Network Access
- The Website and Social Media Guidelines (below).
- That Gallatin County School owns the Chromebook, software and issued peripherals.
- If the student ceases to be enrolled in Gallatin County School, the student/parents will return the Chromebook in good working order or pay the full \$229.00 replacement cost of the computer. In addition, the student must also return both the Chromebook charger and any other purchased peripherals. Students may be charged for any piece that is not returned. Also, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.
- The student/parent will also return the Chromebook, software and issued peripherals immediately to Gallatin County School upon school representatives asking for their return.
- In no event shall Gallatin County School be held liable to any claim of damage, negligence, or breach of duty.
- I understand that identification labels have been placed on the Chromebook. These labels are not to be removed or modified. Additional stickers, labels, tags, or markings of any kind are NOT to be added to the machine. Students are not permitted to personalize their case, they cannot deface school property.

Website & Social Media Guidelines

Think before you act because your virtual actions are real and permanent! • Be aware of what you post online. Website 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. Everyone should work together to make our digital environment safe.

By signing below, you are agreeing with the Chromebook agreement in its entirety:

Student Name (PRINT): _____

Parent/Guardian Name (PRINT): _____

Student Signature: _____

Parent/Guardian Signature: _____