

This planner belongs to:

Name: _____

Grade: _____

Street Address: _____

City, State, Zip: _____

Phone: _____



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1.10 Student Handbook Acknowledgement

Dear Student,

Please complete the following form and return to the office. Thank you!

Student Name: (1)._____

To: Farmington Central CUSD #265

I have reviewed the Student/Parent Handbook) in an effort to promote a better understanding of Farmington Central CUSD #265 rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook

Signature of Student

Date

1.30 General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District office.

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

Mr. Kelly Threw, President
Mr. B.J. Oldfield, Vice-President
Mr. Chad Johnson, Secretary
Ms. Kelly Brewer, Assistant-Secretary
Ms. Kay Faralli
Mr. John Martin
Mr. Ron Zessin

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

Dr. Zac Chatterton, Superintendent
Mrs. Missy Ryba, Elementary Principal
Ms. Natalie Perry, Assistant Elementary Principal
Mr. Christopher Uptmor, Jr. High School Principal
Mr. Dennis McMillin, High School Principal
Mr. Jeff Flater, District Activities Director

DISTRICT VISION STATEMENT

Preparing locally, excelling globally, to build a stronger community.

SCHOOL SONG

Hail Farmington, our Alma Mater, Loyal and True we'll be;
Forever holding our banners for all to see! RAH! RAH! RAH!
On team, we know that you will fight,
So keep cool and play with all your might!
So fight for Farmington: Now go team-victory!
F-F-F-A-R-M-M-M-I-N-G-G-T-O-N FARMINGTON!!!

1.40 Visitors

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

Visitors must sign in through the Raptor security system. Approved visitors will be given a Raptor printed badge to wear identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

Cross-reference:

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

1.50 Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building Principal.

Cross-Reference:

PRESS 7:10, *Equal Educational Opportunities*

PRESS 2:260, *Uniform Grievance Procedure*

1.60 Animals on School Property

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

1.70 School Volunteers

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

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

Cross-Reference:

PRESS 6:250, *Community Resource Persons and Volunteers*

1.80 School Parties, 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.

Birthday party invitations should not be distributed at school unless all the students in the class are invited to the party. We request this in order to be considerate of children’s feelings.

Room parents/guardians will help the school with room parties, by providing treats for students.

Due to food allergies, birthday treats or other special occasion treats need to be arranged in advance with the child's teacher. The school administration must approve any party, other than those mentioned, in advance. Surprise parties for teachers or students will not be approved. In addition, sending flowers or balloons, or other activities are strongly discouraged, due to the distraction they cause.

Celebrations and Rewards: All foods offered on the school campus will meet or exceed USDA Smart Snacks in School and/or ISBE nutrition standards including through:

1. Rewards and Incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.
2. All foods for Celebrations must be store bought only. No homemade food items allowed.
3. Farmington School District Food Service has Celebration items available for order that meet Smart Snack nutrition standards: WG Cupcakes, WG cookies, LF Ice Cream Bars and many of the items listed on Attachment C.

*Some classrooms may have student allergies that must be accommodated by Parents.

1.90 Emergency School Closings

In addition to those days scheduled on the district calendar, there may be other days when school will be dismissed early due to extreme cold, blowing or drifting snow conditions, and days when temperature plus humidity conditions prevent effective instruction. Seldom can we predict those conditions in advance. As soon as a decision has been made, announcements are placed on local radio, school wide calling system, district web page, and local TV stations. Parents/guardians need to make advance preparations and plans for these days and advise their children of those plans.

Please do not call the school to confirm a report heard on radio or TV. Our staff members have many phone calls to make to cancel the day's activities. If you hear an announcement on radio or TV, assume it is correct. It is a good idea during the winter months to listen to the news broadcasts when threatening weather conditions are forecasted, to see if any school closing announcements are being made.

1 hour delayed starts at 9:00 a.m. and 2 hour delayed starts at 10:00 a.m.

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

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

Cross-Reference: PRESS 4:170, <i>Safety</i>
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1.100 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.

Cross-Reference: PRESS 4:110, <i>Transportation</i>
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1.110 Accommodating Individuals with Disabilities

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

Cross Reference:

PRESS 8:70, *Accommodating Individuals with Disabilities*

1.120 Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at (309) 245-1000 ext.1961.

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

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

Cross Reference:

PRESS 7:285, *Food Allergy Management Program*

1.130 Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school nurse. 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 school nurse. 309-245-1000 ext. 1961.

2.10 Attendance

The staff and administration of the Farmington Central CUSD believe regular attendance in school is extremely important. Following are some of the reasons for this conclusion:

1. Scholastic achievement attained by students is directly related to attendance.
2. Regular attendance is of great importance to prospective employers/colleges after students leave high school.
3. Frequent absences from regular classroom learning experiences disrupt the continuity of the educational process.
4. Regular classroom instruction cannot be entirely regained by make-up work.
5. Continuity of instruction, classroom participation, involvement in learning experiences, and study are required to maximize learning.

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

In order to meet the residency requirements students must fulfill one of the following requirements:

- Live within the district with his/her parents/guardians
- Legally emancipated and self-supporting students
- Placed with legally-appointed guardians and/or foster parents except for sole purpose of attending school
- In long-term custody of other than family members for purposes other than attending school
- Apply to the Board of Education as a non-resident student and pay tuition upon board approval.

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

2.20 Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, college visit, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require 3rd party documentation to validate the absence. The absence will be considered unexcused if the required documentation is not presented within 24 hours of the request.

The school district will contact the Department of Children and Family Services (DCFS) or a local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parent(s)/guardians or the parent(s)/guardians are in violation of the compulsory attendance law.

Consequences for Violations

Students will be expected to make-up all assignments from missed classes regardless of whether an absence is excused or unexcused. On average, for every day missed from school the make-up work should be turned into the teacher within two (2) days. Attendance and participation are part of a successful learning experience. Students will receive a "0" for any assignment grade issued from the day of the unexcused absence. Students who make up assessments from an unexcused absence can receive no higher than a 70% until the absence is cleared and becomes excused.

Intervention and Engagement Strategies

Building-level administrators and staff will:

1. Contact the family any time a student is absent
2. Development of an attendance contract.
3. Assign truant students to academic support such as after school assistance, enrichment tutoring, or other individualized educational support.
4. Facilitate a counseling session with a focus on accountability and the cause of lack of attendance.
5. Conduct in-home visits
6. Facilitate family counseling sessions focusing on the power of the family to provide solutions.

The building administration, with the assistance of building staff, will conduct an annual evaluation of all strategies used to improve school attendance. Strategies found to be ineffective will be modified or replaced.

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

In the event of any absence, the student's parent or guardian is required to call or email the school secretaries at 309-245-1000 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result

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

If a student becomes ill during the school day, parent/guardian or an “emergency person” designated by parent/guardian must be contacted through the school office before the student will be allowed to go home. This is for the safety and well-being of the student. Should emergency conditions require medical attention and contacting the parents/guardians proves unsuccessful, the school will contact emergency medical help. Parents keep emergency contact information current and accurate for the safety of your student.

Paragraph 26-1 of the School Code of Illinois states: Whoever has custody or control of any child between the ages of 7 and 17 years shall cause such child to attend school in the district wherein the child resides the entire time it is in session during the regular school term...and any person having custody or control of a child who is below the age of 7 years or above the age of 17 years who is enrolled in any of grades 1 through 12, in the public school, shall cause him to attend the public school in the district wherein he resides when it is in session during the regular school term. Paragraph 26-2 of this code states: Valid cause for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency. As stated previously parents/guardians are charged with the responsibility of having their children attend school. Also stated in the School code (26-1.5; 26-2; 26-2a; 26-3) is the responsibility schools have for verifying students’ attendance and the acceptability of the reasons given for a student being absent. Any school attendance policy requires the honesty and integrity of the parents/guardians and students if it is to work fairly for all. We will attempt to administer the attendance policies equitably to all students. The extent to which this is possible depends upon parents/guardians and students being responsible about the amount and reasons for the absences taken. If for any reason a student is going to be absent from school it is the responsibility of a parent to call and notify the school that their student will not be in school and the reason for their absence before 9:00 a.m. on that day.

Cross-reference: PRESS 7:70, <i>Attendance and Truancy</i>

2.21 Planned Absence

Students may obtain a Planned Absence form in the school office. Parents/guardians complete the form explaining the nature of the absence. The student has the teachers initial the form and list the work that must be completed and the date(s) by which the work must be done (including use for career days). The student then turns this form in at the office prior to the absence. Students will be able to attend at the discretion of the Principal.

In order to obtain an excused admit slip a student must produce a note from the parent/guardian, doctor or dentist within 48 hours of the absence. The goal of our attendance policies and procedures is to encourage regular attendance and discourage frequent and/or unacceptable absenteeism.

2.22 Tardy to Class

All students are expected to report to school and classes on time. When tardy to first period, a student should report to the office. During the school day, a student should go directly to his/her next class. Classroom teachers will report each student who arrives late to class as being tardy unless a written excuse from another teacher or the office is presented by the student. The teacher directly involved will deal with students who are tardy to class on an individual basis.

2.23 College Visit

A limit of two (2) days for seniors and one (1) day for juniors may be taken and must be arranged through the guidance office with one (1) week advance notice. Students must be academically eligible to take a college visit day. College visits are only available from October 1 through May 1.

2.30 Release Time for Religious Instruction/Observance

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

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

Cross Reference:

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

2.40 Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. On average, for every day missed from school the make-up work should be turned into the teacher within two (2) days. The student is responsible for obtaining assignments from his/her teachers.

A suspended student must turn in all missed work upon being eligible to return to school. It is the responsibility of the student to maintain class work during any period of suspension. Class participation is required in all courses. A student who is suspended or

is absent unexcused will not be able to participate in class and will have that portion of the grade reduced for the absence.

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

2.50 Truancy

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

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

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

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

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

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

2.60 Grading & Promotion

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

2.610 Classification of Students

A credit is given to a student for successfully passing a course that meets on the average of five days a week and usually requires outside preparation. Students are classified as follows:

Freshman	All students with less than 5 1/2 credits
Sophomore	All students with at least 5 1/2 credits but less than 11
Junior	All students with at least 11 credits but less than 16 1/2
Senior	All students with 16 1/2 or more credits

2.611 Placement of Students

All decisions concerning the placement of a child must be made in terms of the individual child involved. This is in agreement with the philosophy of our school and in accordance with our democratic belief which prizes the worth and dignity of each person. It strives to give each the opportunity to develop his/her capabilities to the utmost, so each may make the largest possible contribution to our country's well-being. If we accept this philosophy, there are not specified rules that can be laid down which would apply to every individual equally. However, there are some guiding principles to be followed to help us in our decisions:

- Chronological age
- Academic achievement
- Intelligence
- Physical development
- Degree of social maturity
- Attendance
- Previous school experience
- The decision on placement should be a cooperative one involving:
 - Teacher(s)
 - School administration
 - Parents/guardians, who must be made aware of possibilities of promotion or retention.
 - In some cases, a tutor or other specialists
 - In some cases, the child, if mature enough

It must be remembered that the final decision rests with the school, and not the parents/guardians. However, the school does want the cooperation of the parent. The teacher should consider the various matters relative to the child's placement before having a conference with the school administration.

Since students learn at different rates of speed, it is sometimes advisable to give the slow learner, the slow starter, or immature child an additional year's time to learn and grow. This can best be done in the first four years of schooling, where the curriculum is most flexible and the foundation for later learning is being laid. Therefore, in general, retention should be made in K, 1st, 2nd, or 3rd grades, rather than later on. Teachers in grades K and 1st are encouraged to hold students in those grades whose maturation level is not sufficient to insure success in the next grade.

Parents/guardians are to be notified by the teacher, after consultation with the school administration around the 3rd quarter reporting period, if there is a question of promotion or retention. This will be in writing. A letter will be sent to the parents/guardians with the 3rd quarter report card or separately through the mail.

Students in grades 4-8 may be considered for retention if their achievement or refusal to learn warrants. A major factor to be considered in cases concerning these grade levels will be whether or not the student has been held back previously, as well as the effort the student has shown. Obviously, no one wants to promote a student to the next grade if the student hasn't learned the basics of the present grade and would struggle in the next one.

2.62 Student Progress Reporting

Grades K-12: There are four grading periods in the school year for students in grades K-12. Teacher-parent conferences will be scheduled at the end of the first grading period and arranged as needed after other quarters of the school year. Parents are also encouraged to use Skyward to check on student's progress.

Grades 9-12: Grades are distributed each 9 weeks (4 times per year). The grade on the report card is calculated the same as grades are calculated for IHSA eligibility. That is, the grade is figured cumulatively on a semester basis. The grade appearing for the 1st -9 weeks represents the student's average from the 1st week through the 9th week. The grade appearing for the 2nd 9 weeks is the cumulative grade average from week 1 through week 18. The semester grade is the 18 weeks grade plus the semester exam grade.

- Mid-term progress reports, quarterly, and final student report cards will be printed upon request from a parent/guardian. Report cards will be visible online through Skyward. One will also have the ability to print the report card.

Grades are recorded on report cards with the following scale:

A = Excellent	= 4 points
B = Good	= 3 points
C = Fair	= 2 points
D = Poor	= 1 point
F = Failing	= 0 point

The official grade point average is calculated on semester grades only. Nine week grades are not considered in the calculating of grade point average. If an "I" (or incomplete) exists at the time grade point averages are calculated, then it is considered zero points.

2.63 Achievement Tests

In grades 3-8, the AIMS Web and MAP are given and in grades 9-12 MAP tests are administered to all students three times per year. This provides parents/guardians the opportunity to understand their child's progress in relation to a national sample of children at the same age level.

2.640 Grading Scale

Grades K-5 measure student achievement using Standards-Based assessments. The information below describes student progress:

- 3-Mastery
- 2-Progressing
- 1-Area of Concern

GRADES 6-12

A = 92-100 B = 83-91 C = 74-82 D = 65-73 F = 64-0

A student may not drop a course after the 15th class day of the semester unless removed by the administration. Parents are able to check on attendance, lunch accounts, and grades online through Skyward (user name and password information is available through each building office).

2.641 Weighted Grades

Starting for the Class of 2012, weighted grade opportunities will begin. The weighted grading scale is on a 5-point scale.

- A – 5.0
- B – 4.0
- C – 3.0
- D – 2.0
- F – 1.0

The following classes will have weighted grades:

Economics	College English
Spanish IV	Advanced Chemistry
Calculus	Anatomy
Advanced Communications	Physics
Medical Interventions	Dual Credit (upon administrative approval)

2.642 Honor Roll (4-12)

Honor Rolls are computed at the end of each grading period. Honor roll will be based on grade point average (GPA) for the grading period. High honors will be a GPA of 3.50 and up and honors will be 3.00 to 3.49.

2.643 Correspondence Courses

Students may apply for up to four (4) correspondence courses from an accredited correspondence school toward requirements for high school graduation provided such credits are to make up deficiencies for courses taken and failed at FCHS or from another high school from which the student transferred. Six (6) units of credit whereas each unit of credit is ½ credit correspondence courses may be applied toward the high school graduation requirements for any incapacitated student. The school administration, prior to the beginning of the correspondence program, must approve all courses. An accredited correspondence school must meet North Central Association standards. Exceptions may be made at the administration's discretion.

2.644 College Credits for FCHS Graduation

Students may be permitted to take as many college/dual credit classes for which they qualify, provided such credit is used to make up a deficiency or is an elective course not offered at FCHS. The purpose of this policy is that such courses are a supplement to the high school curriculum and not a replacement for high school curriculum unless making up a deficiency. Students who are credit-deficient and have completed four (4) years of high school will be permitted to use as many credits from an accredited community college or four-year college or university as is necessary to meet high school graduation requirements. The school administration must approve all college courses referred to above, in advance, if the student expects to use such credits toward high school graduation requirements.

Early Dismissal / Late Arrival

Any Junior or Senior student wishing to take part in the Early Dismissal or Late Arrival program, must get the approved request form from the office and meet the following criteria. This must be approved by the Principal and Parent. This privilege will be taken away if any academic, behavioral or transportation problems arise.

1. Junior and Senior students beginning or ending their school day with scheduled study time, the student may arrive or leave school before their assigned instruction time. Those students are to be out of the building by the beginning of the next hour and not to arrive before their scheduled class. Any problems, either academic or disciplinary, will result in the loss of privilege for the individual student.
2. For Students Who Work - Work related early dismissal from school may be granted if the following conditions are met:
 - a. Students must be in good academic standing - passing in all subjects.
 - b. Early dismissal will not interfere with student's graduation requirements or academic program.
 - c. Student must see that a "Request for Early Dismissal or Late Arrival" form is completed and returned to school. Forms are available from the school and must be signed by the student, parents, and principal.

2.65 Determination of Eligibility and Guidelines for Enforcement/Reporting

Because of the four (4) quarterly grading systems within the Junior High building (grades 6-8), the following rules apply:

- Cumulative grading similar to the high school is in force except that the weeks are numbered Week #1 through Week #9 for each week within the nine week grading period.
- Should the student have failed one or more courses as a nine weeks grade, he/she shall be ineligible for the next week, probably week #10. This will be effective for quarters #2, #3, #4, and #1 of the following year.

There must be compatibility and consistency between the Junior High and the High School. Therefore, at the end of the 2nd and 4th quarter, the Principal shall determine that any student who has failed both previous quarters within the same course shall be declared ineligible for that semester equivalent. This ineligibility shall, consistent with high school regulation, carry a three-week ineligibility status, immediately after the semester. This regulation is subject to final authority of the Principal.

- Quarterly and final student report cards will be printed upon request from a parent/guardian. Report cards will be visible online through Skyward. A printing option is available through Skyward.

Determination of Eligibility and Guidelines for Enforcement/Reporting (Grades 9-12)

- Students passing all courses are academically eligible for all activities.
- The first eligibility list of each year will be established at the end of the third (3rd) week of the school year with eligibility determined for Monday through Sunday of the fourth (4th) week.
- Eligibility is determined for all semester or year-long courses on a cumulative basis; not as separate weeks during the year. A semester's grades shall accumulate and build average from week #1 through week #18; a full year's course grades shall be computed likewise on a semester basis, week #1 through week #18 or week #19 through week #36.
- Quarterly and final student report cards will be printed upon request from a parent/guardian. Report cards will be visible online through Skyward. A printing option is available through Skyward.

End of semester interpretations are as follows:

- All passing grades equal eligibility without question.
- One or more failure(s) will have no bearing on the next semester course, but the student will be ineligible for a period of no less than three (3) weeks.

- If the student is starting a new semester course, the 3-week non-reporting period applies to reporting the new course, but if the semester course failure has been established, the rule above applies because of failure in the previous semester.
- Failure at semester time in a yearlong course makes the student ineligible for a period of three weeks initially as carryover from the previous semester, with a new cumulative average beginning on the first week of the succeeding semester.
- IHSA competition standards apply in all cases of interscholastic competition (student must pass 20 semester hours which is 4 semester courses); however Farmington Central School District Unit #265 and the IESA have more strict eligibility that will prevail in that a student must pass all courses, physical education included.
- Failures in the previous school year shall carry a minimum of three (3) weeks ineligibility into the fall semester, notwithstanding the IHSA rule, which may make the student ineligible for a full semester.
- High school students who enroll in Summer School and who pass summer courses may reduce the ineligible period to two weeks.

2.660 Eligibility Standards for Extra -Curricular Activities

The Board of Education of Farmington Central Community Unit School District #265 subscribes to the philosophy that extra and cross-curricular, and/or other administratively identified areas are integral important parts of the educational program. Students are encouraged to participate in those activities that best suit the students' need. The goal of extra-curricular and cross-curricular and/or other identified activities are to support and reinforce the academic program and standards of the school. Extra and cross-curricular activities should be construed as training grounds and winning cannot be the total criteria for success. Rather a good extra/cross curricular program coupled together with a strong and sound academic program is the standard necessary for the ultimate goal of education and good citizenship.

Those students who select to participate in extra or cross curricular activities including clubs, athletics, classes or school organizations shall:

- Meet all criteria established by the Illinois High School Association and the Illinois Elementary School Association by being a full-time student and filing with the school an up-to-date physical, insurance forms and a student participation agreement.
- Not have failed or be failing any subjects as determined by the weekly eligibility report filed by the Principal on Friday of each week. Eligibility shall be determined on a week-to-week basis and shall be interpreted by the following method:

1. The Principal will compile a list by Monday morning of the following week of those students who are failing. Students listed shall not be eligible to participate in extra school competition for the period Monday through Sunday of the week following the Friday report by the teacher.
2. Students who successfully raise failing grades to a “pass” grade shall be reinstated to eligibility on the Monday following at least a full week of ineligibility.
3. The last full week of eligibility compiled before a school break (ex. winter break/spring break) will be enforced throughout the break until school resumes and a full week of eligibility is compiled.
4. The Principal shall notify all sponsors/coaches by weekly memorandum of ineligible students. It shall be the responsibility of the sponsor/coach to notify students and to enforce the above eligibility standards.

The above eligibility standard shall apply to all programs that include extra and interschool competitive contests (athletics, music, flag corps, majorette, speech and drama, scholastic bowl, etc.) Inter-school standards shall include class officers, club officers, drama, musical, and other activities judged applicable by the Principal.

Further, the following activities shall be exempted from the eligibility standards: school dance participation, homecoming activities, special occasion dances, Senior Day outing, eighth grade or class trips, club/class/organization memberships, in-district music concerts.

While the preceding policy is explicit to general rules; staff and students should be familiar with the regulatory interpretations of said policy. Those administrative regulations are as follows and will serve as guidelines for administration of the eligibility policy for the present year. It is anticipated that these guidelines will be reviewed on an annual basis.

- A student’s eligibility status will determine the student’s participation in school activities and organizations. Generally, eligibility will relate to all student activities except those judged exempt by the Board of Education in previous review or the Principal.
- Students must maintain a “passing grade” in all courses he/she is enrolled, including physical education.
- Students are encouraged to request additional study help in courses where failures are apparent. Requests can be made to teachers or the Principal’s office as the need arises.
- The Principal’s office shall endeavor to offer extra help through daytime tutoring by teachers, other students, or substitute staff. Students can reasonably expect to stay after school up to 3:45 PM when study help is available.

- Students who continue to be on the ineligibility list through each quarter shall be contacted and counseled through the counselor’s office. In addition, students on the ineligibility list can expect to be contacted periodically throughout the year by the counselor, social worker teacher or Principal.
- Ineligible students will continue to attend and practice for school functions or athletic squads; however, they cannot “dress” or participate in extracurricular, cross curricular, and/or other administratively identified areas of official school events. Further, those students so identified may not be required to attend said events, at the discretion of the sponsor.
- Students will not be released from classes to attend any event if they are ineligible.
- Ineligible students cannot be released from regular classes or study period for other purposes. Release can be obtained by joint agreement between teachers of a study period to a class/teacher where the student is presently failing the course.

2.670 8th Grade Promotion

In order for a student to achieve 8th grade promotion, s/he must:

- Pass four of the five core subjects of Reading, Math, Science, English and Social Studies.
- Complete course work as prescribed by the Physical Education curriculum.
- Pass an examination over the Federal Constitution, Illinois Constitution, and the American flag.
- Pass Health Education.

The school administration may grant exceptions, and their decision shall be final.

2.672 Graduation Requirements

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

1. Completing all district graduation requirements as follows:
 - a. A total of 22 ½ credits including the following:
 - i. Four (4) credits in English: English 1, 2, 3, & 4
 - ii. Two (2) credits in Science
 - iii. Three (3) credits in Mathematics
 - iv. One (1) credit in United States History
 - v. One half (1/2) credit in United States Government
 - vi. One half (1/2) credit in Consumer Education or an approved substitute course
 - vii. One half (1/2) credit in Speech
 - viii. One half (1/2) credit in Health
 - ix. One half (1/2) credit in Driver Education
 - x. Two (2) credits in Physical Education

- xi. One (1) credit in one of the following: Foreign Language, Art, Music, or Vocational Education
 - xii. Six and one half (6 ½) credits in other elective (non-required) courses
2. Completing all courses as provided in the school code, 105 ILCS 5/27-22.
 3. Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 ILL. ADMIN. CODE §1.440.
 4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the pledge of allegiance.
 5. Participating in state assessments that are required for graduation by the school code, 105 ILCS 5/2-3.64A-5, unless the student is exempt.

The Superintendent or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with the state law requirements for students who transfer during their senior year because their parent(s)/guardians(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the students a diploma.
5. Taking all other actions to implement this policy.

Early Graduation: The superintendent or designee shall implement procedures for students to graduate early, provided that they finish 7 semesters of high school and meet all graduation requirements. Additionally, the student must provide proof of enrollment in a college or university or is sworn into active military service.

All transferring credits from an accredited high school anywhere in the U.S. will be accepted and will be transferred into equivalent credits as determined by corresponding courses offered by our district. However, any requirement set up by the State of Illinois will have to be successfully completed before FCHS will be able to issue a diploma. Grades will be assigned values on a 4-point scale. Only those students who have fully met the requirements for graduation will be permitted to participate in graduation exercises.

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 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Veterans of World War II, the Korean Conflict, or the Vietnam Conflict: Upon application, an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict will be awarded a diploma, provided that he or she: (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.: 105 ILCS 5/2-3.64A-5, 5/22-27, 5/27-3, 5/27-22, 5/27-22.10, AND 70/23 ILL.ADMIN.CODE §1.440.

CROSS REF.: 6:30 (ORGANIZATION OF INSTRUCTION), 6:320 (HIGH SCHOOL CREDIT FOR PROFICIENCY), 7:50 (SCHOOL ADMISSIONS AND STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS)

ADOPTED: JANUARY 11, 2016

2.673 – Late Graduation

Students who fail to meet graduation requirements should consult with the guidance counselor. Upon successful completion of such course work and proper filing of transcripts with the school administration, the student will be certified to the Board of Education for granting a diploma. There is no special ceremony for late graduation.

2.68-Community Service Opportunity

Students choosing to volunteer 100 hours (minimum 25/year) throughout high school will be eligible to receive a Community Service Award, wear honorary cords at graduation, and earn an embossed seal for their diploma. Students may start tracking their hours following 8th grade promotion. Forms will be turned in to their head class sponsor by May 1st of the closing year.

In order to ensure the safety of our students, volunteer opportunities must come from the volunteer board placed outside of the Research Center, they are also shared electronically. All hours/organizations are subject to administration/committee approval.

Below are a few examples of appropriate volunteer opportunities (volunteer hours must come from the volunteer board or tab on the district website):

- Non-profit organizations such as churches, hospitals, municipalities, fire house
- Assisting elderly or handicapped individuals who are not capable of doing work (NON-relation only)
- Library
- Nursing homes
- Food pantries
- Animal shelters, Forest Preserves
- Museums

- Community Service organizations (Kiwanis, Rotary, Lions, Jaycees, Scouts, etc.)
- No political activity, lobbying or special interest group
- **No Salaries** can be received for community service. This includes funds received for an organization you are a part of (e.g. bake sale for sporting team)

2.69 Release Time

Fifth-year part-time Senior students (those needing only 1 or 2 solid credits for graduation) will need to make arrangements with the school administration and guidance office concerning the time required for them to be in attendance.

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

2.70 Homework

As students progress through the grades, they should expect to receive more work to do outside of class time. At the primary level, very little work is given to students as homework (with the exception of makeup work). By the time students enter junior high, they should expect to spend about an hour or more on homework per night. This is, of course, an estimate - some nights may have more or less.

Homework is an essential part of the curriculum and is regularly assigned. Homework assignments are designed to serve one or more of the following purposes:

- Reinforce what is taught that day in class.
- Allow the student to expand the depth and breadth of the subject being taught.
- Reinforce the basic study skills that are taught in class and in the study skills unit.
- Provide regular monitoring of student progress.

2.100 Home and Hospital Instruction

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

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

For information on home or hospital instruction, contact the building principal.

3.20 School Breakfast & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 8:00 a.m. Lunch is served every school day from 10:45 a.m. to 1:00 p.m., except when there is a 12:18 a.m. or earlier dismissal. There will be no breakfast served on the late start schedule

A K-12 grade student may purchase breakfast for \$1.65.

A student may purchase a school lunch for \$2.50 for K-8th grade and \$ 2.70 for 9-12th grade or milk for \$ 0.35, or may bring a sack lunch from home.

Menus are posted on the school district website, www.dist265.com monthly.

Free or reduced price meals are available for qualifying students. Families that automatically qualify for free meals will receive a Direct Certification Letter in the mail in July and will need to present this to the cashiers on Fee Day. Those families that do not automatically qualify by receiving a Direct Certification Letter in July will need to apply for benefits with a Household Application. Household Applications for School year 2016-2017 will be available on July 18, on the Farmington District website, July 26, at Fee Day, or a request can be made for an application to be mailed by contacting the Director of Food Services.

No sharing of meals with other students due to possible food allergies.

Consuming energy drinks is not permitted at school.

All school Breakfasts and Lunches comply with the “Healthy, Hunger-Free Kids Act 2010” regulations.

STUDENT MEAL ACCOUNTS DEPOSITS:

(K-5) Students are to hand their meal deposit money to their classroom teacher. The deposits are picked up at 9:00 a.m. and applied to their account by 10:30 a.m. You may also drop off meal deposit money in the Elementary office. Those deposits are picked up at 9:00 a.m.

Grades 6-12 Deposits will be accepted by the cashiers during Breakfast and Lunch periods and applied to students account at that time. Students and Parents may also drop deposits at the school offices.

CREDIT CARD PAYMENT deposits may also be made thru the district website www.dist265.com, located under the Parent tab.

NEGATIVE ACCOUNTS for STUDENTS:

Providing a student's meal account balance accrues a negative balance, NO ALA CARTE PURCHASES WILL BE ALLOWED.

STUDENTS 4th thru 12th GRADE: When the student's meal account balance exceeds **negative \$-5.00**, Students will receive a Lunch consisting of: a homemade PBJ or a Ham-n-Cheese sandwich (based on allergies on file)- a fruit- a vegetable- and a milk. Parents will receive e-mail and phone notifications weekly when student account balances drop below \$5.00 and those with negative account balances. Student account balances, deposits and purchases may be viewed on the school district website- www.dist265.com, access thru Skyward Family Access under Food Service.

Cross Reference:

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

4.10 Bus Transportation

The district provides bus transportation to and from school for all district students. Students are not permitted to ride a bus other than the bus to which they are assigned and may only get on and off at their designated stops. Exceptions must be in writing and approved in advance by the building principal, no later than 3:45 PM on the day before the requested change. Permission for your child to ride home on a school bus with a friend due to an emergency may be granted upon receipt of a written request from the parent/guardian. All changes in transportation are at the discretion of the building principal or transportation director, provided there is space available.

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 school administration.

Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.

6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not lower windows below the displayed markings.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, school administration 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. Parents/guardians will then be responsible for providing transportation to and from school for their child. Any student who fails to come to school during a bus suspension will receive an unexcused absence. Upon receipt of the fourth suspension from the bus, the student will be prohibited from riding the bus. Farmington Central School District #265 has a contract with Illinois Central to supply transportation for our district. If you have questions about a driver or a bus, then contact the Farmington bus terminal, 245-4231.

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

For questions regarding school transportation issues, contact the district transportation director.

Cross-references:
 PRESS 4:110, *Transportation*
 PRESS 7:220, *Bus Conduct*
 PRESS 4:170-AP3, *School Bus Safety Rules*
 PRESS 7:220, *Bus Conduct*
 PRESS 7:220-AP, *Electronic Recordings on School Buses*

4.20 Parking

Students may park their vehicles in A-lot. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 15 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

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

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

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

Cars should be left and locked immediately upon arrival at school. Do not loiter in cars or the parking lot. Once at school, cars are to be left in the parking lot until the student leaves at the end of the day. All student drivers will be required to purchase a parking sticker from the office.

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

The school has designated locations available for school visitor parking.

Those dropping off and picking up children may do so in the respective lots.

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.

5.10 Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, 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 before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before October 15 of the current school year. 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 October 15.

Exemptions

A student will be exempt from the above requirements for:

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

Cross Reference:

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

5.20 Student Medication

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

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

Self-Administration of Medication

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

Cross-References:

PRESS 7:270, *Administering Medicines to Students*

PRESS 7:270-AP, *Dispensing Medication*

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

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

5.30 Guidance & Counseling

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

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

Cross-Reference: PRESS 6:270, <i>Guidance and Counseling Program</i>

5.40 Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross-References: PRESS 4:170, <i>Safety</i> PRESS 4:170-API, <i>Comprehensive Safety and Crisis Program</i>
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5.50 Communicable Diseases

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross-references:

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

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

5.60 Head Lice

The school will observe the following procedures regarding head lice.

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

Cross-References:

PRESS 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

5.70 Insurance

Our workers' compensation insurance company is providing student insurance free to all enrolled students. Parents/guardians also have the option to purchase student insurance. Insurance information and application forms are available in each school office. See application information for claim filing instructions.

6.10 General Building Conduct

Students shall not arrive at school before 7:45a.m. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.

- Water guns, play guns, and/or real guns are not permitted at school.
- No cameras are permitted without permission from the principal.

6.20 School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. 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, obscene, or offensive language or symbols, including gang symbols.
- Hats, raised hoods, coats, backpacks, bandannas, sweat bands, and sun glasses 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.
- Clothing that is poorly fitting, showing undergarments may not be worn at school. Shirts and blouses cannot be spaghetti straps, tank tops, tube tops or muscle shirts will not be allowed. All backs and midriffs are to be covered.
- The length of shorts or skirts must cover to mid-thigh 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.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

<p>Cross Reference: PRESS 7:160, <i>Student Appearance</i></p>
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6:220 Electronic Usage Policy/Bring Your Own Device

Electronic devices are to be used for educational purposes only. Please note that students are never required to bring in outside technology to school. All students will continue to be able to utilize our school equipment. No student will be left out of the instruction process.

The School Board adopts this policy in order to maintain a safe and secure environment for students and employees. The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein.

An electronic device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include but is not limited to: MP3 player, iPod, iPad, tablet computer, Nook, Kindle, laptop and netbook computers, personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

Expectations:

1. Students will only use appropriate technology at teachers' discretions.
2. Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).
3. Students are not to call, text message, email, or electronically communicate with others from their personal device. This includes other students, parents, guardians, friends, and family during the school day.
4. Students are permitted to access only the school's network through personal devices, not private networks. 3G/4G Networks are not permissible at any time. More information will be provided to students for accessing the available network.

Reinforcement:

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization.

Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.

During the school day, electronic devices may be used under the following circumstances: (a) if 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 during student's lunch periods, and before and after school.

Examples of an unacceptable device in this policy shall include but is not limited to gaming devices or consoles, laser pointers, modems or routers, and televisions.

Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only.

The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well-being of the School is subject to disciplinary action in accordance with district policy.

All district students shall review this policy and associated technology guidelines before students utilize any school and/or personally owned devices. The District reserves the right to restrict student use of district owned technologies and personally owned devices on school property or at school-sponsored events.

Students must be aware of appropriateness of communications when using district or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.

Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G, or other content service providers. Personally owned devices must access the internet via the District's content filtered wireless network.

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 of oneself or another person through the use of a personal electronic device.

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

Consequences for Violation

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

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student’s parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student’s parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. 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 may 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.

Cell phones and other electronic devices may be searched by school officials in accordance with handbook procedure 8.1.

Cross-references:
PRESS 7:190-AP5, *Student Handbook, Electronic Devices*

6.30 Student Discipline

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician’s care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. 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.

- e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
- f. 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.

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 firearm or "look alike," 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.
- 5. Using or possessing an electronic paging device.
- 6. *Elementary/Junior High School:* Electronic devices are to be used for educational purposes only. Using a cellular device, 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. All cell phones, smartphones and similar electronic devices must be kept in the student's regular hallway locker and silenced during the regular school day unless: (a) approval is granted by an instructor or administrator (b) use of the device is provided in an individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

High School: Electronic devices are to be used for educational purposes only. Using a cellular device, 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. All cell phones, smartphones and similar electronic devices will be silenced and non-visible during the regular school day unless: (a) approval is granted by an instructor or administrator (b) use of the device is provided in an individualized education program (IEP); or (c) 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.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. 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.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.
19. 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.

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.

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

The 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.

Disciplinary Measures

Disciplinary measures may include:

- Disciplinary conference.
- Withholding of privileges.
- Seizure of contraband.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Suspension of bus riding privileges.
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
- Notifying parents/guardians.
- Temporary removal from the classroom.
- In-school detention for a period not to exceed 5 school days.

- After-school study or Saturday study provided the student’s parent/guardian has been notified.

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.

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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:

- (1) A firearm. For the purposes of this Section, “firearm” means 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

“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.

Cross-references:

PRESS 7:190, *Student Discipline*

PRESS 7:190-AP2, *Gang Activity Prohibited*

Other Misbehavior

Any misconduct that occurs at school, school events or on school grounds that are not specifically stated in this discipline policy will be reviewed by administration and fair discipline will be assigned based upon the misconduct.

6.31 Law Enforcement

Law enforcement officials will be notified in any situation that involves drugs, drug paraphernalia, weapons, fire arms, arson, bomb threat or any situation deemed necessary by administration.

6.32 Students Due Process and Appeal

- Within three (3) days of a suspension, a written statement giving the reasons for the suspension and the rules and regulations violated by the student shall be sent to the parent/guardian of the student by mail.
- The School administration, upon written receipt of a request for an Administration Review from the parent/guardian of the suspended student, shall arrange for an Administration Review. Notification of the date, time, and place for the Administration Review shall be sent to the parent/guardian of the student.
- Upon completion of the Administration Review, the Administration Review decision will be sent in writing to the person initiating the request. If the result of the Administration Review is a reversal of decision, then the Superintendent shall be so notified.
- An appeal of the decision from the Administrative Review can be requested by the parent/guardian to the Superintendent. The Superintendent shall send notification of the date, time, and place for Administration Review to the student's parent/guardian and the School administration.
- Upon completion of the Administration Review, the Superintendent shall make his finding available to the Board of Education within thirty days (30) of the initial date of student's suspension, if the time constraints of the appeal permit.
- The Board of Education shall review the finding, as reported by the Superintendent and render a decision.
- The Superintendent shall notify the parents/guardians of the suspended student of the Board's decision. He shall also notify the school administration that initiated the suspension.
- If the Board of Education disallows a suspension, the student's absence shall be excused and all education opportunities missed by the student shall, if possible, be afforded him/her, including the making up of any tests. Furthermore, the

student's record will be expunged of all notations or remarks regarding this matter.

- The finding of the Board of Education shall be final.
- The Department of Mental Health shall be invited to send a representative to consult with the administration or the Board of Education at any Administration Review or Hearing in which evidence exists that mental illness may be a causative factor in the student's behavior.
- Any student that is suspended on four (4) separate occasions or acquires 14 or more days of out of school suspensions will be required to appear before the Board of Education for a hearing and possible expulsion.

Cross-references:

PRESS 7:190, *Student Discipline*

PRESS 7:190-AP2, *Gang Activity Prohibited*

6.40 Prevention of and Response to Bullying, Intimidation, Teen Dating Violence & Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, 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 (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.
5. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

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

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

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

Cross-references:

PRESS 7:20, *Harassment of Students Prohibited*

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

PRESS 7:190, *Student Discipline*

PRESS 2:260, *Uniform Grievance Procedure*

6.41 Sexual Harassment

Sexual Harassment

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

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:

Building Administration

Complaint Managers:

Building Administration

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

Cross-references:

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:185, *Teen Dating Violence Prohibited*

6.50 Playground Expectations

Each student needs to obey the following:

- No shoving, tripping, tackling, or other rough contact. Students must report such behavior by others to the teacher or supervisor on duty.
- Students should not bring baseball bats, hard balls, footballs, skateboards, or roller skates to school.
- Soft balls and Nerf balls are permitted.
- Take turns on all school equipment - remember to play safely at all times, stay in assigned areas, and use play areas correctly as directed.
- Do not leave the playground unless given permission by the adult in charge.
- When in doubt about the procedure, ask the teacher or supervisor - all students must obey the teacher or supervisor at all times.
- Line up quickly when the recess ends and enter the building in an orderly manner.
- No fighting or use of foul language.
- Come to school properly dressed to go outside, weather permitting - if you don't have sufficient clothing, you might not be allowed outside for recess.
- No snowballs are to be thrown.
- The school is not responsible for the loss or destruction of any personal items brought to school.

6.51 Cafeteria Expectations

We would expect students to behave in the cafeteria, as we believe parents/guardians expect their children to behave at the dinner table at home. Students using good manners will have no problems in the cafeteria. Listed below are some guidelines for students to follow:

- Once seated, students should remain seated unless permission is given by the supervisor to leave the table
- Students may talk with each other, but should not yell or try to carry on conversations with people at other tables
- Food sharing is not permitted
- Throwing food or intentionally creating a mess with food is not acceptable
- Take all waste materials to the waste containers
- No cutting in the lunch line
- Be courteous to the cafeteria workers
- No food or drink outside of the cafeteria on carpeted areas of the school.

Misbehaviors will result in disciplinary action according to school disciplinary procedures.

6.60 Field Trips

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

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

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.
- Student may not accumulate more than five office detentions
- In School Detentions will equal three detentions
- Any out of school suspension will automatically disqualify a student

The school administration will make the final decision on all students attending field trips. Students who do not qualify for a field trip will be in attendance at school on the day of the trip.

Cross-references:

PRESS 6:240, *Field Trips*

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

6.70 Access to Student Social Networking Passwords & Websites

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Cross-references:

PRESS 7:140, *Search and Seizure*

PRESS 7:190-AP7,E1 *Letter to Parents/Guardians Regarding Access to Student Social Network Passwords and Websites*

7.10 Internet Acceptable Use

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

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 Farmington Central CUSD #265 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.

Cross Reference: PRESS 6:235, <i>Access to Electronic Networks</i>

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

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

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

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause 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, 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, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or

The distribution of non-school-sponsored written material must 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 material is endorsed by the school district.

Cross Reference:

PRESS 7:310, *Restrictions on Publications*

8.10 Search and Seizure

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

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.

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

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

Cross-reference: PRESS 7:140, <i>Search and Seizure</i>
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9.10 Activity Rules

The Farmington Central CUSD #265 extra-curricular handbook is in effect for a full calendar year (365 days).

NO participant(s) shall smoke, chew, or be in possession of Tobacco Products.

NO participant(s) shall drink, consume, solicit for or offer for sale, or be in possession of or under the influence of alcoholic or intoxicating beverages. (Religious or ethnic responsibilities are exempted from this regulation.) A participant(s) who knowingly attends and remains in the presence or underage persons who are consuming, selling, or possessing alcoholic beverages shall be deemed in violation of this rule.

NO participant(s) shall use, consume, solicit, distribute or offer for sale, or be in possession of illegal chemicals, drugs, prescription drugs prescribed to another person, drug paraphernalia, look-alike drugs or other substances or alternatives which are mood altering or which the participant believes or suggests to be mood altering. A student who knowingly remains in the presence of persons who use, consume, distribute or sell, or possess any of the above substances or items shall be deemed in violation of this rule.

NO participant(s) shall be guilty of or involved in a serious criminal offense as determined by the sponsors or administrative staff. Such determination as to the seriousness of said offense shall be the sole and exclusive decision of the sponsors and administration.

Dress, good grooming, and general conduct will be left to the discretion of the sponsors. Conduct will include rules and regulations as outlined in Board Policy or in the student

handbook. Sponsors have a wide degree of latitude in determining further participation status in cases of open abuse of rules 1, 2, 3 or 4 in other determined cases of misconduct.

Participants must attend ALL practice sessions, meetings or events, unless excused by the sponsor. If a practice session or other session is missed UNEXCUSED, then the student may not be able to participate in the next meeting, game or match and may be given extra responsibilities, at the sponsor's discretion.

Any participant(s) who is unexcused from a contest may be removed from the team.

When a participant(s) is absent or misses any part of the school day, he/she may not participate in any extracurricular activity that day. Pre-approval by the Activities Director is an exception (Doctor or dentist appointment, etc.).

No participant(s) who is dropped from one squad for disciplinary reasons or who quits shall be eligible to compete in another sport during the same season. (Specific to sports participation)

Equipment rooms and coaches' offices are off limits to participant(s).

Participant(s) may not withdraw equipment, practice, or play in an activity until:

- They have passed an annual physical examination. (sports)
- They have filed an insurance waiver or purchase school insurance. (sports)
- They are not failing any courses and are academically eligible.
- They have filed an "Agreement to Participate" Form.
- They have filed a "Drug Testing Consent" Form.

Participant(s) conduct on trips:

- Participant(s) must travel to and from activities on the designated school transportation.
- Participant may return home with their parents/guardians as outlined in the transportation rules.
- Participant must stay with their coach before and after an away contest.
- Participant must see that nothing is damaged either on the bus or around the host school.
- Locker rooms or host-designated rooms must be left in good condition and order.

9.20 Activity Transportation

For all activities where school transportation is provided to and from events, all students will use school district transportation to any event sponsored by the school district to and from the event. Once at the event, only a parent or legal guardian can sign out a student. The parent/legal guardian must be physically present at the event in order to sign out a student. The parent/legal guardian must go to a coach or sponsor to sign out a student.

9.30 Attendance Requirements for Extra-Curricular Activities

Students must be in school for a full day in order to participate in any extra-curricular activities scheduled for that day. The activities director must approve any exceptions, in advance.

9.40 Honesty Policy

If a student would have an infraction of the athletic code (In High School only), he or she would have 24 hours to report the infraction to an administrator or coach. If the student turns themselves in, he or she would have the opportunity to reduce their 1st time infraction of the athletic code from $\frac{1}{3}$ of their current or upcoming season suspension to 25% of their current of upcoming season.

9.50 Participants

A 5th grader becomes a junior high student after the last school day during the current school year. From that time on, he/she will be held to the athletic/activity code. An 8th grader becomes a high school student after the junior high commencement ceremony. From that time on, he/she will be held to the athletic/activity code.

9.60 Consequences for Infractions of Athletic Code

The participant(s) who violates the first four rules (1,2,3, or 4) on a first offense basis shall be excluded from further participation in school activities for the next three week period or for the next ten consecutive events (whichever comes first) in which he/she is a participant and as determined by the Activity Director. This rule carries from activity to activity, season to season, or year to year and could conceivable entail two activities, two seasons or even two school years.

Upon the penalty being invoked (for the 1st offense), the participant(s) will be placed on a one-time, one-year probationary period.

Upon successful conclusion of the probationary period, the participant(s) shall return to the status of a first infraction and applicable penalty.

Should a second offense occur during the probationary period, the participant will be excluded from all Farmington Central School District #265 extra-curricular activities for a period of one year from the date the penalty is invoked. Participant and/or parents/guardians are encouraged to recognize and seek help for problems of chemical use/abuse/dependency.

The participant(s) who violates the first four rules for a third time will immediately be removed from all Farmington Central School District 265 extra-curricular activities and upon the penalty being invoked will be suspended from all Farmington Central School District 265 extra-curricular activities for the remainder of their high school eligibility.

Under these rules for infractions or penalties, only one probation period is allowable during each of the two time span periods (Junior High attendance years and High School attendance years).

All penalties become enforceable when the source of information is a law enforcement officer, an employee or agent of the District #265, a parent, or caretaker of the student participant, or self-admission.

Further, any policy intervention enforcement of these four rules that result in a police violation subject to immediate involvement of the penalties prescribed above.

9.70 Athletic Code Due Process and Appeal

In all cases of reported infractions, the Activity Director/or sponsor shall investigate the reported infraction and confront the student involved allowing for the student to: (a) be informed of the reported infraction and the penalty prescribed, (b) explain his/her situation, involvement or non-involvement, and (c) meet and question his/her accuser.

After the Activity Director/or sponsor have thoroughly investigated the report to the best of their ability and allowed for minimal due process, then the penalty can be invoked.

When it is determined by the Activity Director/or sponsor that no recognizable proof of violation or offense has occurred, the penalties or provisions of extracurricular participation code shall not be applicable.

Any participant(s) who has been excluded for disciplinary reasons during a previous period shall be required to meet with the sponsor and Activity Director prior to any participation in a following activity or season.

Should the exclusion continue after the conference, the student and/or guardian may request in writing and within seven days of the exclusion for an Administration (Building Principal) review of the exclusion.

All exclusion rights and privileges shall be identical to those assured to individual student under Board Policy dealing with suspension.

In all cases of reprimand, exclusion, or probation, the sponsor shall be the determining authority of the attitudinal or athletic performance of the participating or probationary participant(s).

Exclusion shall be reviewed within seven days at a meeting involving the excluded participant(s).

9.80 Physical Education

Physical education classes are required of all students in elementary school. These classes meet daily. Students in grades K-5 are required to have a pair of tennis shoes that can be left at school to wear only for P.E.

Students in grades 6-12 are required to wear a physical education uniform that consists of: t-shirt, shorts or sweat pants, socks and tennis shoes. Clothing must be plain, solid colors. The only acceptable colors are purple, gold, white, gray, and black. All clothing must meet the requirement of the building dress code. Students are responsible for seeing that each item is labeled, clean and ready for use any day that he or she participates in physical education.

There are times when students, for health reasons, should not take P.E. class. They will need a note from a parent/guardian for one, two, or three days of non-participation. Non-

participation of four (4) or more days requires a doctor's written excuse. If some unusual circumstance exists where the absence from P.E. will be longer than 3 days but is not, in the parent's opinion, reasonable to go to the doctor, please contact the school administration to discuss the situation. Students who do not take physical education classes during the day will not be eligible to participate in the school's athletic program that same day, or as long as the period of time they are excused from participating in P.E.

9.90 School Dances and Social Activities

School dances and other social activities are encouraged as a part of a complete junior high and high school experience. These are safe, enjoyable, and rewarding activities providing a few simple rules and procedures are followed:

- The school administration must approve all such activities in advance - planning, organization, and financing are the responsibility of the sponsoring organization and its advisor.
- Each group sponsoring a DANCE is to submit to the School administration a list of the FCHS teachers who will be serving as chaperones - 4 teacher chaperones are necessary to have a dance.
- FCHS students may register ONE GUEST as a non-FCHS student being brought as a date - this must be done at least two days prior to the dance.
- Students are reminded that they are responsible for the conduct of their guest.
- Elementary (K-8) students are NOT admitted to FCHS dances - High school students are not admitted to junior high dances.
- Once you leave the dance or activity you will NOT be re-admitted.
- If a band is used, only working band members are to be admitted - a general band "following" is not to be admitted.
- High school dances must end no later than 11:00 p.m.
- All non FCHS student(s) requesting admittance shall be twenty (20) years of age or younger.
- The sponsoring organization shall pay for the cost of custodial services should overtime be required.
- Junior high dances will end no later than 9:00 p.m.

10.10 Education of Children with Disabilities

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

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

Farmington Central District #265 has special education services available. In order to provide center based programs, our district is a member of the Special Education Association of Peoria County joint agreement.

If your child has difficulty learning, talking, behaving, seeing, hearing, or moving, he/she might be eligible for special services. Our teachers determine if any of our children are having difficulties that would require additional evaluation conduct screening annually. If your child were having difficulty, then we would talk with you and request your written consent before conducting a comprehensive case study evaluation.

The following services are available: speech and language therapy, psychological services, social work services, motor services, learning consultant services, resource and instructional classroom services, and preschool screening. Classroom programs are offered to eligible children who are considered to be speech/language impaired, learning disabled, mentally impaired, hearing impaired, visually impaired, physically handicapped, behavior disordered, emotionally disturbed, and health impaired. A parent handbook is available for additional details regarding the services.

Most children are provided services in local school buildings or in the schools of nearby districts. A few severely handicapped students require services that cannot be provided by public schools and are, therefore, placed in private day programs or residential programs. As the parent of an exceptional child you have certain rights that are safeguarded by state and federal statute. Your rights pertain to records, independent evaluation, notice, consent, hearing, evaluation procedures, least restrictive environment, confidentiality, and legal costs. If you have further questions about these rights, you may contact Farmington Central CUSD #265 at 309-245-1000. You are entitled to a copy of the rules regarding special education upon request to the Illinois State Board of Education.

Cross Reference: PRESS 6:120, <i>Education of Children with Disabilities</i>

10.20 Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education’s *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

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

10.30 Exemption From Physical Education Requirement

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

1. 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
2. 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.

Students may request exemption from physical education for the following reason(s):

- Enrollment in Marching Band for credit (grades 9 – 12)
- The student is determined to be participating in interscholastic athletics as certified by the appropriate district personnel (grades 11 – 12)
- The student confirms evidence the counselor secured from an institution of higher education that specific courses in existing state or local school minimum graduation standards are required for admission. School district staff will verify that the student's present and/or proposed schedules exceed normal course loads (grades 11 – 12)
- The student lacks sufficient course credit in one or more courses required by state status or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits or who lack credits due to other causes will be eligible to apply for this exemption (grades 11 – 12)

Waiver forms for physical education are available in the high school guidance office.

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious

prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Cross Reference:

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

PRESS 7:260, *Exemption from Physical Education*

10.40 Certificate of High School Completion

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

Cross Reference:

PRESS 6:300, *Graduation Requirements*

10.50 Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

Cross Reference:

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

PRESS 6:120-AP2,E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes*

11.10 Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

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

Cross-References:

PRESS 7:15, <i>Student and Family Privacy Rights</i>
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PRESS 7:15-E, <i>Notification to Parents of Family Privacy Rights</i>

11.20 Student Records

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

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

1. The right to inspect and copy the student’s education records within 15 school days of the day the District receives a request for access.

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

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

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

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

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 Gender Grade level Birth date and place
Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
Academic awards, degrees, and honors
Information in relation to school-sponsored activities, organizations, and athletics
Major field of study
Period of attendance in school

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

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 parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

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

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

11.30 Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student’s parent/guardian or the student, if over the age of 18. Biometric information

means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

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

12.10 Teacher Qualifications

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

- Whether the teacher has met State qualification and licensing criteria for grade levels and subject areas in which the teacher provides instruction,
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived,
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications,
- Whether the teacher is teaching in a field of discipline of the teacher's certification.

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

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

12.20 Standardized Testing

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

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

6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Cross-Reference:

PRESS 6:340, *Student Testing and Assessment Programs*

12.30 Homeless Child's Right to Education

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

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

Cross-References:

PRESS 6:140, *Education of Homeless Children*

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

12.40 Sex Education Instruction

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

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

Cross-References:

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

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

12.50 District Title I Plan

- Farmington District #265's Title I Plan, its parental involvement policies, and the district's process for reviewing its Title I plan will be jointly developed by and

- agreed upon with the parents/guardians of Title I participating children, including the parents/guardians of any participating children enrolled in private schools.
- Farmington District #265's Title I Parent Involvement Policy and changes in the policy will be distributed to the parents/guardians of participating children.
 - The Farmington District #265 Title I Director will submit any parental comments with the district's Title I plan when it is submitted to the State *IF* the plan is not satisfactory to the parents/guardians of participating children.
 - The Farmington District #265 Title I Director shall establish a Title I Parental Involvement Committee comprised of representatives from all Title I programs. This committee shall meet at least one time per year.
 - Each Farmington District #265 Title I school administrator shall call an annual meeting consisting of parents/guardians, teachers, staff, and administrators. This meeting will review the parent-teacher compact and make recommendations regarding how Title I funds are used to enhance parental involvement.
 - Each Farmington District #265 Title I school will actively promote appropriate professional development programs for teachers, parents/guardians, student services, personnel, administrators, and other staff in order to raise the academic standards and performance of the Title I students.
 - The Farmington District #265 administration will provide technical assistance and materials to the Title I schools as they support Title I parents/guardians to help promote learning at home.
 - Each Farmington District #265 Title I school shall require parents/guardians of participating Title I children to provide necessary feedback and suggestions for planning, developing, and implementing effective Title I programs. The responsibilities of the school and parents/guardians as partners in education will be outlined in a signed school/parent compact
 - Farmington District #265 will provide regularly scheduled conferences for Title I teachers to communicate actively with parents/guardians and actively involve the parents/guardians in the school curriculum.
 - The Farmington District #265 administration will coordinate the Title I program and collaborate with other agencies providing services to children, youth, and families, including health and social services.
 - The Farmington District #265 administration, through the Title I Director, will be responsible for verifying that the district carries out parental involvement requirements as mandated by law.
 - Farmington District #265 Title I schools will annually measure the progress that Title I students are making towards meeting State student performance standards through the use of high-quality student assessments and report the information to parents/guardians, students, and teachers.

The Farmington District #265 administration will use the evaluation findings in designing strategies for school improvement and in revising parental involvement policies at the district and school levels.

The state’s resources on parental involvement can be located at <http://illinoisparents.org/>. The state’s website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Cross-reference:
PRESS 6:170, *Title I Programs*

12.60 English Learners

The school offers opportunities for 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.

Cross-References:
PRESS 6:160, *English Learners*

12.70 School Visitation Rights

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

Cross-References:
PRESS 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*
PRESS 8:95-E2, *Verification of School Visitation*

12.80 Pesticide Application Notice

District #265 has an integrated pest management (IPM) policy that incorporates building maintenance, sanitation, physical barriers and as a last resort, the safest, effective means

of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the district unit office if you wish to be added to the registry. You can add your name at any time during the year.

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

12.90 Mandated Reporters

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

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

12.110 Sex Offender Notification Law

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

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Cross-References:
PRESS 4:170-AP2, *Criminal Offender Notification Laws*

12.120 Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Cross Reference:

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