

Shelbyville Community Unit School District No. 4

2023-2024 School Calendar

August	16	Teacher's institute Day – No School
	17	First Day of School – Student Attendance / Student Dismissal - 2:00
September	4	Labor Day – No School
	6	School Improvement – Student Dismissal - 11:30
	20	School Improvement – Student Dismissal – 2:00
October	4	School Improvement – Student Dismissal – 2:00
	9	Columbus Day – No School
	13	End of First Quarter
	18	School Improvement – Student Dismissal – 2:00
	18	Parent/Teacher Conferences - 3:30-7:00 PM
	19	Parent/Teacher Conferences - 3:30-7:00 PM
	20	Teacher's Institute
November	1	School Improvement – Student Dismissal – 11:30
	15	School Improvement - Student Dismissal – 2:00
	22	Student Dismissal – 2:00
	23-24	Thanksgiving Holiday – No School
December	6	School Improvement – Student Dismissal – 2:00
	15	Student Dismissal – 2:00
	15	Semester Ends
	18-29	Christmas Holiday - No School
January	1	No School
	2	Teacher Institute – No School
	3	School Resumes
	10	School Improvement – Student Dismissal – 2:00
	15	Martin Luther King Day – No School
	24	School Improvement – Student Dismissal – 2:00
February	7	School Improvement – Student Dismissal – 11:30
	19	Presidents Day - No School
	21	School Improvement – Student Dismissal – 2:00 P.M.
March	4	Casimir Pulaski Day – No School
	6	School Improvement – Student Dismissal – 2:00 P.M.
	8	Third Quarter Ends
	20	School Improvement – Student Dismissal – 2:00 P.M.
	28-29	Spring Break / No School
April	1	Spring Break / No School
	3	School Improvement - Student Dismissal – 2:00 P.M.
	17	School Improvement - Student Dismissal – 2:00 P.M.
May	1	School Improvement – Student Dismissal – 2:00 P.M.
	20	Last Day of School – Student Dismissal – 2:00 P.M.
	21	Teacher's Institute

May 22nd – May 30th Emergency Days – If emergency days are used during the school year, the last day of school will change accordingly.

Introductory Information & General Notices

General School Information

BOARD OF EDUCATION

Ellen Trainor, President
Scott West, Vice-President
Gary Hayden, Secretary
Rob Bosgraaf
Jake Hankins
Vince Warren
Abbie Ballard

UNIT OFFICE

720 West Main Street
Shelbyville, IL 62565
(217) 774-4626 FAX (217) 774-2521
Superintendent of Schools: Shane Schuricht
Administrative Assistant: Connie Hall
Unit Bookkeeper: Kendra Gallagher

MAIN STREET SCHOOL/KINDERGARTEN CENTER

225 W. Main Street
Ryan Scott, Principal
Shannon Shallenberger, Early Childhood Director
(217) 774-4731 FAX (217) 774-3016

MOULTON MIDDLE SCHOOL

1101 W. N. 6th Street
Russell Tomblin, Principal
Silas Pogue, Dean of Students/Athletic Director
(217) 774-2169 FAX (217) 774-3042

SHELBYVILLE HIGH SCHOOL

1001 W. N. 6th Street
Kyle Ladd, Principal
Silas Pogue – Dean of Students/Athletic Director
(217) 774-3926 FAX (217) 774-5836

SPECIAL EDUCATION OFFICE

1101 W. N. 6th Street
Denise Bence, Special Education Coordinator
(217) 774-2188 FAX (217) 774-2198

School Board Meetings

The Shelbyville Board of Education generally holds regular monthly meetings at 7:00 P.M. in the cafeteria at Shelbyville High School, 1001 W. N. Sixth Street, Shelbyville, Illinois. The regular Board meetings are scheduled on the following dates for the 2023-2024 school year.

July 20 th , 2023	August 17 th , 2023
September 21 st , 2023	October 19 th , 2023
November 16 th , 2023	December 21 st , 2023
January 18 th , 2024	February 15 th , 2024
March 21 st , 2024	April 18 th , 2024
May 16 th , 2024	June 20 th , 2024

These meeting dates and time are subject to change. Special Board meetings may also be held. Notice of regular meeting times and places as well as Special Board meetings will be provided to the local newspaper for publication.

Parents and members of the community are invited to attend Board meetings and are offered an opportunity to address the Board at regular Board meetings during the Audience portion of the meeting. Persons having items to bring before the Board should submit a request to the Superintendent at least two weeks before the Board meeting.

School Operations During a Pandemic or Other Health Emergency

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.

8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Enrollment Procedures

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

Children entering kindergarten must be five (5) years old on or before September 1st. This is a minimum age so it is possible that parents may choose to hold their children out of school for one year to permit an additional year of maturity.

Shelbyville Community Unit School District No. 4 operate on an annual promotional system. Children who enter our district will be assigned to the grade level from which they registered in September at their previous school.

All children living in the district between the ages of six (6) and seventeen (17) are required by the Illinois School Code to attend school. Students receiving special education services between the ages of three (3) and twenty-one (21) are entitled to attend the district's schools until they graduate.

Students enrolling in the District for the first time must present:

1. A birth certificate or other reliable proof of identity and age. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate or other reliable proof of identity and age, 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, as required by Board policy 7:60, Residence.
3. Proof of disease immunization or detection and the required physical examination, as required by State Law and Board policy 7:100, Health Examinations, Immunizations, and Exclusion of Students. Dental examinations are required for students in kindergarten, second grade, and sixth grade.
4. Late enrollment charge schedule: 100% First Semester, 75% Third Quarter, 50% Fourth Quarter

Arrival/Dismissal Times

Students are discouraged from arriving at school before 7:50 A.M., or 7:35 A.M. for the Breakfast Program. All Shelbyville schools start at 8:00 A.M. and dismiss at 3:00 P.M. on regular school days. Students arriving late are required to sign in at the school office before entering class.

Daily Bulletins - Moulton & High School

The purpose of the Daily Bulletin is to give official information to the student body concerning the activities of the school. The Daily Bulletin is issued from the principal's office each morning. Teachers and students who have material for the Daily Bulletin should hand it into the principal's office on the day preceding its appearance in the Daily Bulletin. It is the student's responsibility to read the Daily Bulletin. A copy will also be posted each day on the district website: www.shelbyville.k12.il.us

Safety Patrols/Crossing Guards

Main Street: Crossing guards are normally provided at the Main Street School, at Sixth Street, and at Vine Street. Parents should insist that students cross only at these crossings that are manned by guards. Students waiting to cross at a crossing guard station will remain on the curb until they are told to cross by the guard. The crossing guard will enter the street and then will signal for students to cross.

Moulton School: We do not feel that students in elementary school should patrol intersections which are not contiguous with school boundaries. The Moulton patrol is in the Moulton Drive off Spruce Street. Students are not to cross 6th Street at Spruce Street in the afternoon due to heavy traffic. Patrol members are on duty for 15 minutes before the beginning of morning classes and after school. All pupils are expected to obey the safety patrol members who are there for the welfare and safety of our children. Adult crossing guards are at Main Street and Vine Street crossings on Main Street, and at 6th Street and Vine Street. Failure to obey patrol members or adult crossing guards will result in disciplinary action.

Lockers

Lockers are for the convenience of students but remain the property of the school. The rights of personal property, as well as the rights of the school, must be afforded consideration. The administration, or other designated faculty member, is authorized to open lockers and to inspect the contents, including personal belongings of students. School officials will search lockers only when the school official has reasonable suspicion to believe that the contents threaten the safety, health, or welfare of students, or include suspected stolen property or items which are specifically prohibited by law, Board policy, or school regulations. Students are personally responsible for all contents in their lockers. Students are allowed, with proper caution, to display inside the locker pictures, posters, schedules, school spirit items, etc. Students will be asked to remove from their lockers any inappropriate displays. The school is not responsible for items lost or stolen from lockers. Use caution in allowing articles of sentimental or monetary value to be brought to school.

Bicycles

Students who ride bicycles to school must park them immediately upon arrival at school in the racks provided. They are not to be ridden during the school day. Students are not permitted to borrow other student's bicycles. The school assumes no responsibility for damaged, lost, or stolen bicycles. It is suggested that students buy sprocket locks and use them when bicycles are parked in the racks. Students are reminded that bike riders must follow all traffic rules and directions. Bicycles should be walked directly off school grounds at the close of the school day and should not be left on school grounds overnight.

Media Center/Library

The library is open from 8:00 a.m. through 3:00 p.m. and before and after hours by special permission. The basic print material may be checked out two weeks at a time and may also be renewed if the material is not requested by another party. Reserve and reference material may be checked out overnight (after

school hours). Periodical materials and non-print materials may be used only in the resource area and may not be checked out.

Telephone

A student may not be interrupted during school hours by outside calls and messages. Parents wishing to contact a classroom teacher should be prepared to leave a message for the teacher to call back at a convenient time. The school telephone is a business telephone and is to be used, with permission, only for emergency calls. Emergency calls should be made to the office.

Parent/Teacher Conferences

The report card cannot possibly communicate to the parent everything which the teacher would like to express or everything which the parent would like to know. An opportunity for parent-teacher conferences is provided soon after the end of the first quarter, but conferences are encouraged at any time throughout the year through the initiative of either the parent or teacher as the need arises. Parents are invited to visit school at any time, and are urged not to wait for special occasions.

School Sponsored Activities

During the school term and into vacation periods, including summer, there are a number of activities involving students which are sponsored by groups and individuals. These activities appear on the surface to be school sponsored, but are not. Parents, guardians, or students who question whether an activity is school sponsored should always call the office of the school concerned. The secretary or the principal will have the answer. A properly sponsored and school approved activity has certain identifying characteristics that help parent(s) or guardian(s) and students determine what is school sponsored and what is not. They are:

- 1) A school sponsored activity is always approved by the school principal and is always on the school calendar.
- 2) Unless it is a school sponsored field trip it always takes place on school grounds or grounds approved for school use.
- 3) It is always supervised by a teacher or a teacher aide assigned by the principal for that purpose.

Video Policies

Main Street School: All teachers at Main Street School will show only “G” rated videos in addition to the videos purchased by the school and housed in the library that may be unrated. Any teacher wishing to show a “PG” rated video for academic and/or special reward purposes must provide a parental permission slip to each student. Only those students returning parental permission slips will be allowed to view the video. The teacher must preview “PG” videos prior to showing it in class.

Moulton School: All teachers at Moulton Middle School will show only “G” or “PG” rated videos in addition to the educational videos purchased by the school and housed either in the library or individual classrooms that may be unrated. Teachers must have reviewed all material prior to showing. Any teacher wishing to show a “PG 13” rated video for academic and/or special reward purposes must provide a parental permission slip to each student. Only those students returning parental permission slips will be allowed to view the video. The teacher must preview “PG 13” videos prior to showing it in class and must notify the principal in advance of any showing.

Shelbyville High School: Age appropriate material only. Inform parents in advance if material may be controversial. Parents will have the opportunity to have their child participate in an alternative activity. Teacher must have reviewed material prior to showing and determine the educational value of the material.

Visitors

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

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

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

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

Equal Opportunity and Sex Equity – Title IX

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Shelbyville CUSD #4 Title IX Coordinator – Russell Tomblin.

Supplemental Insurance for Student Accidents

Accident insurance, including catastrophic coverage for athletes, is provided for all students by the school district. The coverage is supplemental to family coverage and covers only school-time accidents. Twenty-four-hour coverage is available at an additional cost to parents. Accidents should first be reported to the teacher or principal immediately. Please contact the school office for forms to complete.

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.

School Volunteers

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

Invitations & Gifts

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

Main Street School Parties

Three all-school parties are held each year: Halloween, Christmas and Valentine's Day. Room mothers sponsor the Halloween and Valentine's Day parties and teachers sponsor the Christmas party. Parents are asked to refrain from sending refreshments, treats or gifts to school for the purpose of commemorating birthdays or other special events without first contacting the teachers for approval. An alternative might be donating a book to the school library in the child's name.

Emergency Situations / School Closings

Shelbyville Unit No. 4 has detailed plans and procedures for emergency situations that may arise in relation to school. Emergency information is posted in each classroom and in other places throughout each school building. Each classroom teacher reviews the emergency information with students and the students practice disaster drills to prepare students and teachers for getting to the best safety location in an emergency. Security cameras are located throughout each building.

School plans call for the notification of parent(s) or guardian(s) directly, and by area/local radio and T.V. stations as soon as possible. The School District has a notification system which will send voice and text messages to each student's parent(s)/guardian notifying them of any school closings, delays or cancellations due to inclement weather. School closing is also announced on the following T.V. stations and websites:

T.V. Stations - WAND/Decatur 17

WCIA/Champaign 3

Websites - School Website - www.shelbyville.k12.il.us

When possible - first announcements will be made no later than 6:30 A.M. when school will not be held on any given day.

Video & Audio Monitoring Systems

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

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.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan 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.

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 school principal. Parents/guardians are responsible for and must:

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

For further information, please contact the Building Principal.

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.

Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

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

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

Parent Organizations and Booster Clubs

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

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

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

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

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

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

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

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

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

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

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

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

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

Warning Signs of Boundary Violations

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

Examples of boundary violations include:

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

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chat line at online.rainn.org

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

Faith's Law Notifications

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

Prevention of Anaphylaxis

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

Student Transfers

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. The Superintendent is delegated all authority granted to the School Board in order to implement this policy, subject to specific Board action to the contrary. 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.

Notification of Intent to Transfer Records

The parent(s)/guardian(s) of eligible students are hereby notified that upon notification of student enrollment or intent to enroll in another school, the records will be transferred. It is understood that parent(s)/guardian(s) or the eligible student have the right to view contents and/or receive a copy under conditions previously specified.

Student Withdrawal

Parent(s) or guardian(s) of students who intend to withdraw from school must notify the building principal. Information that will assist enrollment in another school will be provided by the school office. A student transferring to an Illinois school must have a **Student Transfer Form** completed by the principal to indicate to the school whether the student left Shelbyville Schools "in good standing". School records will be sent when requested by school officials after enrollment in another school.

Re-Enrollment

Re-enrollment shall be denied to any individual above the age of 17 years who had dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 22nd birthday. A person denied re-enrollment will be provided 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 Act or accommodation plans under the Americans with Disabilities Act.

Attendance

School Arrival/Start/Dismissal Times

Students are discouraged from arriving at school before 7:50 A.M. or 7:35 A.M. for the Breakfast Program. All Shelbyville schools start at 8:00 A.M. and dismiss at 3:00 P.M. on regular school days. Students arriving late need to sign in at the school office before entering class. The school district expects all students to attend school, to be on time, and to bring appropriate school materials with them. Illinois Law (105 ILCS 26-2A) requires a parent or guardian to cause a student to attend school each day it is in session.

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.

Student Absence Procedure

Shelbyville Schools strive for 100% attendance at all grade levels. Regular and prompt attendance at school is extremely important, but an ill student should not be in school since this may result in his/her health being impaired and may result in other students being exposed to a communicable disease. Whenever a student is absent the following procedures should be followed:

(1) Parent(s) or guardian(s) are to call the school by 8:30 A.M. each day of a student's absence and indicate the reason for the absence. State law requires the school to call parent(s) or guardian(s) at home or work if the school has not been notified about a student's absence. The Shelbyville Schools shall make a reasonable effort to telephone parent(s) or guardian(s) within two (2) hours after the first class to notify of a K-12 student's absence, if such student is absent without valid cause.

(2) In situations where a parent or guardian does not notify the school by phone when a student is absent, a written note is required from the parent or guardian within two school days or the absence will be considered unexcused. This note should contain:

- a) The date or dates of absence;
- b) The specific reason for absence or tardiness;
- c) The parent's or guardian's signature.
- d) If a student has seen a doctor during the absence, a note from the doctor stating the date and time of the office visit, when the student may return to school, and any restrictions required.

(3) High school students who are absent for any reason must obtain an admit slip from the office upon their return to school and before the beginning of school. Students will not be admitted to class without the admit slip.

(4) It shall be the responsibility of the student to present make-up work to his/her teacher within a period of time equal to the number of days absent. Parent(s) or guardian(s) should check to make sure their child has completed all make-up work and turned in the work. Following are some guidelines about make-up work:

(a) The parent(s) or guardian(s) should call the school office and request that assignments for the missed days. Parents may pick up these assignments after 3:00 P.M from the office. Parent(s) or guardian(s) should obtain their child's books from that student's locker or desk.

(b) In the case of an anticipated absence, arrangements should be made with the student's teacher(s) to obtain and complete assignments prior to the absence.

(5) As a courtesy to parents, a note is sent home after a student is absent for 5, 10, and 15 days no matter whether the absences are excused or unexcused.

Student Absences

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

For students who are required to attend school there are two types of absences: Excused and Unexcused. Excused absences include: illness, (including mental or behavioral health of the student), 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 mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Each student will be permitted a maximum of five (5) days of absence per semester for medical reasons and other excused absences which must be certified by a parental note or phone call. After the fifth day of absence per semester, the student's parent or guardian will be notified that parental calls or notes will no longer be accepted to excuse an absence. Any additional medical absences will require a doctor's excuse stating the student was seen by a doctor and is excused from attendance at school for a specified duration of time or days. If this documentation is not provided, the absence will be considered unexcused. Doctor's notes must be provided within three (3) days after the student returns to school. When any excused absence is known in advance (such as doctor's appointment, funeral, etc.), it is recommended that an Anticipated Absence form be filled out.

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

All other absences are considered unexcused. 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 who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments, this includes students that are pregnant. Students who are unexcused from school will not be allowed to make up missed work. A record of unexcused absences will be kept for each student by semester.

It is important to note that the decision on whether or not an absence is to be "excused" or "unexcused" rests with the school principal. Parents have the right to appeal to the Superintendent and/or the Board of Education.

Examples of unexcused absence:

- helping at home
- not returning from doctor's appointment
- car trouble
- Personal business
- Hair appointments
- Baby-sitting
- Traffic court (unless by subpoena)

Students must be in attendance the last half of the day in order to attend or participate in a school sponsored event on that day. Exceptions will be made in the case of a previously scheduled medical appointment or other special circumstances such as a family emergency.

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

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

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of

Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

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

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

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

Medical/Dental Appointments

The school does not encourage absences for routine medical and dental appointments during the school day and encourages parents/guardians to make such appointments after school and/or on weekends. In the event that this is not possible, the student's parents/guardians must call the school office to verify an excused absence for medical reasons prior to the appointment and provide an appointment card from the doctor/dentist upon return to school. Doctor's notes must be provided within three (3) days after the student returns to school.

Anticipated Absences

Anticipated absences for travel, distant vacations of parents, or unique work experiences may provide valuable learning experiences outside the school and classroom. A decision that results in a student missing school for the reasons mentioned is properly the responsibility of the parent(s) or guardian(s), the student, and administrator, and should certainly consider the student's current progress, behavior, or attendance in school. Students contemplating absence from school must complete the Anticipated Absence form upon which is stated the dates of and reasons for the absence. This form is available in the school office and should be turned into the school office prior to the planned absence. Arrangements should be made with the student's teacher(s) to obtain and complete assignments upon return.

College Days

- 1) Seniors are allowed 2 college visit days (not including any required college entrance testing). Juniors may apply to the High School Principal for college days.
- 2) Students are to make arrangements with the Guidance Office **two days prior** to bringing a note for an anticipated absence. After bringing a note to the Guidance Office from your parent/guardian giving permission to take a college day, they will be given an anticipated absence.
- 3) Return the signed anticipated absence to the Guidance Office.
- 4) If a teacher does not excuse the anticipated absence it will not be excused as a college day.
- 5) Students are to bring a signed statement from the college visited back to the High School office upon their return or the absence will not be excused.

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 all missed work, including homework and tests, for equivalent academic credit.

Truancy

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular 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.

A program of aid and discipline will be followed for students with unexcused absences. The process is as follows:

- The first unexcused absence starts the process.
- The sixth unexcused absence will be an automatic referral to the Truancy Intervention Program (TIPS).
- The ninth excused absence will be an automatic referral to the Truancy Intervention Program (TIPS).
- The ninth unexcused absence results in the student being referred to the Regional Office of Education and begins the legal process.

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

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. A student who is chronically truant may be determined to be ineligible for reward events and extracurricular activities, school dances and other privileges to be determined by administration.

Academics

Moulton Promotion & Retention

Basic guidelines for Promotion and Retention for Grades 4-8 are as follows:

- 1) Students working two or more years below grade level will be retained at least once before being promoted to the next grade. It would be an exception that a student would be retained more than twice in grades K-8.
- 2) Students in special education classes may will be exempted from this policy and placed according to their IEP recommendations.
- 3) In order for a student to be promoted to the next grade, a student in grade 6-8 must fail no more than 1 subject for the year. The subjects being considered are Math, English, Reading, Social Studies and Science. They will be averaged by the percent received each quarter. In grades 4 and 5, a student must pass in the 3 of the 4 following areas: Language Arts, Math, Science and Social Studies. A student passes by receiving a "D" or above as a final grade average in each course taken.
- 4) Parent(s) or guardian(s) will be notified of potential failure at semester time and also at the end of the following quarter.
- 5) The principal will rule in cases that have extenuating circumstances, including cases of illness, students who move into the district, and any other unusual happening.

Students failing to meet academic credit expectations are required to meet one or more of the following remedial options:

- 1) The student repeats the grade or course(s).

With Principal Approval: The student may go to approved summer school (when offered) to earn credit not received during the regular school year. A 1/2 credit could be earned in summer school. This would be two hours per day, for 4 weeks. Only 1/2 credit for one semester's work can be made up in a summer class for any one course. It might be possible to earn another 1/2 credit in a second course, if one is offered.

Grading and Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. Kindergarten and Pre-School Reports Cards will be sent home with students three times per year. The first report card will be complete and ready to discuss by Parent-Teacher Conference.

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

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

High School Graduation Credit Requirements

General Requirements

- 4 Credits of English
- 3 Credits of Math (1 must be Algebra & 1 must contain Geometry content)
- 2 1/2 Credits of Social Studies (including 1 credit of U.S. History, 1 credit of World History and 1/2 credit of Civics)
- 3 Credits of Science (beginning with the class of 2024, 3 credits of science will be required for graduation)
- 1 Credit of Computer Oriented Technology
- 1 Credit of Foreign Language, Music, Art, or Vocational Education
- 1/2 Credit of Health
- 2 Credits of P.E.
- 1/2 Credit of Consumer Education
- 1/2 Credit of Freshman Focus (waived for students transferring after 9th grade)
- Minimum required credits: 25 credits

Writing Requirements

- 2 Years of Writing
 - 1 as part of English
 - 1 may be English or Composition I & II, Writing Essentials or another Principal approved course.

College Recommendation Requirements

College bound students pursuing entrance into a 4-year institution will not be recommended unless they meet the following Board of Higher Education requirements:

- 4 Credits of English
- 3 Credits of Math
- 3 Credits of Lab Science (not including Health Occupations)
- 3 Credits of Social Studies
- 2 Credits Foreign Language or Music, Art, Vocational Education

Consumer Education Requirement

One of the following courses may be taken to meet the Consumer Education requirement:

Adulting 101 Introduction to Business Economics Personal Finance Intro to Ag

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

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

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

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

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

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

National Honor Society

Students are considered for induction into NHS if they have cumulative GPA of 3.667 at the end of their 4th semester of high school. All students meeting this criterion are invited to submit a form that shows their commitment to community service and leadership. In addition, each teacher is asked to evaluate students with whom they have worked in the classroom or during extracurricular activities in the areas of Leadership, Character and Service. Students must achieve a total of 80% in the areas evaluated by teachers in order to be inducted into **NHS. Students must have a minimum of 20 service hours to be considered for induction.**

Distinguished Scholar Criteria

- 1) Unweighted GPA: 3.75/4.00
- 2) SAT: 1400 OR ACT: 30
- 3) At least one academic indicator in ELA and Math during Junior/Senior Year
- 4) Three Career Ready Indicators during Junior/Senior Year
- 5) 95% Attendance Junior/Senior Year

College and Career Ready Criteria

GPA: 2.80/4.00

95% Attendance Junior/Senior Year

College and Career Pathway Endorsement under Postsecondary Workforce Readiness Act

Or, all the following:

- A) One Academic Indicator in ELA and Math during Junior and Senior Year
- B) Identify a Career Area of Interest by the end of Sophomore Year
- C) Three Career Ready Indicators during Junior/Senior Year

Career Ready Indicators

1. Career Development Experience
2. Industry Credential
 - Work-related credential – individual qualifications for a particular industry. Examples – CPR, OSHA training, Forklift Operation, AutoCAD User, Certified Welder
3. Military Service
 - Enlistment as a junior to attend Basic Combat Training before senior year OR JROTC participation OR ASVAB score of 31+
4. Dual Credit Career Pathway Course (College credit earned)
 - Any dual credit course
5. Completion of a Program of Study
 - At least two courses in a Career and Technical Education program
6. Attaining and maintaining consistent employment for a minimum of 12 months
 - Must be verified through pay stubs, timesheets, or a signed letter
 - 480+ hours per summer
7. Two consecutive summers of employment
 - Must be verified through pay stubs, timesheets, or a signed letter
 - 120+ hours per summer
8. 25 hours of community service
 - Written verification by supervisor
9. Two or more organized co-curricular activities
 - Must be connected to academic curriculum

Achievement of Academic Excellence Award

The Shelbyville Unit 4 Board of Education desires to recognize all students who excel in their high school career at Shelbyville High School. The Board of Education Achievement of Academic Excellence Award is awarded to any Shelbyville High School student who achieves a perfect academic record of all **A's** in courses taken in his/her high school career who is not Valedictorian or Salutatorian of their class.

High School Course Descriptions

Course Description Books are available online via the district website. Not all courses listed may be offered each year.

Semester Exam Policy

- Semester Exams are worth 15% of the total grade for a course
- Administration will determine what constitutes “3 absences” for the purpose of exam exemption (medical excuses will likely *not* count toward these absences)
- Regardless of SHS criteria as described below, 11th and 12th grade students in Dual Credit courses may take the final exam at the discretion of the dual credit instructor.

1st Semester Exams

Grade Level	Criteria	Which Exams
9 th Graders	Must take Exams Semester 1	All classes
10 th Graders	Must take Exams Semester 1	All classes
11 th Graders	Must take Exams Semester 1	All classes
12 th Graders	<i>Exempt if meet benchmarks on SAT (to be determined)</i>	Exempt for all classes
12 Graders	<i>Do not meet SAT benchmarks, must take Exams Semester 1</i>	All classes

2nd Semester Exams

Grade Level	Criteria	Which Exams
9 th Graders	Must be getting a B- or above in a class <i>and</i> have less than 3 absences to be exempt	Only take exams in classes with C+ or lower OR over 3 absences
10 th Graders	Must be getting a B- or above in a class <i>and</i> have less than 3 absences to be exempt	Only take exams in classes with C+ or lower OR over 3 absences
11 th Graders	Must be getting a B- or above in a class <i>and</i> have less than 3 absences to be exempt	Only take exams in classes with C+ or lower OR over 3 absences
12 th Graders	ALL 12th graders will be exempt from Semester 2 Exams*	Exempt from taking all

**Seniors may elect to take Semester 2 Exams if they want to try and improve their grade in their classes.*

Graduation Awards

Valedictorian and Salutatorian - Minimum Qualifications

The Shelbyville Board of Education, Administration, and High School Faculty award the titles of Valedictorian and Salutatorian should be awarded to the student or students who represent their class as the person or persons who have achieved the highest level of academic excellence (Valedictorian) and the second highest level of academic excellence (Salutatorian). The following qualifications shall be used to determine which student or students have earned the honor of representing their class as Valedictorian and Salutatorian:

Successfully completed a rigorous course of study that includes the following academic subjects:

- 4 credits of English
- 4 credits of Math (excluding Pre-Algebra and Applied Math)
- 4 credits of Science (not including Health and including at least one Advanced science course)
- 3 credits of Social Studies
- 2 credits Foreign Language and/or Vocational Ed and/or Fine Arts

Achieved the highest GPA (while meeting the above requirements) for Valedictorian.

Achieved the second highest GPA (while meeting the above requirements) for Salutatorian.

GPA will be calculated based on 8 semesters at an accredited public high school.

High School Rank in Class

Rank in class is one of the factors many colleges and universities use to determine if a student is to be admitted. High School rank in class is determined by assigning points to grades in all non-remedial type unit and half unit courses. Rank in class is available to students after the fifth semester of their junior year. Final transcripts are sent to post-secondary institutions only upon request of the student. It is not automatic.

Class Grades—Pass or Fail are not counted in determining class rank. Only courses taken within the seven periods during the regular school day (8:00 a.m. – 3:00 p.m.) will be counted toward Grade Point Average for Honor Roll and Class Rank.

High School Student Classification – beginning with Class of 2021

Freshmen (0 - 6.25 credits), Sophomores (6.5 - 12.25 credits), Juniors 12.50 - 18.25 credits), and Seniors (18.5+ credits)

Students are not allowed to accelerate grade levels due to an accumulation of credits. Credits for student grade level classification will only be evaluated at the beginning of a school year. A student is not able to change grade levels during a school year.

Grading Systems

Main Street: Grades K-3 in Shelbyville Community Unit School District No. 4 utilizes the following grading symbols:

E – Exceeds expectations

M – Meets Expectations

N – Needs Improvement

Moulton School: Grades 4-8 in Shelbyville Community Unit School District No. 4 use the letter system of **A (90-100), B (80-89), C (70-79), D (60-69), and F (0-59)**. Electives will be graded using P (60-100) and F (0-59). An **I** for incomplete may be given, if the teacher feels the student needs more time to make up work. If work is not made up during the period of time designated for make-up or ten (10) school days after the end of the grading period, the grade of incomplete automatically becomes a **F**.

Grades 6-8: Students are notified of individual teacher class requirements for achieving each letter grade (or passing requirements) at the beginning of each class by the teacher.

Moulton Middle School/High School Grading Scale

A - 94-100

A- - 90- 93

B+ - 87–89

B - 83-86

B- - 80-82

C+ - 77-79

C - 73-76

C- - 70-72

D+ - 67-69

D - 63-66

D- - 60-62

F

High School: Weighted Grades:	Calculus	Advanced Chemistry
	Environmental Biology	Advanced Literature
	Physics	Spanish IV
	U.S. History 1945—Present (semester course)	
	Agribusiness Management (semester course)	
	Farm Management (semester course)	

To receive weighted credit, the student must complete both semesters of the course. The exceptions are Farm Management, Agribusiness Management and U.S. History 1945—Present.

The maximum number of weighted credits a student could complete would be 7.5 credits.

One (1.0) grade point would be added to each earned grade of A, B, or C in a Weighted Course. An earned grade of a “D” would not qualify for the weighted grade point addition.

Honor Roll

Shelbyville Community Unit School District No. 4 recognizes excellent scholarship of Moulton and Shelbyville High School students by means of the honor roll published each quarter. The honor roll is publicly announced in the local newspaper for each grading period. Inclusion on the honor roll is based on letter grades earned in all academic areas.

To be considered for the Honor Roll at Moulton Middle School, students in grades 4-5 must be taking 4 graded classes and grades 6-8 students must be taking 6 graded classes. Pass/fail classes will not affect Honor Roll, unless they are failed. For the Honor Roll, students will have no grade lower than a "B" in an academic subject and must have at least 1 "A" in an academic subject. (math, reading, English, social studies, science). Those with straight "A"s will earn High Honors.

To be considered for the Honor Roll at the High School, students must be taking 6 (1/2 credit) classes, or obtain 3 semester hours of credit per semester. 1st and 3rd quarter Honor Rolls are based on the quarter only. Honor Rolls after the 2nd and 4th quarter are based on the entire semester. High Honors requires a GPA of 3.7 or above. Honors require a GPA of 3.0 or above. Weighted classes are included in the GPA calculation. Shelbyville High School students may earn a Scholastic Letter by being on the Honor Roll each quarter for three (3) consecutive semesters. Each time a student is on the Honor Roll after receiving a letter, the student receives a chevron.

Exemption from Physical Education Requirement [K-8]

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

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

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

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

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

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

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

Exemption from Physical Education Requirement [HS]

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

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

1. Enrollment in a marching band program for credit;

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

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

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

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

Students who have been excused from physical education shall return to the course as soon as practical.

Credit for Proficiency, Non-District Experiences and Course Substitutions

Credit for Non-District Experiences

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

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

Proficiency Credit

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

Substitutions for Required Courses

Vocational or technical education; registered apprenticeship program: 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 or a registered apprenticeship program if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and

2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

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

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

Home and Hospital Instruction

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

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

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

For information on home or hospital instruction, contact: Building Principal.

Student Fees and Meal Costs

School Fees

Registration Fees	Grades K-5	\$45.00
	Grade 6-8	\$47.00
	Grades 9-12	\$75.00

Dual Credit Courses: (\$18.42 per credit hour)

<u>Advanced Literature</u>	<u>Full Year</u>	
Ag Business Management	1st Sem.	\$ 46.05
Art History	Full Year	\$ 55.26
Auto Program	Full Year	\$170.00
Farm Management	2nd Sem.	\$ 46.05
Intro to Drafting	1 st Sem.	\$ 36.84
CAD I	2 nd Sem.	\$ 36.84
CAD II	1 st Sem.	\$ 55.26
3D Solid Modeling	2 nd Sem.	\$ 55.26
Calculus	Full Year	\$ 92.10
Composition I	1 st Sem.	\$ 55.26
Composition II	2 nd Sem.	\$ 55.26
Environmental Biology	Full Year	\$ 73.68

Health Occ	Full Year	\$200.00
Human Development	Sem.	\$ 55.26
Pre-Calculus	Full Year	\$110.52
Statistics	1 st Sem.	\$ 55.26
College Algebra	2 nd Sem.	\$ 73.68
Understanding Art	Full Year	\$ 55.26
Welding I	Sem.	\$ 46.05

Other Fees – High School Only

Accounting I-II	Full Year	\$10.00
Animal Science	Sem.	\$ 7.50
Art - I-II-III-IV Portfolio	Full Year	\$ 8.00
Basic Mechanics	Full Year	\$12.00
Broadcasting I-II	Full Year	\$20.00
Construction I-II	Full Year	\$10.00
CAD I-II-III	Full Year	\$13.00
Driver Education	Full Year	\$50.00
Landscaping & Turf Management		\$10.00
Beginning Construction		\$10.00
Foods-Foods I-II	Sem.	\$10.00
Manufacturing	Full Year	\$10.00
P.E. (Early Bird)	Sem.	\$ 8.00
P.E. (Regular)	Sem.	\$ 8.00
Tech 1A	Full Year	\$ 8.00
Tech 1B	Full Year	\$ 8.00
Vet Science	Sem.	\$ 7.50
Welding I-II Intro-Advanced	Sem.	\$ 8.00
Pre-Physics		\$10.00
Parking Pass		\$10.00

Other Fees

Kindergarten	\$25.00 / semester
Vision & Hearing Exams (Pre-K, 3rd, 5th, 8th, Special Ed—K-12)	\$ 8.00

Athletic Fees

High School Athletic Fee per Season	\$50.00	\$150 per family max
Moulton Athletic Fee per Season	\$30.00	\$150 per family max

Registration Fee Refund:	Before September 30th	80% of Registration Fee
	October 1 st through December 31st	50% of Registration Fee
	After January 1 st	No Refund

Waiver of Student Fees

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

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

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

The building principal will give additional consideration where one or more of the following factors are present:²

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

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

School Lunch Program

A student may purchase breakfast for \$_____. Breakfast may be purchased on a weekly basis for \$_____.

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

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

Transportation & Parking

Bus Transportation

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

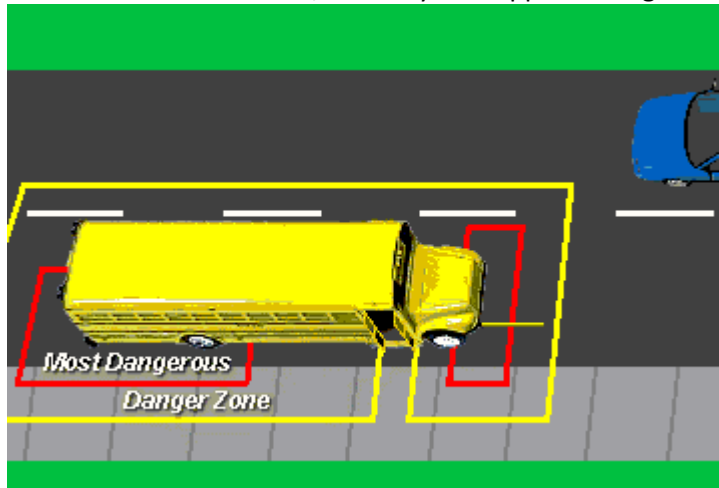
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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

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

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

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



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

For questions regarding school transportation issues, contact: Bus Barn at 217-774-3928.

Bus Conduct

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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

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

Main Street & Kindergarten Center Bus Loading

Bus students at Main Street School are to always exit the building through the North doors and should remain behind the fence on the playground until the buses arrive and come to a stop. The Kindergarten Center students are to always exit the building through the West doors of the high school building. After the buses have stopped, students are to load the buses, take their seats and remain seated. Students are not to get on and off the bus after they have once boarded the bus.

Students may walk to the closest school and catch the "Shuttle Bus" to the building where they attend school. A return shuttle in the evening is also available. A note from the parent is expected in the event that a bus rider chooses not to ride the bus at any time.

Parents must avoid picking up or dropping off students in the bus loading zone on North 1st Street.

Bus Permits

Students who are not regular bus riders and wish to ride the bus must have a permission slip from the school office before bus drivers will permit them to ride. Bus permits must be requested in writing and have a parent's or guardian's signature on the note and include the address of the drop off. If a bus is full, permission to ride the bus will be denied. Bus permits can be obtained from the school office.

Students Who Drive to School

Students who drive to school must enter the District's Random Drug Testing Program, purchase a parking permit and complete a registration form before they will be allowed to park in the high school parking lot. Permits are available during registration or in the high school office during regular school hours.

STUDENTS MUST REALIZE THAT DRIVING A CAR OR OTHER VEHICLE TO SCHOOL IS A PRIVILEGE WHICH CAN BE REMOVED AT ANY TIME.

- Parking off school lots and property does not remove school authority over parking.
- All vehicles parked by students attending school may be searched by school authorities if need be.
- Students should park properly in designated areas.
- Students may not loiter in the parking lot.
- Students are required to keep vehicles locked at all times.
- Students may not exit or enter the Moulton School drive during lunch and after school.
- Students are expected to follow driving rules while on school property and while driving to and from school. Failure to follow rules will lead to temporary or permanent suspension of driving privilege. **The speed limit on campus is 15 MPH.**
- Students must abide by all State laws regarding passenger restrictions as follows: For the first year of licensing, or until the driver is age 18, whichever occurs first, the number of passengers is

limited to one person under age 20, unless the additional passenger(s) is a sibling, step-sibling, child, or step-child of the driver. After this period, the number of passengers is limited to one in the front seat and the number of safety belts in the back seat.

Parking

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 may not be picked up or dropped off in staff parking lots.

Health & Safety

Immunization, Health, Eye and Dental Examinations

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

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

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

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

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

Dental Examination-All students entering kindergarten, second sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions-A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;

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

Student Medication

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

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

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

attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

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

Emergency Aid to Students

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

Guidance & Counseling

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

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Communicable Diseases

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

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

Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or

building principal and the child is determined to be free of the head lice. Infested children are prohibited from riding the bus to school to be checked for head lice.

A student may be excused up to two days for head lice with prompt treatment and proper inspection of the student and clearance by the School Nurse /or Principal

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.

Discipline & Conduct

Discipline

The School District has the right to make and enforce policies, rules, and regulations including those for discipline. (ILCS 5/10-20.5) In addition, each principal, within his or her school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools

Moulton Middle School Behavior Reward Program

Moulton's Behavior Reward program is designed to reward students for consistently meeting building expectations. Students with less than 2 demerits will be eligible to attend quarter reward parties. Students who have received no more than 1 detention per quarter will have the privilege of participation in "Good Behavior" activities.

All students in Grades 4-8 will be eligible to participate in the annual educational fieldtrip.

Demerits are earned as follows:

- One lunch detention.....1/2 demerit
- One detention or bus referral: 1 demerit
- One 3-zero slip:..... 1 demerit
- One day in school suspension 2 demerits
- One day out-of-school suspension: 4 demerits
- One multi-day out-of-school suspension: 5 demerits

School Dress Code

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, or obscene, or offensive language or symbols, including gang symbols.
- Hats, bandannas and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Hair should not cover the student's eyes.
- Clothing poorly fitting, showing skin and/or undergarments may not be worn at school. Spaghetti straps, plunging necklines, strapless tops or midriff revealing tops are not permitted.
- The length of shorts or skirts must be appropriate for the school environment.

- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Student Behavior

Prohibited Student Conduct

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

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

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

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to,

conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. The following displays the range of consequences for misbehavior. It begins with the least severe consequence and ends with expulsion. The chart does not imply a required sequence of disciplinary actions.

1. Warning
2. Notifying parents/guardians.
3. Disciplinary conference.
4. Withholding of privileges.
5. Temporary removal from the classroom.

6. Return of property or restitution for lost, stolen or damaged property.
7. In-school suspension/Directed Study.
8. 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.)
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Social suspension from any or all school extracurricular activities for a specified amount of time as decided by the building administration.
12. Suspension of bus riding privileges.
13. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
14. 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.
15. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
16. 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.

Parent notification may occur at all of the above levels, but will occur from the "Parent Contact" through "Expulsion" levels. 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.

Detention

Detention is recognized as an acceptable means of punishment. In the establishment of detention rules, Principal(s) are advised that the Board of Education:

- 1) Considers it reasonable to expect parents or guardians to be responsible for transportation of students after school hours if detention has been assigned.
- 2) Does not expect principal(s) to establish alternate times for the serving of detention.
- 3) Expects limits to be set on the number of detentions a student may receive after which further disciplinary action is in order.
- 4) Expects it is the student's responsibility to remember the time and date of their detention.

Main Street and Moulton detention will be held until 4 P.M.

Consequences for Skipping Detention or Misbehaving in Detention:

- 1st Offense - 1-week lunch detention
- 2nd Offense - 2-week lunch detention
- 3rd Offense - 3-week lunch detention
- 4th Offense and subsequent Offenses - Out-of-School Suspension with number of days determined by Administration.

Suspension Procedures

The Superintendent shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Expulsion Procedures

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing in closed session, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Isolated Time Out, Time Out and Physical Restraint

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

Corporal Punishment

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

Weapons Prohibition

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

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

1. During any school-sponsored education program or activity.

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

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

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Main Street School Principal

225 West Main Street
Shelbyville, IL 62565
217-774-4731

Moulton Building Principal

1101 W N 6th Street
Shelbyville, IL 62565
217-774-2169

High School Building Principal

1001 W N 6th Street
Shelbyville, IL 62565
217-774-3926

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

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or

providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

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

Nondiscrimination Coordinator:

Superintendent of Schools
720 W Main Street
Shelbyville, IL 62565
217-774-4626

Complaint Managers

Moulton Principal
1101 W N 6th St
Shelbyville, IL 62565
217-774-2169

High School Principal
1001 W N 6th St
Shelbyville, IL 62565
217-774-3926

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

Meal Time Procedures

The school cafeteria is maintained as a vital part of the health program of the school.

Listed below are some specific rules that will act as a guide to basic good mealtime manners.

1. Students should conduct themselves as if they were at home, in a restaurant, or any public place.
2. Students should not trade food.

3. Students standing in line should remember that other rooms are still having classes and noise from loud talking, running, and jumping down the stairs will disturb these classes.
4. Students throwing food, or talking loudly can have their privilege of eating in the cafeteria taken away.
5. Chewing gum is not allowed. Candy may be sent in school lunches, but it must be eaten at lunch time in the cafeteria.
6. No food is to be taken out of the cafeteria.

Main Street – Students have the option to eat school breakfast in the classroom between 8:00 – 8:15.

High School: During the high school lunch period, the campus is open with the exception of the Freshman Class. Freshman attendance will be taken daily during lunch. It is recommended that all Freshman remain at school for lunch. However, Freshman may leave campus for lunch with their parent or guardian provided that the parent or guardian signs the student out in the high school office upon leaving and signs the student back in upon their return.

Students in Grades 10-12 may lose their open campus privilege for discipline or attendance-related reasons.

Open Campus Lunch Privilege

Open campus, defined as the ability to leave the high school campus during the lunch period unsupervised, is a privilege and not a right for students in Grades 10 through 12. Students may lose their open campus privilege for discipline or attendance-related reasons. Students who are absent unexcused for any part of three days or more during a semester will lose their open campus privileges for the remainder of the semester. If a student loses his or her open campus privilege for the semester and leaves campus without the permission of an administrator and without going through the proper sign-out procedures, the student will receive a minimum of one day of Directed Study for the first offense and more days or other types of discipline thereafter.

Leaving the School Grounds

Students are not to remain at school after dismissal unless attending a school sponsored activity, or unless a teacher or the school arranged with a parent for the student to remain after school. All students who are not under the supervision of a staff member must be out of the building by 3:15 P.M. Students must be accompanied by a staff member whenever they use the building outside of the regular school day.

Students are not permitted to leave the school grounds during school hours without the permission of the Building Principal. The building office will always attempt to contact the parent before sending a student home during school hours. Parent(s) or guardian(s) should contact the principal, by note or telephone in advance, to arrange for dismissing a student when school is in session. Parents must come into Moulton's office to sign the student out. High School students leaving the school during the school day must sign out at the office. Failure to sign out may result in disciplinary action.

Main Street and Moulton: It is recommended that all students remain at school for lunch. Students who regularly leave school to go home for lunch must have a note from their parent(s) or guardian(s) on file in the school office. Students who occasionally eat lunch at home will need to bring a note to the school office each time. When a student and parent or guardians are having lunch away from school, the student should be picked up before lunch and returned after lunch.

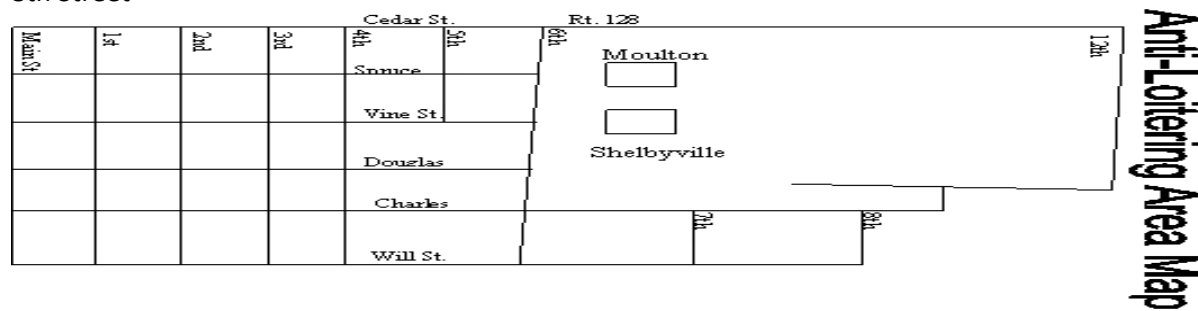
High School: Students who leave school during lunch and do not return must have a parent call the high school office as soon as possible. Failure to do so may result in disciplinary action.

Anti-Loitering Policy

Loitering by students in the following areas is not permitted during the period from one-half hour prior to the beginning of the school day to one-half hour after the school day is finished. Students may pass through these areas briefly while going to and from school, but may not loiter in these areas. Students violating this policy will receive a suspension from one to three days.

Areas near Shelbyville High School and Moulton Middle School:

Main Street, from Rt. 128 to Will Street	Rt. 128, from Main Street to 12th Street
12th Street	
1st Street, from Rt. 128 to Will Street	7 th Street, from Charles Street to 8th Street
Will Street	
2nd Street, from Rt. 128 to Will Street	8th Street, from Charles Street to Spruce Street, from Main Street
to Will Street	
3rd Street, from Rt. 128 to Will Street	Vine Street, from Main Street to Douglas Street, from Main
to 6th Street	
4th Street, from Rt. 128 to Will Street	Will Street, from Main Street to 8th Street
6th Street	
5th Street, from Rt. 128 to Will Street	
Street to 6th Street	
Charles Street, from Main Street to 8th Street	
8th Street	



Book Bags

Book bags, sports bags, and oversized purses create a safety concern in the classroom. While such bags and purses are necessary to carry books, sports equipment, and other items to and from school, they are not appropriate for use in the classroom. Book bags, sports bags, backpacks and oversized purses should be stored in the student's locker while at school.

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.

Tardiness

All students are to be in the place of their activity before the bell rings marking the beginning of that activity. Habitual tardiness will result in discipline. Students who arrive late to school should report to the office.

Moulton – 4th and 5th grade Tardy Discipline Procedures per Quarter:

- 1st tardy – No consequence
- 2nd, 3rd, 4th tardy - Loss of recess
- 5th and beyond – Loss of recess for the entire week

Moulton – 6th - 8th grade and High School Tardy Discipline Procedures per Quarter:

- 1st tardy – No consequence
- 2nd, 3rd, 4th tardy - Detention each Occurrence
- 5th, 6th, 7th tardy – Lunch detention for an entire week or 1 day of in-school suspension each occurrence

8th tardy and beyond – 1 Day out-of-school suspension each occurrence

High School Student Use of Electronic Devices

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

During instructional time, bell to bell time, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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

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

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

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

1. First offense – Device will be confiscated and turned into the office. A detention will be issued. The student may pick up the device from an administrator at the end of the day.
2. Second offense – Device will be confiscated and turned into the office. A detention will be issued. The student's parent / guardian may pick up the device from an administrator at the end of the day.
3. Third offense – Device will be confiscated and turned into the office. A detention will be issued. The student's parent / guardian may pick up the device from an administrator at the end of the day. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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

Main Street and Moulton Middle School Student Use of Electronic Devices

Main Street School and Moulton Middle School follows the same policy on use of electronic devices as the High School except for the following:

At Main Street and Moulton, student's cell phones are to be off and out of sight from the time they arrive on campus until the final 3:00 bell rings. If students need to use their phone before the 3:00 bell they will need to go to the office and receive permission from school personnel before using such phone.

Internet, Technology & Publications

Internet Acceptable Use

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

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

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

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

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

- m. Using the network while access privileges are suspended or revoked.

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

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

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

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

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

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

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

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

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

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

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

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

Guidelines for School-Sponsored Publications, Productions and Websites [HS]

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

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

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, School District or an expression of Board policy.

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. Final approval will be determined by the school administration
2. The material may be distributed at times and locations selected by the building principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause a material and 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, slanderous or obscene, 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;
 - e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
 - f. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains

indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;

4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

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

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

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

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

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

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

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

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

Chromebook Damage Claims

Damage Claims will be assessed by the building administration in collaboration with QNS Technology Support Services. Accidental damage to your child's Chromebook will be evaluated in conversation with the student and parent. For example, if a student accidentally drops their Chromebook and the screen is cracked, a new screen will be installed after an additional fee is assessed. Damage Claims will NOT cover the replacement of a lost, stolen or intentionally damaged Chromebook.

Damage Claim #1	Damage Claim #2	Damage Claim #3
Up to \$50	Up to \$75	Up to \$100

Lost, Stolen or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The replacement costs are listed below. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

(Price are subject to change without notice)

- Replacement of the Chromebook - \$250
- Case - \$30
- AC Adapter & power cord - \$15
- Battery - \$45
- Screen Replacement - \$50

Failure of the parent, legal guardian or student over the age of 18 to pay any fees from an intentionally damaged, lost or stolen Chromebook will be turned over to a collection agency.

Search and Seizure

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Student Searches

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. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Extracurricular and Athletic Activities

Spectator Conduct and Sportsmanship For Athletic and Extracurricular Events

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event the person is attending and/or denied admission to

school events for up to a year after a School Board hearing. Examples of unsportsmanlike conduct include:

- a. Using vulgar or obscene language;
- b. Possessing or being under the influence of any alcoholic beverage or illegal substance;
- c. Possessing a weapon;
- d. Fighting or otherwise striking or threatening another person;
- e. Engaging in any activity which is illegal or disruptive.
- f. Refusal to pay admission
- g. Smoking and/or vaping on school grounds is prohibited.

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

- a. The date, time, and place of a Board hearing;
- b. A description of the unsportsmanlike conduct;
- c. The proposed time period that admission to school events will be denied;
- d. Instructions on how to waive a hearing.

2023-2024 Athletic Admission Prices

Regular Season Events:

Varsity/JV	Adults - \$4.00	Students (K-12) - \$3.00	Senior Citizens - \$3.00
Non Varsity	Adults - \$3.00	Students (K-12_ - \$2.00	Senior Citizens - \$2.00

High School/Junior High School All Season Passes:

Adults - \$60.00

Students - \$25.00

Family - \$150.00

High School Only Family Season Passes - \$100.00

Junior High Only Family Season Passes - \$50.00

Shelbyville residents 65+ may request a Golden Age Pass from the Unit Office.

Season Passes are good for ALL home events except; Conference Tournaments, I.E.S.A. and I.H.S.A.

Tournaments and Track Invites.

Each individual MUST have a pass in hand to be admitted to events.

Athletic Dual Participation Guidelines

1. The athlete must designate a primary sport and a secondary sport. Athletes will not be allowed to change their designation once season begins.
2. Both head coaches must meet and agree to specific guidelines, in regards to practice and contests, with each student. Those guidelines shall be stated in writing and signed by all parties.
3. The student's parents must talk to both head coaches and agree to and sign the written guidelines.
4. If a conflict arises, the Athletic Director will make the final decision. Because of the nature of this opportunity, there is no appeal process.
5. If a student is found to be misusing the dual participation guidelines, the Athletic Director may drop the student from the secondary sport.

Extracurricular and Athletic Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

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

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

Illinois High School Association

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

High School

Anyone who meets IHSA requirements may initially go out for sports.

If a student is failing one or more classes, that student would be ineligible for the ensuing week. The student must be passing all classes before they regain their eligibility.

Moulton Middle School

7th and 8th Grade Students may initially go out for a sport, regardless of grades.

5th & 6th Grade may participate in Cross Country and Wrestling and 6th Grade in Track

If a student is failing one or more classes, that student would be ineligible for the ensuing week.

The third cumulative week of ineligibility results in removal from the team.

Additional grades may be added to any sport if participation numbers are low.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

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

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

Travel

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

Code of Conduct

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

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

Students are encouraged to participate in a school-approved alcohol or drug assistance program. Participation in such a program will be taken into consideration in determining consequences for Code of Conduct violations. If students participate in a drug or alcohol program which results in a reduction of consequences, the program must be completed successfully or the full suspension will be enforced.

The student shall not:

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

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Due Process Procedures

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

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of events, performances, activities or competitions;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
 - b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:
 - 1st Offense: The student will be suspended from participating in all competitive extracurricular activities for 20% of the total contests scheduled. If the offense is within the last week of the season, the suspension will be for the remainder of the season and 2 weeks of the next scheduled competitive extracurricular activity in which the student participates, beginning with the first contest for that competitive extracurricular activity. During the suspension, participants shall be required to be present (on the bench) during all contests. Additionally, they shall be required to attend all practices, events, and team meetings. Students will be suspended from participating in all non-competitive HS Clubs for 20% of the school term. Students

will be suspended from participating in 20% of the combined number of practices and performances in HS Drama and Musical.

- 2nd Offense: The student will be suspended from participating in all competitive Extra-curricular activities for 50% of the total contests scheduled. If the offense is within the 2nd half of the scheduled contests for that season, the suspension will be for the remainder of the season and the equivalent to the % difference of the next scheduled competitive extracurricular activity in which the student participates, beginning with the first contest for that competitive extracurricular activity. During the suspension, participants shall be required to be present (on the bench) during all contests. Additionally, they shall be required to attend all practices, events, and team meetings. Students will be suspended from participating in all non-competitive HS Clubs for 50% of the school term. Students will be suspended from participating in 50% of the combined number of practices and performances in HS Drama and Musical.
- 3rd Offense and Subsequent Offenses: The student will be suspended from participating in all extracurricular activities for one calendar year.

7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

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

Random Drug Testing Policy

In order to foster the health, safety, and welfare of its students, the District maintains a drug testing program for students who participate in competitive extracurricular activities and those who drive to school. Participation in competitive extracurricular activities and parking in the school parking lot are privileges and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent/guardian must consent to random drug testing in order to participate in any competitive extracurricular activity or to drive to school. Failure to sign the School District's "Random Drug Testing Consent" form will result in non-participation in extracurricular activities and/or prohibition from parking on school property. Details regarding random drug testing procedures and consequences can be found in the "Administrative Rules for Random Drug Testing" which is part of the "Random Drug and Alcohol Testing Consent" form.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Modification of Athletic or Team Uniform

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

Attendance at School-Sponsored Dances

Informal dances are sponsored by various school organizations, usually by the Student Council. Sponsors and administrators will serve as chaperones. A charge is made for these events. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Moulton Middle School: Only Moulton students at the designated grade level(s) may attend Moulton school dances. No other visitors are allowed. Students must meet the quarterly behavior reward requirement to attend.

High School: Guests of Shelbyville High School students are eligible to attend high school dances, Homecoming and Prom if they are in high school or **if they are not over twenty (20) years of age**. To attend the prom freshmen and sophomores in Shelbyville High School, 9-12th graders from other high schools, and persons up to and **not over age twenty (20)** must be a guest of a member of the Shelbyville High School Junior or Senior Class. All guests at student dances, Homecoming and Prom must have consent slips approved by the principal. No junior high students are allowed to attend high school dances.

High School: Students who are chronically truant (missed 5% of previous 180 days) for the year will be ineligible to attend the Homecoming and Prom dances. Other permissions and exclusions will be included in the building level dance permission form. Final approval or denial will be determined by school administration.

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 Association¹ 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.

Special Education

Education of Children with Disabilities

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

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

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

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

Special Education: Due to certain special conditions, some students require specialized teachers and

programs. Shelbyville C.U.S.D. #4 provides a full range of special education services including but not limited to speech language services, learning disability services, cross categorical programming, emotionally disturbed services, preschool classrooms, psychological evaluations and other specialized supportive services. Shelbyville C.U.S.D. #4 is also a member of the Eastern Illinois Area of Special Education Cooperative which is a voluntary effort of thirty school districts in ten counties joined together to meet special needs of low incidence disabilities. Shelbyville utilizes cooperative services for students with hearing impairments, severe emotional disorders and significant cognitive deficits. The school district provides transportation and other necessary services for students who receive their programming off campus.

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

Discipline of Students with Disabilities

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

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

Isolated Time Out, Time Out and Physical Restraint

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

Exemption from Physical Education Requirement

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

- a. 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
- b. 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.

Related Service Logs

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

Certificate of 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 four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Student Records & Privacy

Student Privacy Protections

Surveys

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

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

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

Instructional Material-A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to

others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

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

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

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards. A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

Student Records

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

Parental Right Notifications

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: IAR- Illinois Assessment of Readiness Grades 3-8, SAT in Grade 11, PSAT in Grades 9 and 10, ISA-Illinois Science Assessment Grades 5,8,11.

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

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

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.

Shelbyville CUSD #4 Homeless Liaison: Shannon Shallenberger – 217-774-4731

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

English Learners

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

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

For questions related to this program or to express input in the school's English Learners program, contact the Building Principal.

School Visitation Rights

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

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:

Director of Operations & Maintenance: Scott Enkoff – 217-3928

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

Asbestos Information

Shelbyville Community Unit School District No. 4 Asbestos Inspection and Management Plan, Operations and Maintenance Program required under the Asbestos Hazard Emergency Response Act is available for public inspection. The district plan may be reviewed weekdays from 9 A.M. to 4 P.M. in the unit office. Plans for individual schools in the district are available for viewing in the principal's office at each school site between 9 A.M. and 4 P.M. weekdays.

Hazardous and Infectious Materials

Hazardous and/or infectious materials are any substances, or mixture of substances, that constitute a fire, explosive, reactive, or health hazard. The Buildings and Grounds Supervisor:

1. Maintains a perpetual inventory of hazardous materials.
2. Makes available inventory lists to the appropriate police, fire, and emergency service agencies.

3. Compiles Material Safety Data Sheets (MSDS) and distributes them to employees. The data sheets will be maintained and updated when necessary.
4. Makes available MSDS to all persons requesting the information.
5. Stores hazardous materials in compliance with local, state, and federal law. Storage containers will be labeled and stored in a location which limits the risk presented by the materials. Containers will be stored in a limited-access area.
6. Transports hazardous materials in a manner which poses the least possible risk to persons and the environment and which is in compliance with local, state, and federal law.
7. Classifies hazardous materials as current inventory, waste, excess, or surplus. Disposal of hazardous materials will be done in compliance with local, state, and federal law.

Mandated Reporters

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

Sex Offender Notification Law

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion. In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

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

A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois Dept. of State Police (ISP) website). The ISP website contains the following:

Illinois Sex Offender Registry: www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry: www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders: www.isp.state.il.us/sor/faq.cfm

Parent Notices Required by Every Student Succeeds Act

I. Teacher Qualifications

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

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

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure Standard Testing.

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

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.shelbyville.k12.il.us.

IV. Parent & Family Engagement Compact – See Parental Involvement

V. Student Privacy

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

VI. English Learners

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

VII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure – Rights of Homeless Students.

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

Interviews by the Illinois Department of Children and Family Services (DCFS)

1. The Building Principal will check the agent's credentials and any papers pertaining to a legal process.
2. The Building Principal will attempt to contact the student's parent(s)/guardian(s) and inform them that the student is subject to an interview, if appropriate.
3. If the DCFS agent does not want a parent(s)/guardian(s) present or notified during the interview, this stipulation must be in writing and signed by the DCFS agent.
4. Interviews will be conducted in a private setting. If the parent(s)/guardian(s) are absent, the Building Principal or designee will be present during the interview.
5. The student may be removed from school by the DCFS agent if case circumstances warrant. A local law enforcement agency officer, designated DCFS employee, or a physician treating a child may take

or retain temporary protective custody of the child without the consent of the person responsible for the child's welfare, if (1) he or she has reason to believe that the child's circumstances or conditions are such that continuing in his or her place of residence or in the care and custody of the person responsible for the child's welfare, presents an imminent danger to that child's life or health; (2) the person responsible for the child's welfare is unavailable or has been asked and does not consent to the child's removal from his or her custody; and (3) there is not time to apply for a court order under the Juvenile Court Act for temporary custody of the child. The person taking or retaining a child in temporary protective custody shall immediately make every reasonable effort to notify the person responsible for the child's welfare and shall immediately notify the Department.

6. No District employee may act as a DCFS agent.