

**R.O.W.V.A.  
JUNIOR/SENIOR  
HIGH SCHOOL**



**2021-2022  
STUDENT  
HANDBOOK**

**VISION STATEMENT**

*KICKSTARTING THE FUTURE ONE RELATIONSHIPS AT A TIME: ENGAGE, EMPOWER,  
EDUCATE*

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**R.O.W.V.A. JUNIOR/SENIOR HIGH SCHOOL**  
**346 E ROVA DR.**  
**ONEIDA, IL 61467**  
**PHONE: (309)483-6371**  
**FAX: (309)483-8223**

ROWVA Website address: [www.rowva.k12.il.us](http://www.rowva.k12.il.us)

**JUNIOR/SENIOR HIGH SCHOOL FACULTY**

JOE SORNBERGER, SUPERINTENDENT  
ADAM SEANEY, PRINCIPAL  
LAURA DANNER, SECRETARY  
, SCHOOL COUNSELOR  
DAWN PELTON, RTI COORDINATOR  
GRANT GULLSTRAND, ATHLETIC DIRECTOR

Dena Baity  
Annabeth Gibbons  
Beth Holt  
Karoline Kamzic  
Jason Lydic  
Sarah Neill  
Karla Perez  
Hailey Rossman  
Amanda Webber  
Paige Wexell

Chris Campagna  
Carla Gibbons  
Chris Johnson  
Kyle Kimball  
Rod Main  
Nadine Nice  
Penny Redfern  
Brittany Secor  
Mike Weitekamp  
Julie White

Val Furrow  
Mike Hagedorn  
Traci Johnson  
Sarah Koss  
Emma Mason  
Brodie Ordaz  
Max Roberts  
Stephanie Swan  
Rebecca Weitekamp  
Joel Zaiser

**SCHOOL HISTORY**

R.O.V.A. Community School District No. 208 was organized in 1948 as the consolidation of the four neighboring towns of Rio, Oneida, Victoria and Altona. The high school building was completed in 1954. A cafetorium, finished in 1967, functions as cafeteria, auditorium, and gymnasium. At the same time, the Oneida cafeteria was remodeled and now serves as the Administration Building. The LMC was completed in 1973 and serves both the junior and senior high schools. A new industrial arts area was completed in 1978. With the sections completed, the agriculture workshop was enlarged, the junior high shop was moved to the high school wing, and the high school woodworking and drafting areas were greatly expanded. Wataga joined the district in 1985 and the district's name was changed to R.O.W.V.A. in 1989. The elementary buildings in Rio and Victoria were closed after the 2003-2004 school year, Wataga was closed after the 2009-2010 year, and Altona was closed in the fall of 2013. All schools are currently located in Oneida.

**SCHOOL COLORS** GOLD AND WHITE  
**NICKNAME** TIGERS

**ATHLETIC PROGRAMS AND COLORS**

- ROWVA Tigers: Gold and White, Bass Fishing, JH Volleyball, JH Basketball
- ROWVA-Williamsfield Cougars: Maroon and Gold, Football, Cross Country, Golf, FB Cheer Volleyball, Girls Basketball, Boys Basketball, Track, Cheer, Baseball, Softball, JH Softball, JH Baseball, JH Track

**FIGHT SONG**

*(SUNG TO THE TUNE OF 'WESTERN STATE FIGHT SONG')*

FIGHT, FIGHT, FIGHT ROWVA HIGH  
 FIGHT, FIGHT, FIGHT ROWVA HIGH  
 FIGHT ON ROWVA, ON TO VICTORY  
 WE WILL BACK OUR TEAM WITH LOYALTY.  
 FIGHT, FIGHT, FIGHT ROWVA HIGH  
 FIGHT, FIGHT, FIGHT ROWVA HIGH  
 WE WILL FIGHT, FIGHT, FIGHT  
 FIGHT ON TO VICTORY

<b>REGULAR BELL SCHEDULE</b> AC. SUPT. 8:00 – 8:30 PERIOD 1 8:33 - 9:53 PERIOD 2 9:56 - 11:16 LUNCH 11:16 - 11:46 PERIOD 3 11:49 – 1:09 PERIOD 4 1:12 - 2:32 AP 2:35 - 2:55	<b>1:45 DISMISSAL SCHEDULE</b> PERIOD 1 8:00-9:05 PERIOD 2 9:08 - 10:13 PERIOD 3 10:16 - 11:21 LUNCH 11:21-11:51 AC. SUPT. 11:54-12:32 PERIOD 4 12:32-1:45
<b>COMBINED A/B SCHEDULE (1:45 DISMISSAL)</b> PERIOD 1A 8:00 -8:37 PERIOD 2A 8:40 - 9:17 PERIOD 3A 9:20 -9:57 PERIOD 4A 10:00-10:37 PERIOD 1B 10:40-11:17 LUNCH 11:17 - 11:47 PERIOD 2B 11:50-12:27 PERIOD 3B 12:30-1:06 PERIOD 4B 1:09-1:45	<b>COMBINED A/B SCHEDULE</b> PERIOD 1A 8:00 - 8:41 PERIOD 2A 8:44 - 9:25 PERIOD 3A 9:28 -10:09 PERIOD 4A 10:12 -10:53 LUNCH 10:53 -11:23 AC. SUPT. 11:26 -11:56 PERIOD 1B 11:59 - 12:40 PERIOD 2B 12:43 -1:24 PERIOD 3B 1:27 -2:08 PERIOD 4B 2:11 -2:55
<b>12:45 DISMISSAL SCHEDULE</b> PERIOD 1 8:00-8:54 PERIOD 2 8:57-9:51 PERIOD 3 9:54-10:48 AC. SUPT. 10:51-11:18 LUNCH 11:18-11:48 PERIOD 4 11:51-12:45	

**2020-2021 Class and Organization Sponsors**

Freshman Class _____	Paige Wexell, Joel Zaiser
Sophomore Class _____	Nadine Nice, Becky Weitekamp
Junior Class _____	Karoline Kamzic, Amanda Webber
Senior Class _____	Laura Danner, Kyle Kimball
Student Council _____	Annabeth Gibbons
NHS _____	Traci Johnson
FCCLA _____	Sarah Neill
FFA _____	Rod Main
Spanish Club _____	Julie White
Scholastic Bowl _____	Nadine Nice
Humane Society Club _____	Julie White
Art Club _____	Penny Redfern

# Section 1 - Introductory Information & General Notices

## 1.10 - Student Handbook Acknowledgment and Pledge

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

### Student Acknowledgement and Pledge

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

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

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

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

\_\_\_\_\_  
Date

### Parent/Guardian Acknowledgement

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

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

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

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

\_\_\_\_\_  
Date

## 1.20 - General School Information

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website ([www.rowva.k12.il.us](http://www.rowva.k12.il.us)) or at the Board office, located at:

335 N. Joy Street  
Oneida, IL 61467

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

Jim Haynes, President	Matt Johnson
Scott Lake, Vice-President	John Kuelper
Rob Kalb, Secretary	Ryan West
Melissa Shepherd	

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

Joe Sornberger, Superintendent  
Adam Seaney, Jr./Sr High School, Principal  
Kerry Danner, Elementary School Principal  
Brittany Secor, Jr/Sr High School Counselor  
Alexandria Imming, Elementary School Counselor/Social Worker  
Grant Gullstrand, Athletic Director

### **TeacherEase Access:**

ROWVA Junior/Senior High School uses a web-based program; *TeacherEase*, to record grades and attendance for students. This program may be accessed from any computer via the internet. Each student is assigned a User ID and Password. These will be given to you at registration or you may contact the High School office at any time for that information. The web-site address for Insight is: [www.teacherease.com](http://www.teacherease.com) or you may access it through a link on the ROWVA Web-Site: [www.rowva.k12.il.us](http://www.rowva.k12.il.us) Teachers may also be reached via e-mail through the Insight access site

## 1.30 - Visitors

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

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

No unauthorized person shall be permitted in the hallways, outside of the classroom doors, or on the campus without the specific permission of the principal. Parents are encouraged to visit classes as

observers. Appointments for such visits are a courtesy to the teacher and will result in less disruption of the educational program.

If a parent wishes to confer with the teacher, an appointment should be made for a time outside of school hours. Children living outside the District or who are not of school age are not permitted to visit classes. Students may not bring guests to school except as part of the school's educational program. Failure to abide by this rule may lead to removal from the facility by the proper authorities.

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

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

## 1.40 - Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact their appropriate school principal.

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

## 1.50 - Animals on School Property

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

## 1.60 - School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

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



## 1.80 - Emergency School Closings

The decision to cancel school is generally made at 6:00 am. When school has been closed, the announcement will be made before school time on radio stations WGIL, WAAG, and WAIK, through local TV stations and the automated phone system if possible. ROWVA CUSD #208 will utilize the automated phone system Apptegy to communicate to parents, guardians, faculty, and staff. This will be used primarily as a means of communicating school closings, changes in the normal scheduling, emergencies, and any other informational updates deemed necessary by the administration. It is the responsibility of parents, guardians, faculty, and staff to keep up-to-date numbers for themselves and their emergency contacts with their appropriate school secretary. Students unable to be taken home will be returned to the Administration Office in Oneida until arrangements can be made. Snow routes will be posted on the ROWVA web page. ([www.rowva.k12.il.us](http://www.rowva.k12.il.us))

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

If we dismiss early for an emergency, all after-school functions are automatically canceled.

## 1.90 - Video and Audio Monitoring System

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

Cross-Reference: PRESS 4:110, *Transportation*

## 1.100 - Accommodating Individuals with Disabilities

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

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

## 1.110 - Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (309) 483-6371.

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

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

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

## 1.120 Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal.

Parents/guardians are responsible for and must:

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

For further information, please contact the building principal.

## 1.130 Suicide and Depression Awareness and Prevention

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

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

If a staff member becomes aware of a student who is suicidal with the potential of immediate harm to himself/herself during school hours, the student will be supervised until they can be screened by SASS, a parent picks them up to take them to a mental health screening at the local ER, or until an ambulance takes them to the ER. If a parent or guardian is unable to pick a student up from school once contacted by a staff member, the school may call 911 for immediate response in handling a serious situation. This will be determined on a case by case basis.

## 1.140 Miscellaneous Information

### **Lockers**

A wall locker is assigned to each student to provide him/her with convenient storage of school books and materials and personal items such as clothing. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damages caused by misuse of tape, etc. will be charged to the student responsible. **THE STUDENT IS DIRECTED TO KEEP THE LOCKER**

LOCKED. Each student is cautioned not to keep money or other valuables in the locker. These items should be brought to the office for safekeeping until the close of the school day. Any locker malfunction should be reported to the office so that it may be repaired or corrected. Lockers used by a student are school property and like all school property are always accessible to staff members.

### **Accidents and Insurance Claims**

Any school injury must be reported to the teacher in charge. If parents have paid and elected to have student insurance coverage through the school, and need to file a claim, the school will provide the forms and instructions for filing, as well as the details of the accident.

### **Telephone Usage**

A student may only use the school phone for emergency calls or with staff permission. If a student receives a call while at school, he/she will be called out of class only in the case of an emergency; otherwise, a message will be taken by office personnel and delivered to the student at a convenient time. Students may make calls between classes, during lunch hour or before or after school.

### **Copy Machine Usage**

A copy machine for student use will be made available in the LMC. Students will be able to copy their materials for a nominal fee. The office copy machine will be available only for the staff.

### **Cooperation with Dept. of Children and Family Services (DCFS)**

The school has a legal obligation to cooperate with the DCFS. This cooperation takes several forms. First, although the District generally does so, the school is not required to report an interview between DCFS and a student to the parents. Further, the school is urged to notify the parents about such visits only upon recommendation of DCFS since DCFS must notify parents in writing that an interview has taken place and an investigation begun. In addition, school officials are not required to be present during an interview but are advised to do so because the school has a legitimate interest and the presence of an official is not viewed as a breach of confidentiality. If DCFS believes the child is in imminent danger, DCFS may take custody of the child without a court order. Finally, if the child becomes a ward of DCFS, DCFS is entitled to access to the school records concerning that child.

The procedure for a DCFS interview should follow these guidelines. DCFS personnel should contact the building principal or designee immediately upon entering the school. The student or students will be sent for by the office, and the school will provide a room for the interview away from casual visitors or curious students.

### **Cooperation with Law Enforcement Agencies**

The school has a dual responsibility regarding its relationship with law enforcement agencies. The first responsibility is to honor the legal rights of police, especially that right to take direct, unhindered action in an emergency. Not to do so is a crime. The second responsibility is to take the place of the parents (in loco parentis) to ensure that the student's rights are not violated. This most clearly comes into effect when a student is a suspect and is questioned on school grounds. In this case it is the duty of the school to have a school official present during the delivery of the Miranda Warning and the right to counsel and/or have the school official present during the questioning. However, the presence of a school official is not necessary during the questioning of a witness, associate, or victim.

A prompt and reasonable effort will be made to contact the parent/guardian by school officials before questioning between the student and police about committing or witnessing serious criminal acts or if during questioning arrest is probable.

When a visit is necessary, the police officer is to contact the building principal or designee immediately upon entering the school. The student or students will be sent for by the office and the questioning will be conducted in a room secure from casual visitors or curious students. Taking a student into custody from school during regular school hours will be avoided when possible. Finally, principals will maintain a log of all procedural steps and personnel involved when the police work at the school. Any legal action taken for a specific offense is separate and in addition to school based disciplinary action for that offense.

NOTE: Code 10-27.1a requires notice to police of firearms incidents.

### **Closed Campus**

The administration has been given the responsibility by the Board of Education to maintain a closed campus. Any student who leaves campus without proper permission will face disciplinary action.

### **Gambling**

Participation in games of chance or skill for money and/or things of value is considered inappropriate. All school-approved fundraisers will be exempt.

## **High School Student Council and Other Organizations**

### **Student Council**

The Student Council is the organization designed to represent and serve the entire student body. Through its members it serves as the agency by which student concerns and opinions may be expressed. The ideas of the students are regularly related to the administration by the members of the council. The council has the responsibility for a variety of student activities, including promoting and supervising the social program of the school, planning the annual homecoming activities and consulting in any administrative change which directly concerns the students.

### **Art Club**

Students who are currently taking or have previously taken art classes may participate in this organization. The art club promotes appreciation of art in the school and sponsors a show displaying the school's art projects and students' creations.

### **Cheerleading**

Students may participate in football and basketball cheerleading each year under the supervision of a cheerleading sponsor. The students must participate in try-outs and are judged on agility, leadership, poise, originality and appearance. Cheerleaders promote enthusiasm in the school and at athletic events.

### **Color Guard**

Students may participate in Color Guard under the supervision of the band director. Color Guard consists of the flag and rifle auxiliary of the marching band. Students must participate in try-outs and are judged on execution of routines, memorization and poise. Color Guard participates in marching band performances at football games, competitions and parades.

### **FCCLA**

This organization is for high school students who are taking, or have taken, a course in home economics/life sciences. FCCLA is designed to give students the opportunity to improve personal, family and community living, and gives a look at home economics related to occupations. Activities during the year are planned to provide for educational and service projects as well as social functions. Members are expected to attend meetings regularly and take an active part in the organization.

## **FFA**

FFA is an organization of approximately 500,000 students of agriculture education in high schools across the United States. FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. The primary aim of the FFA is the development of agricultural leadership, cooperation and citizenship. Members fulfill this aim by building up their financial standing and gaining knowledge in business through agriculture related projects (livestock, crops, etc...), participating in various individual and chapter contests (public speaking and grain and livestock judging), and directing the work of the organization through chapter, section, state and national offices. FFA members do not ask what their organization can do for them, but, rather, what they, as members, can do for the organization. FFA exists for the community, the school and, most importantly, the members.

## **Jazz Band**

This organization is by audition only with members selected from band. The students play various styles of jazz music and will perform for the public and for competitions several times during the school year.

## **National Honor Society**

Founded in 1921, this organization is sponsored by the National Association of Secondary School Principals. Eligibility is open to any junior or senior student enrolled in a school with a National Honor Society Chapter. Students must be enrolled in the school for a period equivalent to one semester prior to being inducted and must meet the requirements set forth by the national council. Members at ROWVA are elected to National Honor Society by a faculty council which consists of the principal and five faculty members. Criteria for membership is based on scholarship, service, leadership and character. Once a student becomes a member, he/she may be dismissed if the standards of eligibility are not maintained. A copy of a brief description of each of the four requirements for membership and the guidelines followed in the voting procedure may be obtained at the principal's office or from the sponsor.

## **ROWVAN Staff**

This organization has the responsibility of preparing the yearbook each year. Students register for Desktop Publishing and/or Print Production classes. Each section of the yearbook has an editor who has the responsibility of seeing that his/her section's pages are completed accurately and promptly. Students who enjoy writing, art, drafting or photography will find ROWVAN Staff especially enjoyable.

## **Scholastic Bowl**

Participation in Scholastic Bowl is open to all students. The purpose of the Scholastic Bowl is to provide top students with a chance to use a broad range of knowledge and to exercise their quick-recall skills. This is especially important for gifted students who need more opportunities to challenge themselves. The team practices throughout the school year and attends one or two major tournaments. They also compete in practice matches with other area schools. The students use facts, formulas and concepts from every school subject area as well as information they have learned independently through personal study and reading. In preparation and practice for Scholastic Bowl competition, students may explore many topics and areas not covered in standard curriculum.

## **Spanish Club**

This organization was formed to promote further knowledge of and interest in foreign languages and the cultures of Spanish-speaking countries. Students who are studying or who have studied Spanish may participate. Activities of the club are dependent upon the interests of the members and the opportunities which are available during the year.

## **Section 2 - Attendance, Promotion & Graduation**

Herein are policies dealing with student academic expectations, including attendance, grading, homework, promotion and high school graduation.

### **2.10 - Attendance**

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

There are certain exceptions to the attendance requirement for children who:

- attend an appropriate private or home school;
- are found by a physician or psychiatrist to be physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician),;
- are lawfully and necessarily employed according to Child Labor Laws, with the consent of the Superintendent of the Educational Service Region.;
- are between the ages of 12 and 14 while in confirmation classes;
- have a religious reason requiring absence;
- are temporarily excused for good cause by the principal;
- an exception to the assigned attendance center has been granted by the Board of Education;
- or are 16 or older and employed and enrolled in a graduation incentive program.

#### **Admission Procedure**

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence.
3. Proof of disease immunization or detection and the required physical.

#### **Homeless Children**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment.

## Foreign Exchange Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools and attendance may not exceed 12 months. The Board of Education may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

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

## 2.20 - Student Absences

There are two types of absences: excused and unexcused.

- Excused absences include:
  - Personal illness at home or school;
  - observance of a religious holiday;
  - death in the immediate family;
  - family emergency;
  - situations beyond the control of the student;
  - circumstances that cause reasonable concern to the parent/guardian for the student's safety or health;
  - A student will be excused one day during only one hunting season, the student must bring in their hunting tags prior to the day they will be gone along with a parental note;
  - Professional appointments that could not be scheduled outside the regular school day that are accompanied with a school excuse from the professional whom the appointment was with;
  - Vacations taken with parents or legal guardians. Vacations taken with siblings or friends will not be excused.
  - or other reason as approved by the principal.
- All other absences are considered unexcused, including but not limited to;
  - Absences without notification by a parent/guardian will be unexcused and the student will not receive credit for that day's work.
  - Pre-arranged excused absences must be approved by the principal.

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

- In the event of any absence, the student's parent or guardian is required to call the school at 309-483-6371 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school.
- If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall

result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

- Any consecutive three-day period of absences will require a doctor's excuse for the absences to be considered excused.
- After the 10th absence, either excused or unexcused during the current school year. In order for the absence to be excused the student must present a medical/professional note where the student was seen and/or treated by the appropriate professional and given a release date to return to school.

**ABSENCES WITHIN THE SYSTEM:** Absences due to approved school field trips, necessary co-curricular and extra-curricular activities, counselor appointments, disciplinary consultations, college days and the like shall not be considered as an absence within the lines of attendance counts, provided that the teacher, counselor, or administrator who required the presence of the student properly notifies the classroom teacher.

**EXCESSIVE TARDINESS:** Students will be given three tardies per semester regardless of a reason. After a 4<sup>th</sup> tardy, a student will be issued a detention. After a 5<sup>th</sup> tardy, the student will same day detention. Any additional tardies will result in disciplinary action and a phone call to the parent or conference with the student and parent. If a teacher holds a student in the classroom after the bell to a point it will make them late to the student's next class, the teacher shall give the student(s) a pass to get into class. Legal and/or professional appointments such as doctor appointments, dentist appointments, professional counselor visits, and court appointments will not be considered a tardy.

**EXCESSIVE TARDINESS TO SCHOOL:** Students will be given three tardies per semester regardless of reason. Any additional tardies will result in disciplinary action, including possible loss of parking privileges on school grounds. Legal and/or professional appointments such as doctor appointments, dentist appointments, professional counselor visits, and court appointments will not be considered tardy as long as a note accompanies the student when he/she returns to school.

**SIGNING IN/OUT:** If a student is tardy to school regardless of the reason they must sign in the office with the time and reason that they are late. The office will give them a pass to allow them to enter their class. Regardless of the reason or time, a student may not leave the school building prior to the end of the school day, without first receiving permission and signing out through the office. Any student who leaves without signing out will not be allowed to re-enter without a parent's conference.

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

## 2.30 - Release Time for Religious Instruction & Observance

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

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

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



## 2.40 - Homework

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

If a Student misses one class period and are given one more class period for completion, ie. Absent Monday, work is expected on Friday. It is the student's responsibility to meet with their teacher's and find out what they missed.

## 2.50 - Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students will be expected to complete their missed work within this time frame: A Student misses one class period and are given one more class period for completion, ie. Absent Monday, work is expected on Friday. Students who are unexcused from school will not be allowed to make up missed work.

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

## 2.60 – Truancy

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

If the child is below the age of six (by September 1st) or above the age of 17 but enrolled in school, the person in custody of that child is also responsible for regular attendance of the child during the regular school term. Truancy is defined as being absent without valid cause from such attendance for a school day or portion thereof.

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

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

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline
- A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

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

## 2.70 - Grading & Promotion

High School students are graded on a nine-week (quarterly) and a semester basis. Junior High students are graded on a quarterly basis. Each student will receive a report card at the end of each quarter and semester, these may be in electronic form. Students/Parent/Guardians that would like a hard copy of their report card may request one from the office. Mid-term reports will be given to all students during the 1st and 3rd quarters and to students receiving a 'D' or 'F' or not working up to

his/her potential during the 2nd and 4th quarters. These reports encourage parents to contact the teachers concerning the student's progress. The following letter grades will be used:

- A - A superior grade, indicating exceptional or outstanding work in both quantity and/or quality.
- B - An excellent and commendable grade, indicating an above average degree of accuracy and knowledge of subject.
- C - An average grade which designates an adequate and satisfactory performance.
- D - A passing grade, indicating below average work.
- F - A failing grade.

<b>Grade/Percentage</b>	<b>Grade Points</b>	<b>Weighted Grade Points*</b>
A (100-93)	4	5
A- (92-90)	3.66	4.66
B+ (89-87)	3.33	4.33
B (86-83)	3	4
B- (82-80)	2.66	3.66
C+ (79-77)	2.33	3.33
C (76-73)	2	3
C- (72-70)	1.66	2.66
D+ (69-67)	1.33	2.33
D (66-63)	1	2
D- (62-60)	.66	1.66
F (59-0)	0	0
Incomplete (0)	0	0

**\*AP courses are weighted**

Please check your child's grade each week on **TeacherEase** which has a link on the R.O.W.V.A. web page ([www.rowva.k12.il.us](http://www.rowva.k12.il.us)). Clicking on the grade for that class will show you all of the assignments that your child has had as well as his/her scores for that quarter. Clicking on the teacher's name will allow you to email the teacher your concerns. Please keep in contact with teachers if you have a concern.

The decision to promote a high school student to the next grade level is based on successful completion of the curriculum. Students will be promoted once they have earned the following credits towards graduation.

- Class of 2022-2025 (29 credits required)
- 0-6.5 credits=Freshmen Status
- 6.75-13 credits=Sophomore Status
- 13.5-20.5 credits=Junior Status
- Over 20.75 credits=Senior Status

**Junior High Retention:** A student may be retained if school officials feel as if he/she does not have the skills or abilities to move on to the next grade level. Many factors will be considered to determine if a student needs to be retained, including but not limited to standardized test scores, classroom performance, attendance, and teacher recommendation. School administration will communicate with the parents/guardians of potential retained students prior to the end of the school year. For more information regarding retention, please contact the school office.

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

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

## 2.80 – End of Semester Assessment Information [HS]

### End of Semester Information

1. Teachers may elect to give an end-of-course assessment in any class. Teachers will provide sufficient notification to students for these assessments.
2. Possible end-of course assessments may include:
  - a. Comprehensive final
  - b. Chapter or unit exam
  - c. Performance tasks
  - d. Essays, Interviews, Exhibitions and Demonstrations, Portfolios, Journals, Self- and peer-evaluation. Some of these assignments the student will not be allowed to be exempt from. The teacher needs to communicate this to their students.

## 2.90-Exemption from PE Requirement [HS]

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

1. Enrollment in a marching band program for credit.
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District.
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, if failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Physical Education must be taken each semester a student is enrolled at ROWVA High School unless a medical or academic waiver is granted by the administration. Students without a waiver must pass 3 years of Physical Education.

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

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

## 2.100 - Credit for Non-District Experiences and Course Substitutions

### Credit for Non-District Experiences

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

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

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

### Substitutions for Required Courses

1. Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:
  - a. The building principal approves the substitution, and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
  - b. The student has taken any pre-requisite courses offered at ROWVA CUSD #208; and
  - c. The course is not offered in the ROWVA CUSD #208 curriculum; and
  - d. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.
2. **Volunteer service credit.** A student participating in the District's Volunteer Service Credit Program, (Genius Hour), may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

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

## 2.200 Honor Roll

Recognition shall be given to students for academic achievement by announcing an honor roll for each nine-week period for junior high and each semester for high school. **High School and Junior High Honor Roll** will be as follows: Straight A's (4.00 GPA); High Honors (3.5-3.99 GPA) and Honors (3.00-3.49 GPA). Courses not included in calculating grade point average are: Driver Education

Beginning with the 2021-22 school year, ROWVA High School will implement the Latin Honors System for graduating seniors. This will replace Top 6 honors. Graduates will receive cords to be worn during the ceremony that indicate honors. Students will also have a seal specific to their honors on the diploma. Students will earn honors in the following categories:

Summa Cum Laude	GPA of 3.85 or higher
Magna Cum Laude	GPA of 3.70-3.84
Cum Laude	GPA of 3.55-3.69

## 2.300 - Home and Hospital Instruction

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

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

For information on home or hospital instruction, contact: Mrs. Jennifer Lair.

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

## 2.400 - Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Beginning with the class of 2022, applications must be submitted to the counselor prior to May 1 of the student's junior year.

Any student who chooses to graduate at mid-term will be excluded from participating at Graduation, prom (unless invited as a guest of another student) and any post-academic honors. Early graduates will be able to participate in winter commencement exercises at the end of the winter term.

Students must satisfy all academic requirements *and* in addition complete and pass a minimum of one accredited course at their expense. This course must be pre-arranged with the counselor and Principal prior to beginning the course. Students petitioning for early graduation must earn a minimum of 29 credits.

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

The student and a parent will schedule a conference with the Principal and the senior counselor prior to May 1 of the student's 6<sup>th</sup> semester. At the conference, the student should be prepared to justify his/her request to graduate early.

Cross Reference: PRESS 6:300, *Graduation Requirements*

## 2.500 - Graduation Requirements

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

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

### **State Mandated Graduation Requirements**

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17.
6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
7. One semester of health education.
8. Daily physical education classes. Due to the block schedule ROWVA students will meet every other day for their physical education classes.
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
10. Nine weeks of consumer education.

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

## R.O.W.V.A Graduation Requirements

All students must complete 29 credits for graduation. Physical Education must be taken each semester a student is enrolled at ROWVA High School unless a medical or academic waiver is granted by the administration. Students without a waiver must pass 3 years of Physical Education. Students will be required to fulfill a minimum of 10 hours public service time prior to graduation. Hours for future transfers will be provided at 2 ½ hours per school year. Seniors at ROWVA are required to be enrolled as full-time students even if they have met graduation requirements.

### Grade Level Requirements

Freshmen (Class of 2025) *English I + Freshman Writing *One (1) Math Course - P.E./Health +Electives *Driver Education Science Course	Sophomore (Class of 2024) *English II *P.E. *US History *One (1) Math Course +Electives Science Course
Junior (Class of 2023) +English Electives +Civics or AP Gov +P.E. (or P.E. waiver) *One (1) Math Course + Electives *Consumer Ec	Senior (Class of 2022) +Civics or AP Gov +English Electives -P.E. (or P.E. waiver) *Consumer Ec +Electives

\*Students must complete this course with a passing grade

+Students must complete this course

- Students without a waiver must **pass** 3 years of Physical Education.

Note: Students must complete and pass English I, & II. They must also complete and pass US History I. Additional English and Social Studies credits must be completed through elective courses.

Cross Reference: PRESS 6:300, *Graduation Requirements*

## 2.600 Transferring and Withdrawal

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

The parent(s)/guardian(s) of a student who is transferring from an Illinois public school shall present a completed Good Standing Form from the Illinois public school from which the student is transferring. The Good Standing Form indicates whether the student's medical records are current and whether the student is currently being disciplined by a suspension or expulsion.

If the student is transferring from any private school (whether located in Illinois or not) or any non-Illinois public school, the parent(s)/guardian(s) shall certify in writing that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring.

When a student transfers to another school or withdraws from District No. 208, he/she must use the following procedure:

- The parent(s)/guardian(s) of a student shall notify the Building Principal or counselor of their intent.
- Meet with the counselor to discuss his/her reasons for leaving, to disclose what school (if any) he/she will be transferring to and to leave a forwarding address.
- Return all school property, including textbooks, library books and P.E. locker padlocks.
- Pay all debts to District #208.
- Sign a release form authorizing the release of student records

Any obligations not satisfied might result in the delay of records being transferred. A student who withdraws and has not met all his/her obligations will not receive a refund of book fees. Refunds of the book fees will be made by check and mailed to the student's parents from the Unit Office. A student transferring to another school will have a transcript sent to the new school.

The Building Principal or designee of the transferring school must forward, within 10 days of the notice of the student's transfer, a copy of the student's school record. However, if the student has unpaid fines or fees and is transferring to a public school located in Illinois or any other state, any other state, a unofficial record of the student's grades will be sent in lieu of the student's transcript of scholastic records.

### **Re-enrollment**

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program or an alternative learning opportunities program.

Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities in Education Act or accommodation plans under the Americans with Disabilities Act



## Section 3 - Student Fees and Meal Costs

This section includes policies and procedures on student fees and meal costs.

### 3.10 - Fees, Fines & Charges; Waiver of Student Fees

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

The school establishes fees and charges to fund certain school activities, including:

Book Fees	\$75 High School	\$50 Junior High
Tablet/Technology Fee	\$75 High School	\$75 Junior High
Non-Tablet tech Fee	\$50 High School	\$50 Junior High
Class/Activity Fee	\$5.00 High School	
Drivers Ed	\$75 (One-time fee)	
Periodical Magazine		\$5 Junior High
Band Fee	\$15 High School	\$10 Junior High

#### Athletic Passes:

Family Athletic Passes	\$100
Adult Individual Athletic Pass	\$60
Student Athletic Pass	\$40

Student Athletic Fee: \$50 (includes admission to all athletic events excluding post season & tournament play)

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

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

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

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 346 E. Rova Dr. or (309) 483-6371.

Cross-references: PRESS 4:110, Transportation, PRESS 4:140, Waiver of Student Fees

### 3.20 - School Breakfast/Lunch Program

Breakfast is served every school day from 7:30 a.m. to 7:50 a.m. Lunch is served every school day from 11:16 a.m. to 11:46 a.m.

A student may purchase breakfast for \$1.25.

A student may bring a sack lunch from home or may purchase a school lunch for \$2.75 and/or milk for .30.

Free or reduced-price meals are available for qualifying students. For an application, contact the building secretary.

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

## Section 4 - Transportation & Parking

Policies in this section include student transportation bus rules, and student parking.

### 4.10 - Bus Transportation

#### **Eligibility for Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school or whose child-care residence is 1.5 miles or more from their school of attendance. Or in hazardous areas as determined by the Board of Education. School of attendance is determined by the child's place of residence. Bus service will not be provided for students if the baby-sitter is outside of the student's school of attendance. Bus service will also be provided for special needs students. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be requested in writing and approved in advance by the building principal or their designee. Bus service for activities is not included in regular transportation services.

#### **Locations of Bus Stops**

Country students are picked up at their lanes. Rural population clusters are picked up at a common stop. In city and village areas centralized bus stops will be assigned by the district office. Specific bus information will be available at the school and district offices.

### **SCHOOL BUS RULES**

#### **Bus Stop and Boarding**

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

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

student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

- Only assigned riders or those with written permission by a parent/guardian which has been pre-approved by the principal may ride the bus.
- Be at the bus stop on time, however no sooner than five minutes before bus time.
- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
- Stay out of the road or street and off private property while waiting for the bus.
- Wait to move toward the bus until it has been brought to a complete stop and the driver signals you to board. Enter in single file without pushing. Always use the handrail. Be alert to a danger signal from the driver.
- Get seated as quickly as possible, facing forward and remain seated until the bus stops. Keep your hands, arms, and head inside the bus.
- Keep belongings out of the aisle and away from emergency exits. Bulky materials are not to be taken on the bus.

### **Riding on the Bus**

- Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated.
- Do not mark or damage the seats or any other part of the bus. Willful damage to the bus must be paid for by the offender.
- Show respect for the property of others.
- Eating, drinking, or illegal substances are not allowed on the bus.
- Do not litter, use the waste container on the bus for wastepaper.
- Talk quietly on the bus. Voices must be kept at a conversational tone. No shouting or creating loud noises that may distract the driver.
- Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
- Inappropriate language and/or profanity, fighting, willful injury or threat of injury to a bus driver or to another rider are all unacceptable behaviors.
- There must be complete quiet at railroad crossings.
- Do not put or throw anything out of bus windows.
- No weapon of any kind or facsimile of a weapon is to be taken on the bus.
- No pets or other animals are to be taken on the bus.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

## Disembarking from the Bus

- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Riders who do not have to cross the road should walk several feet straight ahead from the bus steps, then turn around and stand at that spot so that they can see the driver and the driver can see them as he/she drives away.
- If you must cross the street after you get off the bus, walk to a point where you can see the bus driver and the bus driver can see you. Wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Children whose bus stop is at their driveway should immediately walk away from the bus toward their home.
- When leaving the bus to enter the school, walk straight out to the sidewalk or loading zone.
- No rider shall get off the assigned bus at a place other than his/her regular stop unless he/she presents the driver with a permission signed by his/her parent/guardian and initialed by the principal.
- Parents shall not ride the bus without prior approval from school officials.
- Upon arrival at school, students must remain on school property throughout the school day.
- Never run back to the bus, even if you dropped or forgot something.

## Disciplinary Procedures

- In the event of failure on the part of a student to cooperate with school bus rules, action will be taken which will follow the progressive series of steps as outlined in the school disciplinary policy adopted by the Board of Education. Discipline may include bus suspension or expulsion as determined by administration.

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

For questions regarding school transportation issues, contact: Nikki Steward at the District Office, or the appropriate school administrator or their designee.

Cross Reference: PRESS 4:110, *Transportation*. PRESS 7:220, *Bus Conduct*. PRESS 7:220, *Bus Conduct*

## 4.20 - Parking [HS]

Students who drive a car to school must register it with the high school office.

Students may park their vehicles in the lot(s) designated for legal student drivers. Student parking spots are numbers & will be assigned by the building principal. Seniors will have first priority followed by juniors, then sophomores. Students are not permitted to trade parking spots once assigned. Students do have the option of parking in the lot north of the administration building if they do not want an assigned spot in the main parking lot.

Vehicles must be parked between the painted lines in the main lot and parked in an orderly fashion in the "sophomore" lot. Vehicles must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

There are designated spaces for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

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

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

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

Students are not to be in the parking lot or in cars during the school day without permission from the high school office.

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

## Section 5 - Health and Safety

This section contains student health and safety policies, including physical and immunization requirements, student medication procedures, and State-mandated safety drills.

### 5.10 - Immunization, Health, Eye & Dental Examination

#### **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.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term 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.

### **Exemptions**

A student will be exempted from the above requirements for:

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

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

## **5.20 - Student Medication**

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

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

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

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

All medication not covered above will be kept in the office and dispensed in the office.

Cross-References: PRESS 7:270, Administering Medicines to Students. PRESS 7:270-E, School Medication Authorization Form

<sup>1</sup>Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan. For further information, see: [www.iasb.com/law/diabmats.cfm](http://www.iasb.com/law/diabmats.cfm), Handbook Procedure 1.130 (Care of Students with Diabetes) and Handbook Procedure 1.130-E1 (Exhibit: Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities).

## 5.30 – School Counseling

The school provides a school counseling program for students. The school's counselor is available to those students who require additional assistance.

The counseling program is available to assist students in:

- Individual counseling in areas of social, personal, academic, advanced education and occupations.
- Identifying career options consistent with their abilities, interests, and personal values.
- Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives.
- High school students have the opportunity to receive college and career-oriented information.
- Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.
- Information to students and parents.
- Appropriate appraisal

Most of the counselor's time is spent with students who seek or need assistance. Students may request to see the counselor by going to the Counselor Office. Parents are encouraged to contact the counselor if they have concerns about their student's progress or need information about services.

### **Student Schedule Change**

A student may change his/her schedule the first week of each semester with parent permission and/or change in career planning. All changes must be made through the counseling office and with teacher approval. A student may be denied permission to drop a class depending on the circumstances involved.

Cross-Reference: PRESS 6:270, Guidance and Counseling Program.  
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## 5.40 - Safety Drill Procedures

Safety drills will occur at times established by the school board to prepare students and faculty in case an actual event would occur. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be

other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

During a fire drill, students will exit the classroom in an orderly manner and leave the building through the assigned exit as soon as the alarm sounds. In case of actual fire, some exits may be blocked; these will be announced over the intercom system. During a tornado/disaster drill, students will exit the classroom in an orderly manner and line up against the assigned section of an interior wall away from windows. In the event of severe weather or lockdown students will not be released from the school building but will be relocated to safe areas within the building.

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

## 5.50 - Communicable Disease

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

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

Cross-References: PRESS 7:280, *Communicable and Chronic Infectious Disease*

## 5.60 - Head Lice

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

1. Parents are required to notify the district nurse if they suspect their child has head lice.
2. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
3. 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.



## Section 6 - Discipline and Conduct

Here you will find general student conduct requirements, student dress codes and cafeteria rules. Also included are new State mandated notifications on bullying and bullying prevention.

### 6.10 - General Building Conduct

#### General Building Conduct

Students shall not arrive at school before 7:15 a.m. and classes begin at 8:00 a.m. and students are dismissed at 2:55 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats may be allowed in the building and in the classroom at teacher discretion. In classrooms where hats are prohibited, hats shall be removed upon entered the building.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards or other transportation devices such as hover boards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- Students are permitted to carry backpacks, purses and small drawstring bags to and from classes throughout the day.

#### RULES FOR ALL JUNIOR HIGH CLASSES

- Talk only with permission.
- Always show respect for teachers, staff members, and other students.
- Stay on task (use class time appropriately).
- No gum, mints, candy, or other food or drink in class or halls.
- Come to class prepared with completed assignments, books, and supplies.
- Be in your seat and ready to work when the bell rings.
- If a student is absent, they have one day to turn in homework (for example, absent on Monday, homework is due on Wednesday)

Junior High students are to have the following items for all classes:

- Pencils
- Blue or black pens and a red pen
- Highlighter
- Textbook with a cover
- Notebook paper

Junior High students will **not** be allowed to return to their lockers for their materials. Teachers cannot be expected to provide students with materials such as pens, pencils, and notebook paper. Students may not bring backpacks and/or bookbags to classes. They are to be left in the students' lockers. Purses and small drawstring bags may be allowed at teacher discretion.

Cell phones are not permitted during the school day in the junior high. All phones must be kept in lockers and students are not to have phones during class periods or the lunch hour. If a junior high student has their device on their person, they will be asked to turn it over to the teacher. The first time it is taken it will be turned into the office and the student will be able to retrieve it at the end of the day. Subsequent offenses will require a parent/guardian to retrieve the device.

Students will also be required to bring any additional items that may be listed for each individual class.

## 6.20 – School Dress Code & Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Common sense and concern for the standards of others should prevail in all questions *pertaining to dress and appearance while at school*. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

A student may be warned, asked to change clothes, or disciplined for wearing inappropriate clothing. School authorities will request conferences with the parents of a student who is unwilling to comply with these rules. The student will return to classes only after an agreement is reached.

- The clothing of both boys and girls should be neat, clean and worn in a manner for which it was designed.
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Clothing or shoes that might cut, mar or otherwise damage school property must not be worn.
- Hats may be allowed in the building and in the classroom at teacher discretion. In classrooms where hats are prohibited, hats shall be removed upon entered the building.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Bare midriffs, short shorts, and sleeveless tops without seams are not allowed.
- Sleeveless tops with seams are allowed, providing the narrowest part of the sleeve/strap measures at least 2” in width.
- The length of shorts must be appropriate for the school environment. Short lengths, and pant styles should be no shorter than mid-thigh and should reflect good taste and concern for the standards of others.
- The length of Skirts/Dresses must be appropriate for the school environment. Skirt/Dress lengths should be no shorter than 4” from the top of the kneecap and should reflect good taste and concern for the standards of others.
- Appropriate footwear must always be worn, shoes that might cut, mar or otherwise damage school property must not be worn.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- **The following clothing will not be tolerated:**
  - Pants/jeans that are torn or ripped and/or show skin or undergarments above the knees.
  - Clothing exposing undergarments
  - Shorts shorter than mid-thigh
  - Skirts or dresses shorter than 4” from the top of the kneecap

- Clothing exhibiting offensive wording or graphics; no references to alcohol/drugs/tobacco, racial slurs, or sexual content or innuendos.
- Narrow or spaghetti strap tops, strapless tops, scoop or low-neck tops exposing cleavage, midriff tops, halter tops, or tube tops.
- Low rise pants/jeans/shorts/skirts worn below the waist.
- **Dress Code Expectations, Examples of Acceptable Dress:**
  - PANTS: May be denim, khakis, sweatpants or athletic pants. Must be fitted and/or worn at the waist.
  - SHORTS: May be denim, khakis, athletic material. Must be fitted and worn at the waist. Should be no shorter than mid-thigh.
  - SKIRTS/DRESSES: Should be no shorter than 4” from the top of the kneecap.
  - SHIRTS/TOPS: T-shirts, polos, button down shirts, blouses, sweaters, sweatshirts, and turtlenecks as long as cleavage is not exposed.
  - SHOES: Tennis or athletic shoes, loafers, crocs, sandals with a heel, backing or ankle support, boots, hiking shoes, and dress shoes are acceptable.

Cross-references: PRESS 7:160, *Student Appearance*

## 6.30 - Student Behavior

### 6.31 STUDENT RIGHTS AND RESPONSIBILITIES

District #208 Students have the **Right:**

- To be treated with respect and kindness. No one will tease them or insult them.
- To be themselves. No one will treat them unfairly.
- To be safe. No one will threaten them, bully them, harass them, or damage their property.
- To be heard. Opinions will be considered.
- To learn about themselves. They are free to express their feelings and opinions in an appropriate manner without being criticized.

The legal rights afforded students are not the same as those afforded citizens within the mainstream of society. **Since the school, by law, acts in place of the parent, it has greater latitude than the government in dealing with students.** There are areas where student rights are guaranteed. Examples of this would be free speech, if it does not create material or substantial disruption; due process, if the situation provides for it; and the right to be free from discrimination be it race, religion, or sex. There are also areas where student rights are not provided or are limited. Examples of this are locker privacy, guaranteed confidentiality between student and teacher, and censorship of student publications.

All these rights will be afforded District #208 students with the understanding that student responsibilities must also be exercised.

Freedom and responsibility are mutual and inseparable: We can ensure enjoyment of the one only by exercising the other. Freedom for all of us depends on responsibility by each of us. To secure and expand our liberties, therefore, we accept these responsibilities as individual members of a free society.

District #208 Students have the **Responsibility:**

- To be fully accountable for his/her own actions and for the consequences of those actions. Freedom to choose carries with it the responsibility for his/her choices.

- To respect the rights and beliefs of others. Treat others as you want to be treated.
- To give sympathy, understanding and help to others. Listen and let others be heard. Be tolerant, allow others to learn and express their ideas.
- To respect and obey the laws. Help make our school safe. Laws are mutually accepted rules by which, together, we maintain a free society.
- To respect the property of others, both private and public. No one has a right to what is not his or hers.

**Chapter 122, Sec. 24-24 from Illinois School Code**

Teachers, other certified educational employees, and any other person providing a related service for or with respect to a student, shall maintain discipline in the schools, including school grounds that are owned or leased by the Board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians. Each Board must establish a policy on discipline. The policy so established must provide that a teacher or other employee may use reasonable force as needed to maintain safety for the other students, school personnel or person, or for self-defense or the defense of property, including the removal of a student from the classroom for disruptive behavior, and must provide due process to students. The policy cannot include slapping, paddling, or prolonged maintenance of students in physically painful positions, nor shall it include the intentional infliction of bodily harm.

The Board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extracurricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written 10 days' notice of the violation is given such person and a hearing held thereon by the Board pursuant to its rules and regulations. The Administration of any school may sign complaints as agents of the school against persons committing any offense at school events.

**District #208 Schools**

The school system staff shall strive to create an environment favorable to the development of self-discipline and self-direction. Students and Teachers are expected to display appropriate behavior when in school, based on respect and consideration for the rights of others. Students and Teachers have a responsibility to know and observe the rules and regulations of the school. Principals shall be responsible for the overall disciplinary climate of each respective building.

**District #208 Board of Education Authority: Section 10-22.6 IL School Code**

**Suspension**

The Board of Education has the power to suspend pupils, or by regulation, to authorize the administration of the school district to suspend pupils, guilty of gross disobedience or misconduct and no action shall lie against them for such suspension. The suspension period shall not exceed ten (10) school days.

**Due Process**

The Constitution of the State of Illinois states that a fundamental goal of the People of the State is the educational development of all persons to the limits of their capabilities. However, when citizens

act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, they are subject to lose some of their rights. Such is the case with the right to an education. When a student commits acts of disobedience or misconduct, the right to an education may be temporarily forfeited. However, no governmental agency, such as a school, may deprive a citizen (student) of rights without due process of law. **Due process is afforded to guarantee that a person receives notice of alleged offenses and has a chance to present a defense, to explain the circumstances of the alleged improper actions, or to attempt to prove innocence.**

## **Suspension**

### **6.32 DISCIPLINARY PROCEDURES**

#### **Pre-Suspension**

Many times, the classroom teacher is the first to be aware of discipline problems and is considered to be the principal's designee. In such cases the teacher shall take initial corrective steps, which could include:

- Student/Teacher conference
- Parental contact
- Detention or disciplinary writing pertaining to the infraction

If the problem persists, the student is then to be sent to the Administrative office for further action and the problem is viewed as an official first offense. Written notification will be sent by the teacher to the Administrative office as soon after the offense as possible. If there is an actual or threatened danger, the student will be removed from the classroom immediately.

An Advise of Rights type warning (Miranda) is not required in questioning students concerning school discipline.

#### **Detention**

A student may be detained before or after school for disciplinary reasons provided the parents or guardians of such students have been given advance notice. Notice of the student's detention shall be given to the parent/guardian at least twenty-four hours (24) before the day the detention is to be served. The teacher or school official assigning the detention shall be responsible for notifying the home of the detention. This notification may be done through the student him/herself. The parent/guardian must provide transportation for the student. While in detention, the student will be required to engage in some constructive activity related to the school. Such activity shall be in accordance and compliance with the school and state rules and regulations relative to the student's safety and welfare. Supervised study of class assignments for discipline may be used.

#### **In-School Suspension**

The purpose is to provide a disciplinary and educational alternative to the regular classroom for students who are disobedient or commit acts of misconduct.

School administrators will assign in-school suspension. Students will not have an option of whether or not they will be assigned.

- Students will be required to do assignments that may or may not be related to their classroom work.

- Students must complete their time and work to the satisfaction of the educational supervisor. Failure to complete work on time will result in further disciplinary action.
- It is the responsibility of the student to complete all work for the duration of the original ISS placement. Work is to be completed by a time agreed upon by the teacher and student and the student will receive full credit.
- Students may not attend or participate in school activities while in an assignment to ISS. A student is considered to have completed an ISS assignment at the end of the time assigned to ISS. (One {1} day assignment to ISS begins at the start of the school day and completes the ISS assignment at the end of the school day. The student is eligible to participate in extracurricular activities that evening. If time to be served is carried over to the next school day, the student is not eligible to participate in any extracurricular activities.)

## **External Suspension**

Out of school suspension is a disciplinary tool that is used for acts of gross disobedience or misconduct, when earlier attempts to correct a student's behavior have been unsuccessful, or the behavior warrants an immediate, temporary exclusion from school.

1. A suspension is for a period not to exceed ten (10) school days.
2. The district superintendent or building principals may suspend a student.
3. No student under 18 years of age shall leave school until parent, guardian or responsible adult has been notified. However, a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing shall follow as soon as practical.
4. Any suspension shall be reported immediately to the parents or guardian of such pupil along with a full statement of the reasons for such suspension and a notice of their right to a review by the School Board or a hearing officer appointed by it. (Illinois School code Ch. 122, Sec. 10-22.6)
5. Arrangements for classroom assignments during periods of suspension are the responsibility of the student. This opportunity is afforded to students to allow them to keep up with classes they are missing and will count for grade credit. During the period of suspension a student may not be in, on, or about school or school grounds without the permission of the school administration.
6. Students may not attend or participate in any school activity during a suspension. Violation of these rules will result in further disciplinary action.

## **Expulsion**

Expulsion from school is a formal process whereby an individual has his or her right to an education withdrawn for a period in excess of ten (10) days for an act(s) of gross disobedience or misconduct. An expulsion from school may not exceed two calendar years, as determined on a case by case basis.

1. Only the local Board of Education may expel a student, and no action shall lie against them for such expulsion.
2. Students are suspended from school pending expulsion procedures. Anytime an expulsion offense is committed, an expulsion hearing will be conducted within ten (10) school days of the suspension.
3. Expulsion shall take place only after the parents/guardians and the student are notified of the reason(s) for the proposed expulsion by registered or certified letter from the appropriate administrative official which will state:
  - a. The rules and regulations allegedly violated.

- b. The date, time and place of the Board of Education hearing.
  - c. The right to have an attorney present (at the parent/guardian's expense) at the hearing.
- 4. The expulsion shall not take place only after the parents have been requested to appear at a meeting of the Board, or with a hearing officer appointed by it and the Board has had the opportunity to hear the case and render a decision.
- 5. No student under 18 years of age shall leave school until parent, guardian or responsible adult is notified. However, a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing shall follow as soon as practical.
  - a. At a hearing by the Board of Education:
  - b. The student has a right to counsel at his/her own expense.
  - c. The right to question the person who made the recommendation to expel.
  - d. The right to present and question witnesses as determined to be appropriate by the district.
  - e. The right to make a statement in his/her own behalf.
  - f. The Board, or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective if the student is to be expelled.
- 6. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting, and the Board may take such action thereon as it finds appropriate.
- 7. If a student is expelled from District #208, the student's temporary record has the date of the expulsion hearing recorded and the term expulsion is placed in the permanent record. The temporary record is reviewed every four years to eliminate out-of-date information and is destroyed entirely within five years after graduation or permanent withdrawal. No school shall maintain any student temporary records, or the information contained therein beyond its period of usefulness to the student and the school and in no case longer than five years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. {Chapter 122 50-4(f)}.
- 8. The Board of Education may recommend principal's probation as a part of an expulsion. If the terms of the probation are violated, the expulsion shall immediately go into effect. The principal will notify the Board of Education as to whether or not probation is successfully completed. If the probation is successfully completed all references to expulsion will be removed from the permanent record.
- 9. A student who is expelled from school will lose any and all credit for work done in classes for the semester(s) expelled.
- 10. In the interest of helping students, the school district may assist in providing or locating alternative educational opportunities for the expelled student. Other districts are not obligated to accept a student serving an expulsion or suspension.

## **Suspension and Expulsion Policies**

Legislation was approved to allow a school district to adopt a policy providing that if a student is suspended or expelled from any public or private school in Illinois or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into the school district, ROWVA District #208 will adhere to this policy.

### **6.33 Prohibited Student Conduct**

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

### **Behavior Category I**

Being absent for all or part of the school day without a recognized excuse. (Truancy)

**First Offense:** At discretion of the principal not to exceed one day ISS (In School Suspension).

**Further Offenses:** Two (2) days placement in ISS plus referral to outside agency and/or school district support systems.

### **Behavior Category II**

1. Being in an unauthorized area, violation of closed campus and/or school parking procedures.
2. Repeated infractions of the school dress code.
3. Excessive display of affection.
4. Excessive tardiness.
5. Disruptive or inappropriate behavior.
6. Horseplay.
7. Possessing, tobacco or nicotine materials, including electronic cigarettes, vape pens, Juul or similar products.
8. Using or possessing an electronic paging device.
9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
11. 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.

**First Offense:** At the discretion of the principal, not to exceed one (1) days placement in ISS.

**Second Offense:** At the discretion of the principal, not to exceed three (3) days suspension pending a parent/guardian conference.

**Further Offenses:** At the discretion of the principal, suspension for five to ten (5-10) days and possible recommendation for expulsion.

### **Behavior Category III**

1. 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:
  - a. any use of violence, intimidation, force, noise, coercion, intimidation, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, blackmail, bullying, bullying using a school computer or a school computer network or other comparable conduct.
  - b. Any use of racial or ethnic slurs, offensive language directed at an individual's personal beliefs.
2. 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:

- a. 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.”
  - b. All cellular phones, smartphones and other electronic devices must be used in an appropriate manner during the regular school day unless:
    - 1) The supervising teacher grants permission.
    - 2) Use of the device is provided in a student’s individualized education program (IEP)
    - 3) It is used before or after school, passing periods, and during the student’s lunch period.
    - 4) It is needed in an emergency that threatens the safety of students, staff, or other individuals.
3. Using, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vape pens, Juul or similar products.
  4. Engaging in teen dating violence.
  5. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
  6. Entering school property or a school facility without proper authorization. (Trespassing)
  7. Forgery.
  8. Gambling.
  9. Verbal abuse or profanity directed toward a teacher or staff member.
  10. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
  11. 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.
  12. Repeated disciplinary infractions/violations of school rules.

**First Offense:** At the discretion of the principal or his/her designee, up to five (5) days out-of-school suspension and direct parent/guardian contact.

**Further Offenses:** At the discretion of the principal, five to ten (5-10) day suspension and possible recommendation for expulsion.

#### **Behavior Category IV**

1. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
2. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.

- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
  5. 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.
  6. Arson, Bomb Threat, Burglary, or Robbery.
  7. Verbal or physical threat or attack of school personnel.
  8. Sexual Assault.
  9. Malicious destruction of property
  10. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia. Involvement in satanic cults, hate groups, and related activities.
  11. 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.

**First Offense:** At the discretion of the principal, five to ten (5-10) day suspension and possible recommendation for expulsion.

**Further Offenses:** At the discretion of the principal, up to 10 days suspension and recommendation for expulsion.

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.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

- (a) On the student’s person.
- (b) Contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile.
- (c) In a school’s student locker, desk, or other school property.
- (d) At any location on school property or at a school-sponsored event.
- (e) In the case of drugs and alcohol, substances ingested by the person.

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

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

#### **Public Display of Affection:**

Display of affection does not belong in school. The display of affection other than holding hands is not appropriate at any time at school. Students will be advised if their display of affection is inappropriate, and parents may be contacted. Any students engaging in such will be subject to the following:

- When observed by a staff member, the student will receive a warning from the staff member and a report of the incident will be submitted to the principal, parents may be contacted.
- If a second report is received, the student will be subject to a detention.

#### **Vandalism:**

School officials are responsible to aggressively pursue, with the aid of police, the apprehension and prosecution of vandals. Recovery of damages shall include all costs pertaining to the incident. Failure on the part of the student and/or parent or guardian to make restitution may result in suspension, expulsion and/or legal action.

#### **Voluntary Admission:**

Voluntary admission of substance abuse will not result in expulsion. In such cases, a conference with the Student Assistance Teacher and subsequent adherence to his/her recommendations for treatment are required. This voluntary admission may not be used if the school is already aware of an abuse related situation. This provision may only be used once. Further admissions of use which are revealed during treatment sessions will not be used against him/her. If an infraction of the school policy occurs during the treatment and the school is aware of the infraction, the school policy regarding substance abuse will go into effect.

### **6.34 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.

ROWVA Schools are considered Safe School Zones. Breaches of discipline that are also violations of the laws pertaining to Safe School Zones will be pursued through school disciplinary procedures and referred to legal authorities. Conviction under the Safe School laws may include enhanced legal penalties. Safe School Zones are in effect 24 hours a day, 365 days a year and include buses.

### **6.35 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.
  - a. High School students that receive an OSS will not be allowed to attend their next scheduled dance if the OSS occurs during that semester and prior to the function. Students that receive multiple OSS' between activities will not be able to attend their next dance. (Homecoming or Prom)
  - b. Junior High Students that receive an OSS will not be allowed to attend their next scheduled activity (Winter Dance or Chicago Trip) if the OSS occurs during that semester and prior to the function. Students that receive multiple OSS' between activities will not be able to attend their next activity.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
  - a. Alternative Disciplinary Consequences to ISS may be used, at the discretion of the administrator, in consultation with the parent/guardian.
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. Excessive suspensions may lead to recommendation for expulsion.

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.
15. Any violation of school rules during the last days of the school term by any student returning to school the following year may be subject to disciplinary action that could extend into the following school year.
16. Violations by graduating seniors may result in exclusion from school sponsored graduation ceremonies, activities and/or other disciplinary action.

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.

Acts not covered by the previous procedures will be handled at the discretion and judgment of the building principals, who will act for the good order and protection of the school. Repeated discipline infractions may result in recommendations for expulsion from school.

### **6.36 Corporal Punishment**

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

### **6.37 Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years (Public Law 103-227 Gun-Free Schools and 10-22.6 (d)):

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other objects such as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. Also including "lookalikes" of any firearm as defined above.

Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act. A student who is subject to suspension or expulsion as provided in this Section may be eligible for a transfer to an alternative school program in accordance with Article 13A of the School Code. The provisions of this subsection (d) apply in all school districts, including special charter districts and district organized under Article 34.

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.

**Required Notices**, a school staff member shall immediately notify the Building Principal in the event that he or she:

1. Observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision.
2. Observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident.
3. Observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify a local law enforcement agency and, if a student is reportedly in possession of a firearm, also the student's parent(s)/guardian(s).
4. The Superintendent or designee shall notify the Department of State Police of any drug-related incident or battery of a staff member.

### **6.38 Gang, Satanic Cults, Hate Groups and Related Activities**

Student involvement in gangs, satanic cults, hate groups, or related activities contrary to the educational purpose or process that occur on school grounds or at school-related events is strictly prohibited. Students are prohibited from distributing materials for such groups.

"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.

Any violation of this policy shall be subject to suspension or expulsion by the Board of Education.

### **6.39 Re-Engagement of Returning Students**

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

### **6.391 Code of Conduct Duration, Notification, and Acknowledgements**

A Discipline Advisory Committee will meet with the school board to develop policy guidelines on pupil discipline. This entire Code of Conduct, or this handbook, will remain in effect for the current school year unless there is a program change. No changes or modifications shall be made during said times without the approval of the Board of Education. The building principal or his designee will inform the students in the junior and senior high of the contents of the Code of Student Conduct will be required. This data will be on file in the principal's office or the office of the principal's designee.

Every student attending School District #208 will be provided annually with a copy of the Code of Student Conduct within fifteen (15) days of starting classes.

A written receipt from parents or guardians of students new to the District shall be required.

Cross-references: PRESS 7:190, *Student Discipline*

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

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking.

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

### Junior/Senior High Complaint Managers:

Adam Seaney  
Name  
346 E. Rova Dr. Oneida, IL  
Address  
309-483-6371  
Phone Number  
[aseaney@rowva.k12.il.us](mailto:aseaney@rowva.k12.il.us)  
Email Address

Brittany Secor  
Name  
346 E. Rova Dr. Oneida, IL  
Address  
309-483-6371  
Phone Number  
[bsecor@rowva.k12.il.us](mailto:bsecor@rowva.k12.il.us)  
Email Address

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

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

If a student has been found to commit bullying, they will be required to enter a school-sanctioned counseling program in order to regain eligibility to attend school functions. **Failure to complete the program in the prescribed period will cause the student to once again become ineligible for school activities.**

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

Cross-references: PRESS 7:20, Harassment of Students Prohibited, PRESS 7:180, Prevention of and Response to Bullying, Intimidation and Harassment, PRESS 7:190, Student Discipline, PRESS 2:260, Uniform Grievance Procedure

## 6.45 Sexual Harassment & Teen Dating Violence Prohibited

### Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment



- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

**Teen Dating Violence Prohibited**

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

**Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, or a complaint manager. A student may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

**Nondiscrimination Coordinator:**

<u>Brittany Secor</u>	<u>346 E. Rova Dr. Oneida, IL</u>
Name	Address
<u>309-483-6371</u>	
Phone Number	
<u>bsecor@rowva.k12.il.us</u>	
Email Address	

**Complaint Managers:**

<u>Brittany Secor</u>	<u>Adam Seaney</u>
Name	Name
<u>346 E. Rova Dr. Oneida, IL</u>	<u>346 E. Rova Dr. Oneida, IL</u>
Address	Address
<u>309-483-6371</u>	<u>309-483-6371</u>
Phone Number	Phone Number
<u>bsecor@rowva.k12.il.us</u>	<u><a href="mailto:aseaney@rowva.k12.il.us">aseaney@rowva.k12.il.us</a></u>
Email Address	Email Address

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

Cross-references: PRESS 7:20, *Harassment of Students Prohibited*. PRESS 7:185, *Teen Dating Violence Prohibited*

## 6.50 - Cafeteria Rules

The ROWVA School District cafetorium provides a breakfast and lunch every day. The meals are prepared in the District's kitchen facilities. Menus are published on the District's website each month and are available in advance. Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until they are ready to dispose of any trash in the appropriate receptacle. They will return to their seat and exit the cafeteria to their assigned location when dismissed. In order to keep the cafetorium operating with maximum students shall follow all cafeteria rules during breakfast and lunch.

- Enter and exit through the designated doors. All students should exit their school and walk (not run) to the cafetorium. The sidewalks should be used; do not cut across the grass.
- Only students that are participating in the breakfast program will be allowed in the cafetorium in the morning.
- Students are encouraged to use their lunch ID cards to purchase lunches, if ID cards are provided. If no cards are provided students are asked to learn their ID #.
- Only juices, milk and water are allowed in the cafetorium for junior high students. High School students are allowed to bring soft drinks from home to lunch if they are sealed prior to arriving at school.
- Students shall not save seats for other students.
- Upper classmen are allowed to use the courtyard during appropriate weather. Underclassmen with appropriate Tiger Cards may also utilize the courtyard.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Remove all paper from your tray and place in trash containers before putting trays in dishwashing area.
- Students shall not leave the cafeteria until dismissed, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Any student continually creating problems in the cafetorium will be denied the privilege of eating in the cafetorium.
- There is absolutely NO charging of lunches. Payment for lunches may be made via EPAY or by paying in the Junior/Senior High Office.

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

## 6.60 Learning Material Center

The Learning Material Center consists of the printed, non-print, audio-visual and technology areas. A good learning center is vital in today's education system since research is an integral part of the curriculum in many courses. Every student should take full advantage of the wealth of information available to them, including an IMac Center and a PC Center where students have the opportunity to research academic information. The district runs free learning material centers, in that no fines are charged for overdue material. Dependable and responsible use of the Learning Materials Center is encouraged. Students have the responsibility to return materials on or before the due date so that other students and faculty members may use them. Food and drink are prohibited in the LMC.

## 6.70 - Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

Cross-References: PRESS 6:240, *Field Trips*

## 6.80- Access to Student Social Networking Passwords & Websites

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

Cross References: PRESS 7:140, *Search and Seizure*.

## 6.90 - Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal. **(Use at teacher discretion)**

During instructional time, which includes class periods, electronic devices must be kept powered-off and out-of-sight unless:

1. permission is granted by an administrator, teacher or school staff member
2. use of the device is provided in a student's individualized education program (IEP)

3. it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, during passing periods, and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

1. using the device to take photographs in locker rooms or bathrooms
2. cheating
3. creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

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

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

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

## Section 7 - Internet, Technology & Publications

This chapter includes a model acceptable use policy and Internet acceptable use sign-off. Also included is a policy on school-sponsored and non-school-sponsored publications and websites.

### 7.10 - Internet Acceptable Use

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. School Board members and administrators are treated like teachers for purposes of this Authorization. Please read this document carefully before signing.

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

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

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

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

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Using the network for inappropriate, unacceptable, or unethical purposes as determined by the administration;
- Unauthorized or illegal downloading, installation, distribution, and/or reproduction of software or media regardless of whether it is copyrighted or de-virused;
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Damage to data, files, operations, software or hardware components of a computer or system;
- Creation and introduction of computer viruses, trojans, worms, and other malicious programs;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password and/or allowing an unauthorized person to use an assigned account;
- Disruption or distraction of the work of other users;
- Posting material authored or created by another without his/her consent;
- Quoting personal communications in a public forum without the original authors' prior consent;
- Intentionally obtaining or modifying of files, passwords, and data belonging to other users;

- Posting anonymous messages, impersonation of another user, or use of pseudonyms;
- Using the network for commercial or private advertising;
- Use of software or hardware in an attempt to compromise or bypass network security, filter, or disable any security measure;
- Use of the name of the school district and use of written logos or web content provided by the district through its web site without the written consent of the Superintendent.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

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

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

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

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

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

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

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

**Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

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

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

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

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

## 7.10 E1 - Internet Acceptable Use Sign-Off

Dear Parents/Guardians:

Our School District has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. **Students and their parents/guardians need only sign this *Authorization for Electronic Network Access* once while the student is enrolled in the School District.**

The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have an Internet account, sign the *Authorization* form below and return it to school.

Inappropriate use includes but is not limited to:

- Visiting inappropriate websites
- Possessing inappropriate materials or files
- Cheating
- Installing unapproved applications
- Deleting installed applications
- Installing a passcode.
- Defacing or altering the device.
- I will bring the device to school each day.
- I will bring the device fully charged.
- I will not allow others to use or possess the device.
- I will be responsible for the care and safety of the device.
- I will use the device in ways that are appropriate, meet school expectations and are educational.
- I agree to reimburse the school the cost of the device if it is lost or damaged due to negligence in accordance with the outline listed above.
- I understand the device is school property and is subject to be inspected and modified by the district as needed (Adding/Removing apps, programs, media, etc.)

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

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

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

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is



not in a school setting. I have discussed the Acceptable Use of Electronic Networks with my child. I hereby request that my child be allowed access to the District's electronic network, including the Internet.

\_\_\_\_\_  
Parent/Guardian Name  
(Please print)

\_\_\_\_\_  
Date

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

Students must also read and agree to the following before being granted unsupervised access: I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic network, including the Internet.

\_\_\_\_\_  
Student Name  
(Please print)

\_\_\_\_\_  
Date

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

Cross-References: PRESS 6:235, Access to Electronic Networks. PRESS 6:235-E1, Letter to Parents/Guardians Regarding Students Use of the District's Electronic Networks

## 7.20 - Guidelines for Student Distribution of Non-School Publications

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

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

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

Cross Reference: PRESS 7:310, Restrictions on Publications

## Section 8 - Search and Seizure

Here you will find a comprehensive policy on student searches and seizures. The policy includes student rights under State and federal law and procedures for searching students and their possessions.

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 authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student and without a search warrant. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

## **Students**

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

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

## **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Cross-reference: PRESS 7:140, *Search and Seizure*

# **Section 9 – Athletic, Extracurricular/Co-Curricular Activities**

## **9.10 – Athletic, Extra-Curricular & Co-Curricular Activities Code of Conduct**

### **Athletic Code**

The Board recognizes the necessity and validity of an athletic code whose purpose is to ensure behavioral and academic excellence in athletes as part of their athletic education. The athletic code is included as an official part of this document.

## **9.11 Requirements for Participation in Athletic Activities**

### **Introduction**

The athletic, extra-curricular & co-curricular programs in District #208 is geared for high expectations for participants, coaches, parents, fans, and administrators. Each of these has an indispensable role in creating an educational climate that fosters the growth of the individual athlete's potential. We believe that student athletes should conduct themselves as responsible representatives of our schools. One of the major objectives of formal education is that of teaching citizenship and responsibility for one's actions. We believe this to be of primary importance in today's society. Any student athlete representing ROWVA Schools may be suspended from his/her team(s) for any violation or act, either in school or out-of-school, which adversely affects the school's function of achieving its objectives. ROWVA High School is a member in good standing of the IHSA and adheres to the IHSA constitution and by-laws. This organization provides for a progressive set of rules to promote and supervise interscholastic activities. Athletes and coaches should be committed to success, have an intense desire to do their very best, exhibit leadership qualities by example and exhibit positive character traits. Members of teams who fail to abide by this Code or the School Code of Conduct are subject to disciplinary actions. Behavior of team members will be monitored by coaches and school officials in and out of season.

The IHSA Board determines that if a member school accepts and grants credit for work taken in a home school curriculum, and establishes a transcript record for the student and would ultimately issue a graduation diploma for the student upon completion of graduation requirements through the home school curriculum it accepts, and if the student(s) parents are residents of the school district, such student(s) may be granted eligibility for interscholastic athletic participation. Obviously, this requires the local Board of Education to judge whether it can accept work through instruction outside its normal curriculum; but boards already make such decisions in respect to accepting summer school work, correspondence courses, etc. (IHSA By-law 3.025) Therefore, as a general practice, IHSA will grant interscholastic athletic and activity eligibility to home school students under the following conditions:

The home school work must be accepted by their local school district board of education and granted credit toward graduation by the local high school.

The local high school establishes a method of monitoring the home school student's weekly academic performance in order to certify that the student is passing a minimum of twenty credit hours of high school work per week and is meeting the minimum academic eligibility standards for participation.

### **Eligibility Requirements**

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

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form" for High School students and the "Illinois Elementary School Association's "Pre-participation Examination Form" for Junior High students.
2. Parents/Guardian will be required to sign the Concussion Information Sheet at the time of registration, or prior to their child participating in any athletic activity.
3. A **mandatory contact by coaches for parents/guardians and athletes** will be made at the beginning of each sports season as determined by each program.
4. Proof the student is covered by medical insurance for football.
5. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy.
6. A signed agreement by the student and parent/guardian to participate in the District's Random Drug Testing Policy.
7. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

### **Illinois High School Association/Illinois Elementary School Association**

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

## Academic Eligibility

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

Eligibility grades are determined each Monday morning and the weekly ineligibility will run from that Tuesday through the following Monday. On weeks that Monday is a holiday, eligibility will be run on the following Tuesday. All Students must be passing all subjects from the previous week.

1. High School students who do not pass all classes in a semester will be ineligible the following semester. A student that fails a quarter class (ie. Driver's Ed, Consumer Ec) will be ineligible the following two quarters.
2. Junior High students must be passing all subjects from the previous week and will start anew each quarter.
3. Each student must have a minimum of four grades in a class before they can be ruled ineligible.
4. The student's first week of ineligibility will be considered probationary, allowing him/her to practice and play that week. Each student is allowed only one probationary week per season. Weeks on the ineligibility list do not have to be consecutive. The weekly ineligibility hierarchy is as follows:

Week 1: Probationary Week = practice, play (one per season)  
Week 2: Ineligibility Week = practice, no play  
Week 3: Ineligibility Week = practice, no play  
Week 4: Ineligibility Week = no practice, no play  
Week 5: Ineligibility Week = dismissal from the team

## Pay to Participate

1. Each High School student will pay \$50.00 to participate in sports and/or activities. This must be paid in full to the junior/senior high school secretary prior to the first competition, failure to do so will lead to the athlete not being able to participate in any competition. **Registration fees must be paid for in full before a student will be allowed to participate in athletic activities.** Activities included are as follows:

Cross Country	Basketball
Football	Basketball Cheer
Football Cheer	Baseball
Golf	Softball
Volleyball	Track and Field

2. Each Junior High School athlete will pay \$50.00 in sports and/or activities. This must be paid in full to the junior/senior high secretary prior to the first competition, failure to do so will lead to the athlete not being able to participate in any competition. **Registration fees must be paid for in full before a student will be allowed to participate in athletic activities.** Activities included are as follows:

Football	Basketball
Football Cheer	Basketball Cheer
Volleyball	Track and Field

1. If a family has not paid their registration fees or failed to make arrangements mutually agreed upon with administration, their Pay to Participate fees will be applied to their registration fees first.

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

Student athletes must complete a full day of attendance in order to participate in after-school activities, the student-athlete must be in attendance from “bell-to-bell”. **This will apply to both practices and contests and will apply to athletic and non-athletic activities. The only exception to this rule is for students having professional appointments that could not be scheduled outside the school day. A note should accompany the student when he/she returns to school or the school activity.**

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

### **Travel**

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

### **Administrative Procedure - Extracurricular Drug and Alcohol Testing Program**

#### Section 1: Definitions

**Banned Substance:** Any controlled substance as defined by Illinois and federal law, including but not limited to illegal drugs; and any substance banned by any District policy or any policy of an association governing any District extracurricular activity (e.g., IESA, IHSA), including but not limited to alcohol, tobacco, and “performance enhancing” drugs.

**Extracurricular Activities:** Those activities listed as “covered activities” under the ROWVA CUSD Athletic/Activity Code of Conduct. See Student Handbook, Section 9.

**ROWVA CUSD Athletic/Activity Code:** The Code of Conduct for students participating in the listed “covered activities” while in Grades 7-12, as amended from time to time. See Student Handbook, Section 9.

**Trained Personnel:** District staff member(s) trained by the laboratory to collect samples from randomly selected students.

#### Section 2: Drug & Alcohol Testing Procedures

##### Section 2A. Drug & Alcohol Testing Methods

ROWVA CUSD will use various medically and scientifically valid testing methods, which may include hair-sample testing, breath-alcohol testing, or urinalysis. ROWVA CUSD will select the type of testing method and the laboratory.

For the hair sample test, a sample of head hair or body hair will be collected from the student by trained personnel. For the breath-alcohol test, the student must provide an adequate amount of breath so that the measuring device can measure any alcohol concentration in the breath. For the urinalysis test, the student must provide a sample of “fresh” urine according to the quality control standards and policy of the laboratory conducting the urinalysis.

#### Section 2B. Testing Procedures

1. Each student participating in extracurricular activities will be assigned a number. Only this number will be provided to the laboratory with the student’s sample to be tested.
2. The Principal or designee will, from time to time throughout the school year, randomly select students from the pool of all students participating in extracurricular activities for drug and alcohol testing using their randomly assigned number. Each student participant may be tested at any time during the year. The randomly selected students may be tested before, during, or after school and every effort will be made to minimize disruption to instructional time.
3. No student will be given advance notice or early warning of the testing.
4. Upon being selected, the student will be called to the school office and escorted by a school official to the collection location on school grounds. The student will not be allowed to go to his/her locker.
  - a. Selected students must sign any forms that may be required by the testing laboratory. If a student chooses, he or she may notify the trained personnel that he or she is taking a prescription medication.
  - b. Upon being selected for the hair sample test, a sample of head hair or body hair will be collected from the student by trained personnel.
  - c. Upon being selected for breath-alcohol testing, the student must provide an adequate amount of breath so that the measuring device can measure any alcohol concentration in the breath.
  - d. Upon being selected for a urinalysis test, the student shall provide a sample of “fresh” urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
5. If the randomly selected student refuses to take a test, the student shall be considered to have received a “positive” result and the consequences for a positive result will be imposed.
6. If the randomly selected student is unable to provide a sufficient sample for the type of test, the student will be deemed “ineligible to participate” until such time as the student submits for a test with a sufficient sample.
7. If the randomly selected student is present at school, but leaves school before taking the test, the student shall be deemed “ineligible to participate” until such time as the student submits for a test with a sufficient sample.

#### Section 2C. Chain of Custody & Privacy

The laboratory that will conduct the testing will provide training and direction to appropriate staff members, set up the collection environment, guarantee specimens, and supervise the chain of custody.

The trained personnel conducting the collection and testing of a sample shall take steps to ensure the privacy of the student submitting a sample while further ensuring that the chain of custody and validity of the sample is not compromised in any manner. In order to maintain confidentiality, the student’s name will not be on a specimen container; instead, the student’s random identification number will appear on the container.

#### Section 2D. Notification of Test Results

Notification of the test results will be handled as follows:

1. Notification from the laboratory: All test results will be given to the Principal or designee.
2. Notification to the student and parent(s)/guardian(s): The Principal or designee will notify tested students and their parents/guardians of both positive and negative test results.
  - a. Negative Test: If a student's test result is negative, the student will continue participation in extracurricular activities. A letter will be sent home to the student and his/her parent(s)/guardian(s) to notify them of the negative test result.
  - b. Positive Test: If a student's test result is positive, a letter will be sent home to the student and his/her parent(s)/guardian(s) to notify them of the positive test result. The Principal or designee also will call the student's parent(s)/guardian(s) and will schedule a meeting with the student and his or her parent(s)/guardian(s). At that meeting, the test results will be reviewed. The student or his or her parent(s)/guardian(s) may submit evidence of a prescription or explanation for the positive test result. Also at the meeting, the Principal or designee will discuss the consequences of a positive test, educational opportunities for students and families, and additional screening opportunities described in Section 4.
3. Notification to Activity Coaches and Sponsors: Information regarding a positive test result will be shared on a need-to-know basis with the coach or sponsor of the extracurricular activity in which the student participates. The Principal or designee will notify the coach(es) and activity sponsor(s) of the students who tested positive and the respective consequence(s) for each student. The Principal or designee also will remind each coach/sponsor of the confidentiality of the student's test result and consequence. The results of negative tests will be kept confidential and not shared with coaches/sponsors.
4. If a student or parent/guardian believes the test results are erroneous, the parent/guardian has a right to request that a "follow-up" test be conducted by the same laboratory within 3 school days of the reported positive result. The cost of the follow-up test will be the responsibility of the student's parent/guardian. The student will not be allowed to participate in any extracurricular activity until the follow-up test result is available.
  - a. The results of the follow-up test will be considered final.
  - b. If the initial test is verified positive by the follow-up test, the Principal or designee will meet with the student and his or her parent(s)/guardian(s). The student and parent(s)/guardian(s) will be given the names of counseling and assistance agencies. In addition, the Principal or designee will discuss the consequences of a positive test, educational opportunities for students and families, and additional screening opportunities described in Section 4.
  - c. If the follow-up test is negative, the student will be allowed to resume participation in extracurricular activities.

### Section 3: Consequences

1. The consequences for all positive test results and for students who refuse to be tested shall be imposed in accordance with the provisions of the ROWVA CUSD Extracurricular Activity Code of Conduct. See Student Handbook, Section 9.
2. Any student who receives a positive test result will be subject to follow-up testing by the District. The student is prohibited from participating in extracurricular activities until the follow-up test results are negative. Such follow-up testing will take place 90 days after the student received the positive test. A positive test result on the follow-up test will result in additional consequences as a subsequent and separate offense imposed in accordance with the provisions of the ROWVA CUSD Extracurricular Activity Code of Conduct. If the follow-up test is negative, the student will be allowed to resume participation in extracurricular activities.
3. Students who test positive on any initial and follow-up test also will be required to meet with their school counselor and complete a drug education program approved by the District in order to continue participation in any extracurricular activity, with the terms of such continued participation



being governed by the ROWVA CUSD Extracurricular Activity Code of Conduct. Payment for the drug education program is the responsibility of the student's parent(s)/guardian(s).

4. The District reserves the right to continue testing any participating student who had a verified positive test at any time during the school year.
5. A student will be ineligible to participate in all extracurricular activities for one (1) calendar year if he or she tampers or cheats during the sample collection process. This applies to whether the student tampered with or cheated with his/her own collection or with the collection for another student. Any such tampering will be reported to the student's parent(s)/guardian(s) and the student will be subject to consequences under the ROWVA CUSD Extracurricular Activity Code of Conduct.

#### Section 4: Support and Assistance

Designated School Support Personnel: Although the ROWVA CUSD counselor(s) is not an expert in drug and alcohol abuse, he or she is available to discuss treatment opportunities with the student and/or his or her parent(s)/guardian(s). All contact with the school counselor regarding treatment opportunities will remain confidential except as required by law.

Additional Screening: If parent(s)/guardian(s) would like to seek further screening of their child's alcohol/drug use, they should contact the school counselor. Many of the local drug and alcohol abuse institutions will screen a child and recommend treatment options. This additional screening is optional and will be at the parent(s)/guardian(s)'s expense. All contact with the school counselor regarding additional screening opportunities will remain confidential except as required by law.

#### Section 5: Financial Responsibility

1. ROWVA CUSD will pay for all initial random drug tests and any District-required follow-up testing.
2. Any request by a student's parent(s)/guardian(s) for an additional test after a positive test is the financial responsibility of the student's parent(s)/guardian(s).
3. Counseling, additional screening, and subsequent treatment by non-school agencies is the financial responsibility of the student's parent(s)/guardian(s).

#### Section 6: Confidentiality and Record Keeping

Under this drug and alcohol testing policy, no staff, coach, or sponsor shall divulge any information to anyone other than to the student or the student's parent(s)/guardian(s) about a particular student or disposition of the student involved, except as required by law.

Drug testing result sheets will be returned to the Building Principal or designee identifying students by number and not by name. Names will not be kept in open files or on any computer. Result sheets will be kept in a secured location to which only the Building Principal or designee has access.

#### Section 7: Other District Policies

In addition to this drug testing program, the Illinois High School Association ("IHSA") as well as each activity's coaching staff or sponsor may have their own training rules and requirements. Board Policy 7:240 and these procedures in no way limit the enforcement of those policies, rules, or practices by the District and coaches/sponsors. A student who violates a District or team/activity rule or requirement is subject to the consequences as defined in those rules and requirements.

Cross-reference: PRESS 7:240, *Conduct Code for Participants in Extracurricular Activities*, PRESS 7:300 *Extracurricular Athletics*.

## 9.12 Code of Conduct

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

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

Athletic activities are a privilege at ROWVA Schools. With this privilege comes certain responsibilities; one responsibility is to present an appropriate image of a ROWVA student. The coach/athletic director/administrator reserves the right to determine what an appropriate image is for ROWVA students. The athlete will also adhere to the following rules and regulations:

### The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Disrespect people and property in or out of school, student athletes will conduct themselves in an appropriate manner as a representative of ROWVA Schools;
3. Ingest, possess, use, distribute, purchase, sell or be under the influence of or otherwise use a beverage containing alcohol (except for religious purposes);
4. Ingest, possess, use, distribute, purchase, sell or be under the influence of, or otherwise use tobacco or nicotine in any form;
5. Ingest, possess, use, distribute, purchase, sell or be under the influence of cannabis, controlled substances, look-alike substances in any form;
6. Ingest, or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
7. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
8. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or illegal controlled substances are being consumed by minors;
9. Act in an unsportsmanlike manner;
10. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
11. Violate any state or local law at any time, while upon school property, or while in attendance at, or going to and from any school-sponsored activity.
12. Haze or bully other students\*;
13. Violate the written rules for the extracurricular or athletic activity including all of the rules of the IHSA/IESA for any activity or sport in which the student is involved;
14. Behave in a manner that is detrimental to the good of the group or school;
15. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
16. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity;
17. Dress in an inappropriate uniform or outfit as determined by the teacher/coach/administrator/athletic director.

**\*Hazing** is any intentional, knowing, reckless, humiliating or dangerous act directed against a student, by one person or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, holding office in or maintaining membership in any student organization, regardless of his or her willingness to participate is strictly prohibited. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

### **9.13 Disciplinary Responses**

Any violation of the above stated policy while the athlete is enrolled in District #208 will result in suspension from competition and practice. Attendance at practice and games is still required. If, after due process has been afforded, the violations of the athlete are deemed unfounded no disciplinary actions will be taken. The multiple offense format provides for reasonable penalty assessment relative to the frequency of the violations incurred. Athletes, cheerleaders, etc. are given the opportunity to learn from a first-time mistake without arbitrarily barring them from further participation for the remainder of their career.

### **Chain of Command**

Reporting of behavior and other incidents should occur in the following order:

1. Coach
2. A.D.
3. Principal
4. Superintendent
5. Board of Education

### **Due Process Procedures**

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

1. The coach will inform the appropriate building principal of the violation. The coach or administrator will provide due process to the student. The following actions will be taken by the administrator:
  - a. The student should be advised of the disciplinary infraction with which he or she is being charged.
  - b. The student shall be entitled to a hearing before an appropriate administrator.

- c. The student will be able to respond to any charges leveled against him or her.
- d. The student may provide any additional information he or she wishes for the administrator to consider.
- e. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
- f. The administrator will dismiss the charge, if unfounded.
- g. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
  - i. Notification of parent/guardian if the charge is valid.
  - ii. Place the student on suspension.
  - iii. Suspension will carry over from one sport to the next if necessary.
  - iv. If the violation occurs out of the season, the suspension will begin with the next sport in which the athlete participates.
2. If a school suspension results from a violation of the Athletic Code, penalties will run concurrently; an athletic suspension may run longer than the concurrent school suspension.
3. If an athlete is suspended from school, he/she will not be able to participate until the following day when the suspension is over.
4. Sanctions for non-tobacco, alcohol, and drug related violations will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
  - a. **First Offense:** Loss of 1/3 of games and meets scheduled to carry over to the next sport season (if necessary). The 1/3 penalty will be based on the total number of games/meets scheduled for that particular season and will be rounded off as follows: .0 - .49 (rounded down), .50 - .9 (rounded up).
    - i. The varsity schedule of the sport will be used to determine the number of games and/or the date of the return from the suspension. Game cancellations and make-ups are not factored into the term of the suspension. "Meet the team" scrimmages are considered games for suspension purposes.
    - ii. All freshmen are awarded a "clean slate" beginning with the fall of their freshman year.
  - b. **Second Offense:** Loss of a full season of scheduled games/meets. If offense occurs during a sports season, penalty will carry over to the next sports season in which the athlete participates.
  - c. **Third Offense:** Loss of participation in any sport(s) for 365 days (1 year) beginning with the date of the infraction.
  - d. **Fourth Offense:** Any additional offense is automatic dismissal from all sports for the remainder of the student athlete's junior and senior high school interscholastic career.
5. Sanctions for tobacco, alcohol and other drug violations, are based on the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
  - a. **First Offense:** Suspension from participation in 50% of scheduled games.
    - i. The varsity schedule of the sport will be used to determine the number of games and/or the date of the return from the suspension. Game cancellations and make-ups are not factored into the term of the suspension.
    - ii. Honesty Incentive: Self reporting of a violation prior to administration notification reduces the penalty to 25% of scheduled games.
    - iii. "Meet the team" scrimmages are considered games for suspension purposes.
    - iv. All freshmen are awarded a "clean slate" beginning with the fall of their freshman year.

- v. Students who are in the presence of illegal substances are subject to the same penalties as those who participate in the illegal activity.
  - b. **Second Offense:** Suspension from game participation for a calendar year.
    - i. Substance Abuse Program Incentive: Successful completion of an approved program reduces the penalty to 90 school days
  - c. **Third Offense:** Suspension from participation in all athletic programs
6. The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).
  7. The administrator will make a written report of his or her decision and rationale. If a parent or guardian wishes to have the administrator's decision reviewed, the parent or guardian shall provide a written request for review to the superintendent within five (5) days of the decision.
  8. The superintendent shall review all pertinent information and communicate his decision in writing to the parent or guardian within ten (10) days of his receipt of the request for review.
  9. The superintendent's decision shall be final.

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

### **Additional Comments**

- These regulations are minimum requirements and each coach/administrator has the prerogative to establish stricter and additional rules pertaining to the activity supervised.
- These rules may include, but are not limited to: attendance at practice, detentions, curfews, dress, and general conduct of participants during practices, contests and trips, and will be handled by the coach/administrator.
- Athletic suspensions may carry over from one school year to the next.
- All freshmen are awarded a "clean slate" beginning with the fall of their freshman year.
- If a violation occurs in a season, the penalty will be enforced during that particular sport and may carry over into the next sport in which the athlete participates. If carried over, the penalty is prorated so as to complete the remaining percentage of the original punishment.
- If a violation occurs out-of-season, the penalty will be enforced in the next sport season in which the athlete participates.
- To serve the suspension penalty, an athlete must complete the remainder of the sports season during which the suspension is being served.
- If a violation occurs late in the sport season, tournament contests may be used to satisfy the suspension.

Cross-References: PRESS 6:190, Extracurricular and Co-Curricular Activities. PRESS 7:240, Conduct Code for Participants in Extracurricular Activities

### **9.25 Comments**

If a student is not suspended from school but is suspended from a performance organization and performance in that organization is part of his/her grade, the administrator and advisor/sponsor will devise a replacement assignment/activity to protect that student's right to an education.

These regulations are minimum requirements and each sponsor or advisor has the prerogative to establish stricter and additional rules pertaining to the activity or club supervised. These rules may include attendance at practices, contests and trips, and will be handled by the advisors or sponsors. These rules, along with their consequences, are also to be clearly communicated to the student.

### **9.26 IHSA/IESA and Extracurricular Activities Covered Under this Code:**

**IHSA Sanctioned Activities**

Baseball  
 Basketball  
 Bass Fishing  
 Cheerleading  
 Football  
 Cross Country  
 Golf  
 Scholastic Bowl  
 Softball  
 Track  
 Volleyball

**Clubs and Organizations**

Class & Club Officers  
 Art Club  
 Chess Club  
 FCCLA  
 FFA  
 Humane Society Club  
 National Honor Society  
 Spanish Club  
 Student Council  
 Varsity Club  
 Academic Challenge (formerly WYSE)

**Fine Arts Activities**

Jazz Band  
 School Play/Musical

*Any activity that will be charged a classroom grade will not count towards a student's activity suspension.*

Band, Chorus, and Flags are not considered extracurricular. Students in these courses receive grades for participation and therefore are part of the high school curriculum. Discipline issues in Band, Chorus, and Flags will be governed by the school handbook and not by the Activity Code of Conduct.

### 9.30 - Student Athlete Concussions and Head Injuries

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

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

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Cross-References: PRESS 7:305, *Student Athlete Concussions and Head Injuries*

### 9.40 - Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

- High School students that receive an OSS will not be allowed to attend their next scheduled dance if the OSS occurs during that semester and prior to the function. Students that receive multiple OSS' between activities will not be able to attend their next dance. (Homecoming or Prom)
- Junior High Students that receive an OSS will not be allowed to attend their next scheduled dance (Winter Dance) if the OSS occurs during that semester and prior to the function. Students that receive multiple OSS' between activities will not be able to attend their next activity.
- Any student in the JH and/or HS not in academic good standing (failing two or more classes) will not be allowed to attend any dance or school sponsored field trip where prior registration is required while ineligible.

## High School Dances

- Only students who attend ROWVA High school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event.
- Guests should be registered by filling out the dance guest form located in the office prior to the day of the dance and the following rules will be observed.
- A guest must be "age appropriate," defined as no student younger than the 9th grade or any guest over 20 years old is permitted.
- No one can leave the building and expect to return to the dance.
- Students under the influence of alcohol or drugs may not attend.
- All school rules, including the school's discipline code are in effect during school-sponsored dances. Dresses/outfits should fall within established norms of the community.
- Students must be in attendance all day ("bell to bell") on the Friday prior to a dance in order to attend the dance. Any student absent or tardy without appropriate documentation (professional appointment) will not be able to attend the dance.

## Junior High Dance

- ROWVA Junior High students are not allowed to bring guests to a school-sponsored dance.
- All other rules pertaining to High School dances apply.
- Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Cross-References: PRESS 6:190, Extracurricular and Co-Curricular Activities.

## Section 10 - Special Education

This section contains numerous policies and procedures applicable to students with disabilities. Included are policies detailing student and parent rights and discipline of students with disabilities.

### 10.10- Education of Children with Disabilities

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

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

Special education programs are instructional programs and special facilities which enable the student to learn to the best of his/her abilities. If it is thought that a student needs special help, because of a physical or mental disability, the parents are notified and, after receiving parent permission, the student will be tested through the Knox-Warren Special Education District. After the testing, a staffing meeting is held with the parents to go over the results and formulate any steps to be taken.

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

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

## 10.20 - Discipline of Students with Disabilities

### **Behavioral Interventions**

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

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

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

The appropriateness of disciplinary action concerning children with disabilities will be addressed in each student's Individualized Education Program and, if necessary, in a multi-disciplinary conference.

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

## 10.30 - Exemption from PE Requirement [3-HS]

These exceptions are in addition to the PE exceptions available to all students, as found in Handbook Procedure 2.90 (Exemption from PE Requirement).

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

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

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

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

## 10.40- Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of



high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Cross Reference: PRESS 6:300, *Graduation Requirements*

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

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings.

This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

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

## Section 11 - Student Records & Privacy

Policies in this chapter include State and federal student record and privacy notifications. Also included is a policy for schools that collect student biometric information.

### 11.10 - Student Privacy Protections

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

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

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

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

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

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. Sexual behaviors or attitudes.
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 program eligibility.

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

### **Instructional Material**

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

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

## **11.20 - Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Student Temporary record consists of all information that is of clear relevance to the student, but not required to be in the student permanent record. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, or information regarding serious disciplinary infractions. A record of release of temporary record information must be included in the student temporary records. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every four 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.

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 award and a listing of participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for 60 years after graduation or permanent withdrawal.

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

- The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.
- The degree of access a student has to his or her records depends on the student's age.
  - Students less than 18 years of age have the right to inspect and copy only their permanent record.
  - Students 18 years of age or older have access and copy rights to both permanent and temporary records.
- A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected.
- These rights are denied to any person against whom an order of protection has been entered concerning the student.

**The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

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

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

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

### **The right to prohibit the release of directory information.**

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

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

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

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

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

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

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

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

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

Cross-References: PRESS 7:340, *Student Records*

## 11.30 - Military Recruiters & Institutions of Higher Learning

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

## Section 12 - Parental Right Notifications

This chapter includes State and federally mandated notifications. Policies include rights of homeless families, pesticide application notification, and rights of parents to access information about their child's teachers.

### 12.10 - Teacher Qualifications

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

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

If you would like to receive any of this information, please contact the school office.

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

### 12.20 - Standardized Testing

Students and parents/guardians should be aware that students in grades 3-12 will take standardized tests on days or during periods of time as designated by the state. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best

performance by doing the following:

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

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

## 12.30 - Homeless Child's Right to Education

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

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

Assistance and support for homeless families includes:

1. Educational organizations and schools
2. Food bank and meal programs
3. Local service organizations (Goodwill, Salvation Army, etc.)
4. Family shelters
5. Medical services

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

## 12.40 - Sex Education Instruction

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

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

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

### 12.40 E1 - Notice to Parents on Sex Education Instruction

Date

Class and Time  
Teacher

Classes or Courses on Sex Education, Family Life Instruction, Instruction on Diseases, Recognizing and Avoiding Sexual Abuse, or Donor Programs for Organ/Tissue, Blood Donor, and Transplantation.

For your information, State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

**Request to Examine Instructional Material**

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete the following statement and return it to your child's classroom teacher within 5 days.

I request to examine the instructional materials and course outline for this class.

---

\_\_\_\_\_  
Student (please print)

\_\_\_\_\_  
Parent/Guardian (please print)

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

\_\_\_\_\_  
Date

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

## 12.50 - Parent Involvement Compact

The Junior High School annually has a meeting for all 7<sup>th</sup> Grade and/or new student Parents/Guardians, which takes place on the first Tuesday of school at 6:00 pm, in the Jr./Sr. High School LMC.

The High School annually has a meeting in February for all incoming freshmen Parent/Guardians in the High School Gymnasium. This date will be determined by the availability of the gym and the students and will be communicated to the parents/guardians.

At the meetings, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of

the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least one week before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

Athletic Booster Club

Music Booster Club

Parent Teacher Organization

FFA

FCCLA

Volunteering at athletic events (scorekeeper, run clocks, track meets)

School Musical

The school provides Parents/Guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Adam Seaney at 309-483-6371 or [aseaney@rowva.k12.il.us](mailto:aseaney@rowva.k12.il.us).

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Adam Seaney at 3090483-6371 or [aseaney@rowva.k12..il.us](mailto:aseaney@rowva.k12..il.us).

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and



schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Cross Reference: PRESS 6:170, *Title I Programs*

## 12.60 - English Learners

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

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

For questions related to this program or to express input in the school's English Learners program, contact Adam Seaney at 309-483-6371 or [aseaney@rowva.k12.il.us](mailto:aseaney@rowva.k12.il.us).

Cross Reference: 6:160, *English Learners*

## 12.70 - School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

All parents, guardians, and visitors are to report to the office when entering the school. The school office will assign an identification badge to the person visiting and this identification badge shall be worn by the visitor until it is time to leave the building. No unauthorized person shall be permitted in the hallways, outside of the classroom doors, or on the campus without the specific permission of the principal. Parents are encouraged to visit classes as observers. Appointments for such visits are a courtesy to the teacher and will result in less disruption of the educational program. If a parent wishes to confer with the teacher, an appointment should be made for a time outside of school hours. Children living outside the District or who are not of school age are not permitted to visit classes. Students may not bring guests to school except as part of the school's educational program. Failure to abide by this rule may lead to removal from the facility by the proper authorities.

## 12.80 - Pesticide Application Notice

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

Laura Woodside  
309-483-6371  
[lwoodside@rowva.k12.il.us](mailto:lwoodside@rowva.k12.il.us)

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

## 12.90 - Mandated Reporter

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

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

## 12.100 - Unsafe School - Transfer

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

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

## 12.110 - Sex Offender Notification Law

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

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

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

A violation of this law is a Class 4 felony.

## 12.120 - 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/>.

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

