



“Excellence Has No Finish Line”

Table of Contents

Chapter 1 – Introduction and General Information

- 1.10 – Student/Parent Handbook Acknowledgement and Pledge
- 1.20 - District Information
- 1.30 – Visitors
- 1.40 – Non-Discrimination Statement
- 1.50 - School Volunteers
- 1.55 – Volunteer Information Form and Waiver
- 1.60 – Treats and Snacks
- 1.70 – Emergency School Closings
- 1.80 – Video and Audio Monitoring Systems
- 1.90 – Students with Food Allergies
- 1.100 – Care of Students with Diabetes
- 1.105 – Authorization to Provide Diabetes Care Form
- 1.110 – Birth Certificates
- 1.120 – Residency
- 1.130 – District Involvement Opportunities
- 1.140 – Grievance Process/Procedures
- 1.150 – Lockers, Book Bags, Vehicles, and Other Student Property
- 1.160 – Suicide and Depression Awareness and Prevention
- 1.170 - Accommodating Breastfeeding Students

Chapter 2 – Attendance, Promotion & Graduation

- 2.10 – Attendance
- 2.20 – Absences
- 2.30 – Release Time for Religious Instruction/Observance
- 2.40 – Make-Up Work
- 2.50 – Truancy
- 2.60 – Tardy to School
- 2.70 – Work Permits
- 2.80 – Home and Hospital Instruction
- 2.85 – College Visits
- 2.90 – Courses
- 2.100 – Grading and Promotion
- 2.110 – Homework
- 2.120 – Early Graduation
- 2.125 - Exclusion of P.E.
- 2.130 – Honor Roll
- 2.140 -Graduation participation
- 2.150 - High School Graduation Requirements

Chapter 3 – Fines and Fees

- 3.10 – Fines, Fees, and Charges; Waiver of Student Fees
- 3.20 – Lost/Damaged Books
- 3.30 – Extra-Curricular Fees
- 3.40 – Nonpayment of Student Fees
- 3.50 – Cafeteria Fees

Chapter 4 – Transportation and Parking

4.10 – Bus Transportation

4.20 – Bus Conduct

4.30 – General Parking

4.40 – Driving and Parking

Chapter 5 – Health and Safety

5.10 – Required Health Examinations and Immunizations

5.20 – Student Medications

5.25 - Student Medication Form

5.30 – Guidance & Counseling

5.40 – Safety Drill Procedures and Conduct

5.50 – Communicable Diseases

5.60 – Head Lice

5.70 – Illness during the School Day

5.80 – Accidents

5.90 – Insurance

5.100 – Educational Programs about the Dangers of Underage Drinking

5.110 – Disruptive Social Media Apps; Dangers

5.120 – Preventing and Reducing Incidences of Sexting

5.130 – Teen Dating Violence

5.140 – CPR and AED Video

Chapter 6 Discipline and Conduct

6.10 – General Building Conduct

6.20 – Due Process Rights of Students

6.30 – Reciprocal Reporting Act

6.40 – Dress Code/Student Appearance

6.50 – Student Behavior

6.60 – Indian Valley Vocational Center

6.70 – Lesser Disciplinary Measures

6.80 – After School Detentions

6.90 – Saturday School

6.100 – Discipline Points

6.110 – Discipline: Electronic Devices/Cell Phones

6.120 – Cafeteria Conduct

6.130 – Study Hall Expectations and Conduct

6.140 – Short Term Out-of-School Suspension Reporting Form

6.150 – Long Term Out-of-School Suspension Reporting Form

6.160 – Prevention of and Response to Bullying, Intimidation and Harassment

6.170 – Access to Student Social Networking Passwords and Websites

Chapter 7 Internet, Technology & Publications

7.10 – Internet Acceptable Use

7.20 – Bring Your Own Device

7.30 – School Sponsored Publications and Websites

7.40 – Guidelines for Student Distribution of Non School-Sponsored Publications

Chapter 8 Search and Seizure

8.10 – School Property and Equipment and Personal Effects Left by Students

8.20 – Students

8.30 – Seizure of Property

Chapter 9 Athletics and Extra-Curricular

9.10 – Requirements for Participation

9.20 – Athletic and Extra Curricular Rules

9.30 – Attendance Policy

9.40 – Code of Conduct

9.50 – Student Athletes and Concussions/Head Injuries

9.60 – Dance Guidelines

9.70 – Field Trips

9.80 – Behavior at Events

Chapter 10 Special Education

10.10 – Education of Children with Disabilities

10.20 – Accommodating Students with Disabilities

10.30 – Discipline of Students with Disabilities

10.40 – Exemption from Physical Education Requirement

10.50 – Certificate of High School Completion

10.60 – Request to Access Classroom or Personal for Special Education

Chapter 11 – Student Records and Privacy

11.10 – Student Records

11.20 – Student Privacy Protections

11.30 – Military Recruiters & Institutions of Higher Learning [HS]

Chapter 12 Parental Right Notifications

12.10 – Teacher Qualifications

12.20 – Standardized Testing

12.30 – Homeless Child’s Right to Education

12.40 – Sex Education Instruction

12.50 – Parental Involvement (Title I)

12.60 – English Language Learners

12.70 – School Visitation Rights

12.80 – Pesticide Application Notice

12.90 – Asbestos

12.100 – Routine Weed Spraying

12.110 – Mandated Reporters

12.120 – Medicaid Data Release

12.130 – Sex Offender & Violent Offender Community Notification Laws

12.140 – Sex Offender Notification Law

12.150 - Parent notices required for the Every Student Succeeds Act

1.10 Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

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

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

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

Student Signature

Date

Parent/Guardian Acknowledgement

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

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

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

1.20 INTRODUCTORY AND GENERAL INFORMATION

Leland Community Unit School District #1
LaSalle and DeKalb Counties, Illinois

Leland C.U.S.D. #1 is a school district organized under the laws of the State of Illinois for the purpose of providing its residents with schools for grades K-12 for the education of all eligible persons in the district.

The district maintains its administrative office at 370 N. Main, Leland IL 60531.
The district is comprised of:

Leland Grade School
370 N. Main
Leland, IL 60531
Leland High School
370 N. Main
Leland, IL 60531
Elementary Office 815-495-3231...ext. 2
High School Office 815-495-3881...ext. 3
Superintendent's Office 815-495-3821...ext. 1
Fax 815-495-4611
Website
www.leland1.org

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

Janet Plote	President
Alan Kinney	Vice President
Claire Anderson	Secretary
Tage Shumway	
Brad Riskedal	
Andy Wold	
Daniel Todd	

The Board of Education has hired the following staff to directly administer school policy:

Jodi Moore	Superintendent
Chris Bickel	Principal
Victor Epperson	Guidance Counselor
Jason Zaleski	Athletic Director
Chris Bickel	Transportation Director
Andrea Niles	High School / Junior High Secretary
Joye Charlier	Grade School Secretary
Donna Twait	Grade School Secretary and School Treasurer
Jason Zaleski	District Bookkeeper

This handbook is a summary of the school's rules and expectations, and not a comprehensive statement of all school policies and procedures. The Board of Education's comprehensive policy manual is available for public inspection in the district business office.

1.30 Visitors

Visitors are required to make approved arrangements through administration, in order to minimize disruptions of the education program. As required by law, all visitors must register in the School Office.

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. All visitors must return to the 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 him/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.

1.40 Non-Discrimination Statement

District 1 provides equal educational and extracurricular opportunities 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 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, parent/guardian with an equal opportunity concern should contact building administration.

1.50 School Volunteers

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

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

1.55 Exhibit - Volunteer Information Form and Waiver of Liability

Only one form needs to be completed by a volunteer each school year. Please print clearly in ink:

Name _____
Last First Middle Telephone

Address _____
Street City Zip code

Personal physician _____ Telephone _____

Emergency adult contact _____ Telephone _____

Are you now or have you ever been a school volunteer? Yes No

If yes, at which school? _____ Year? _____

The name of any child or ward attending this school _____

Criminal Conviction Information: Are you a child sex offender? Yes No

Have you ever been convicted of a felony? Yes No If Yes, list all offenses.

Offense	Date	Location
_____	_____	_____

If requested, are you willing to consent to a criminal history records check? Yes No

Waiver of Liability

The School District does not provide insurance coverage to non-District personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk.

By your signature below:

You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.

You agree to assume all risk for death or any loss, injury, illness, or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District. You also agree to waive any and all claims against the School District, or its officers, School Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.

Volunteer name (*please print*)

Volunteer signature

Date

For School Use Only

General description of assignment(s):

- Supervising students as needed by a teacher
- Supervising students during a regularly scheduled activity
- Assisting with academic programs
- Assisting at the resource center or main office
- Other

Name of supervising staff member _____

Child Sex Offender List checked by _____ on _____ (mandatory)

Statewide Sex Offender Database checked by _____ on _____ (mandatory)

To be completed by the building principal:

Will the individual be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a criminal history records check would be prudent?

- Yes No

If "yes," and provided the individual authorized the criminal history records check, please provide the following:

Date that the check was requested _____

Date that the check was received and reviewed _____

Check reviewed by (*please print*) _____

Signature of reviewer

Date

1.60 Treats and Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks brought in to the school must be obtained from commercial sources that comply with health department laws relating to food and food labeling. Commercially prepared foods must arrive unopened as packaged by the bakery or manufacturer, or they cannot be served to the students. Treats and snacks may not require refrigeration, and must have a clearly printed list of ingredients on the packaging.

1.70 Emergency School Closings

Every effort is made to keep school open. In cases of bad weather and other local emergencies, families will be contacted through OneCall delivery system, and information will be provided to the local radio station WSPY-FM 107, www.EmergencyClosings.com, TeacherEase site, and will be posted on the Leland School website www.leland1.org, as well as the Leland School Facebook page. For safety purposes, make certain your child knows ahead of time where to go in case of an emergency early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

1.80 Video and 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 audio or video, 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.

1.90 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 chronic illness, please notify the building principal at 815-495-3231.

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/her education as effectively as students without disabilities.

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

1.100 Care of Students with Diabetes

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

While the Diabetes Care Plan can be a component of a 504 Plan, it is a separate document. The parents/guardians are responsible for and must:

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

For further information, please contact the building principal.

1.105 Parent form

Exhibit: Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities

As provided by the Care of Students with Diabetes Act, I hereby authorize Leland CUSD #1 and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, _____, consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that the School is provided with the most up-to-date and complete information regarding my child's diabetes and treatment. Therefore, I consent to the release of information about my child's diabetes and treatment by my child's health care provider(s), _____, to representatives of Leland CUSD #1. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, _____, and who may need to know this information to maintain my child's health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature*:

Date:

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

1.110 Birth Certificates

In accordance with public act 84-130, any person enrolling a student for the first time in the District must provide within 30 days either 1) a certified copy of the student's birth certificate, or 2) other governmental documentation of the child's identity and an affidavit explaining the inability to produce a copy of the birth certificate. If the necessary documentation is not received, or is inaccurate or suspicious, the district is required to report the matter to local law enforcement authorities.

1.120 Residency

Illinois law requires districts to charge tuition for non-resident students. Generally, students may be considered residents of the District and entitled to attend school tuition free only if they reside with their parents or legal guardians within the District. The District reserves the right to investigate and to determine residency and eligibility of any student who seeks to enroll or is already enrolled in the District.

1.130 District Involvement Opportunities

The District wishes to encourage parents/guardians and community members to be involved in education. Some opportunities include:

- Attendance at athletic, fine arts, and other extracurricular activities and events
- Attendance at Parent Panther Nights (open to all community members)
- Attendance at Board of Education meetings
- Regularly log onto the District website www.leland1.org to see what's 'new'
- Join a variety of committees, such as the School Improvement Team, or our newly formed Parent Teacher Organization

For more information on these, and other opportunities, please contact the school office.

1.140 Grievance Process/Procedure

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

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

It is the policy of the District that all grievances be resolved as quickly as possible, and at the lowest step possible.

The grievance procedure is not required if the grievant(s) prefers other alternatives, such as the Office of Civil Rights or the courts. Due process shall exist throughout the procedure with the right to: 1) representation; 2) presentation of witnesses and evidence; 3) confidentiality; 4) review of relevant records; and 5) procedure without harassment and/or retaliation.

This procedure, along with explanations, due process, and direction, is available for inspection in the office of the superintendent. Time limits refer to days when school is in session.

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

Step Two If the problem is not resolved, the grievance should be referred informally to the *building principal*. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

Step Three If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the *Superintendent or designee*. The grievance should be described as completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and District representative within ten (10) days, and a written response made within five (5) days.

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

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

Due Process Explanation

- *Rights to representation* – A grievant(s) may be represented by an attorney or other person of one's own choosing, such as a parent or advocate
- *Right to Present Witnesses and Evidence* – Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.
- *Time limits* – All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decisions on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.
- *Rights to Information* – Unless state laws and rights-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issue.

- *Privacy*- During the grievance procedure, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.
- *Reprisals – Retaliation* – Participants in a grievance submitted in District 1 shall not be subjected to reprisals, retaliation, or different treatment because of such participation. Participation shall not be recorded in the student file(s) or used to affect equal opportunity for access to equity in educational programs and series.

Due Process Directions

Each step of authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step Three, the grievance must be submitted in writing, dated, and signed. The issue should be described as specifically and completely as possible and should include the names of anyone who will represent the grievant(s). A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from a higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timelines. Copies of the written answers to the grievant(s) shall be submitted to the superintendent or designee. This response shall contain a summary of the evidence determined and the conclusion(s) reached with reasons and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail will be used.

1.150 Lockers, Book Bags, Vehicles, and Other Student Property

Students are advised to avoid bringing large amounts of money, electronic devices, or other valuables to school. Girls should not leave purses unattended. Students, not the school, are responsible for their personal property. The junior high and high school students are assigned lockers. They are to use the locker assigned to them, and keep them locked. The following rules in regard to lockers include:

- School officials have access to lockers at any time
- Canine searches of lockers and automobiles by privately contracted companies or law enforcement officials may be conducted in order to maintain a safe and secure school environment
- A search of lockers and automobiles may be conducted without a warrant for any reasonable purpose. Search of a vehicle includes all compartments and components. Once a search begins, the person in control of the vehicle will not be allowed to remove it from the premises.
- The District is not responsible for lost or stolen personal articles
- Lockers are issued to individual students. The sharing of lockers is prohibited, and they are to be ‘locked’. Therefore, the students are responsible for the contents of the locker issued to them

- Any item that is reasonably considered a problem for health, safety, or effective management of the education process is banned from lockers
- Open food items and/or beverages are not allowed in student lockers
- Book bags must be opened for inspection by any administrator, teacher, bus driver, or other educational employee on request
- Students are to keep book bags in their lockers during the school day
- Locker combinations should not be given to any other student
- The District is not responsible for any items left in lockers after the last official day of the school year, or after a student has been withdrawn

1.160 Suicide and Depression Awareness and Prevention

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

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

1.170 Accommodating Breastfeeding Students

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

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

Complaints regarding violations of this procedure should be made the the building principal.

Chapter 2 Attendance, Promotion and Graduation

2.10 Attendance

In accordance with Illinois state law and ‘The School Code of Illinois’, and in recognition of the responsibilities imposed upon parents, Leland CUSD #1 students shall attend school every scheduled school day. School attendance is not optional. Daily attendance, timeliness to class, and participation will increase the student’s probability for successful performance and foster the development of self-discipline and responsibility. Conversely, repeated tardiness and absences can only have a negative effect on the student’s overall classroom experience, and ultimately the overall grade. Time missed from school can never truly be made up; the interaction in the classroom cannot be replicated by doing make-up work.

In order to attend and/or participate in an after school activity, the student must be in attendance for at least ½ of the school day. A student who leaves school for an illness will not be allowed to attend or participate. Any request for exception must be directed to the building principal.

Students may enter the building after 8:00 am, and must exit the building by 3:45, unless under direct supervision of an adult in authority.

2.20 Absences

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

Pre-arranged absences are allowed for court appearances, college visits (limited to juniors and seniors – 2 per year), and religious holiday or retreat. Pre-arranged absences must be approved by the building principal. In the case of a pre-arranged absence, students must have permission secured a minimum of 48 hours in advance with an ‘Anticipated Absence Form.’ Homework is due the day the student returns to school. Pre-arranged absences can also be arranged for family vacations. While parents are discouraged from taking students out of school, students on family vacations for 3 or more days are required to

- Pick up and complete an ‘Anticipated Absence Form’ from the office or print one off the website or TeacherEase.
- Return the form to the same office 5 days prior to the absence, after all teacher signatures are complete and parents have signed.
- This completed form entitles work to be turned in on the date of return, however, students may lose participation points while on vacation.

In the event of any absence, a parent/guardian is required to call the school to explain the reason for the absence. If the school is not called by 9:00 a.m., a school official will call to inquire why the student is not at school. If the parent/guardian cannot be reached, the student must submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so will result in the absence being unexcused.

Leland CUSD #1 is a closed campus. Students are required to sign in and out in the main office if they arrive after the beginning of the first period or need to leave during the school day. A parent must initiate permission for a student to sign out before dismissal.

State of Illinois guidelines and mandates establish the following guidelines:

- Absent 30 minutes or less will show as a full day present (tardy policies may apply)
- Absent 31 to 210 minutes will show as ½ day absence
- Absent 211 to 360 minutes will show as full day absence
- All absences beyond 10 days in a semester (whether excused or unexcused) will require a doctor's note or other documentation (such as court papers) to explain the absence.
Absences without such documentation are considered unexcused

Students who are absent from school for 5 consecutive days due to illness, injury, or hospitalization need to present to the office a physician's release to be readmitted to school.

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.

2.40 Make-Up Work

Students who have a pre-arranged absence are required to complete all assignments from the "Anticipated Absence Form" and turn them in upon return to class.

For all absences, the student is responsible for requesting the make-up work. Parents/guardians of younger students, and older students themselves, are encouraged to contact the school regarding assignments. Often they can be ready by the end of the day for pick up.

Students will be given one school day per each day of excused absence to make up their assignments. Exceptions to this policy may be considered by the teacher for extenuating circumstances.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Work is due on the date of return to school. Students who are unexcused from school will not be allowed to make up missed work.

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 District. Students who accumulate 5% of the 180 school days (9 unexcused absences within one school year) are considered chronically truant, and will be offered support services and resources aimed at correcting the truancy issues.

If chronic truancy persists, the District will take further action including:

- appropriate school discipline
- referral to the Regional Office of Education – truancy officer
- referral to officials under the Juvenile Court Act
- referral to the State's Attorney

Please note: A parent or guardian who knowingly and willingly permits a child to be truant is in violation of State law and may be charged with a misdemeanor and subject to fines.

2.60 Tardy to School

A student is considered tardy to school when he/she is not in his/her assigned seat when the bell rings, indicating the start of first period. Students tardy to school must check in at the appropriate office BEFORE reporting to class. Missing the bus, oversleeping, etc. are explanations for being late, but not considered reasons for an excused absence. Students chronically tardy to school are subject to:

1st Tardy – Warning

2nd Tardy – Warning

3rd Tardy – After school detention

4th Tardy – Referral to administration or designee/parent contact made discipline points assigned

Subsequent Tardies – Parent conference and review by Board of Education

further discipline may include Saturday School, in-school suspension and/or out-of-school suspension

** Individual class tardies during the day will be subject to classroom policy and procedure.

Referral to the office for tardiness will result in discipline points assigned.

2.70 Work Permits

Students whose place of employment requires a work permit (ages 14 and 15), may obtain the form from the Guidance Office. A copy of the student's birth certificate will be required. After turning the completed work permit form back into the high school office, the official work permit may be picked up on the next business day, after 24 hours.

2.80 Home and Hospital Instruction

A student who is absent or whose physician, physician assistant or advanced practice registered nurse anticipates his/her absence from school for an extended period of time, or has ongoing intermittent absences 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 the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

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

2.85 College Visits

College visitations are not to exceed 2 school days per school year without prior consent of the administration or designee. The parent/guardian and student make arrangements for college visitation days. Students are to have parent permission. Parents are to call the office to verify an excused absence for the college visitation day. Visitations can be used the junior or senior year.

2.90 Courses

All high school courses are described in the student *Course Offering Guide*, available on the school website.

Successful completion of English, mathematics, science, physical education, driver education, social studies, computer applications, health, and consumer education are all graduation requirements. Elective courses are available in art, business education, foreign language, mathematics, music, science, and social studies. There are also vocational education programs offered through IVVC for juniors and seniors.

Per School Code of Illinois, students must have received a passing grade in at least 8 courses during the previous 2 semesters in order to register for driver education.

2.100 Grading and Promotion

The A (90%), B (80-89%), C (70-79%), D (60-69%) and F (59% and below) system for grades 3-12 is used to show achievement in the classroom. Semester grades are based on a cumulative point system. Parents have continual access to student grades through TeacherEase.

School report cards are issued at semester. In grades K-5, the decision to promote a student to the next grade is based on successful completion of the curriculum, attendance, performance on standardized tests, and other testing.

In Grades 6-8, any student who receives a failing final grade in a core curriculum course will be given the option to complete the IVS summer school program in order to be promoted to the next grade level. The cost of the summer school course will be at the expense of the student. If summer school is not successfully completed, the student will not be promoted to the next grade level. The final grade is given based on the average of all three trimester scores.

In grades 9-12, the failure of a course at semester eliminates credit for that course. In grades 9-12, cumulative final exams are required each semester.

Required courses failed must be repeated the following school year. While it is not recommended, with administrative approval credit may be earned in an accredited summer school program, or through accredited correspondence coursework. The student must show proof of passing the course to obtain the credit before the beginning of the next school year.

2.110 Homework

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

2.120- Exemption from P.E.

Students in grades K-8 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. A student in grades 7-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

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

Students with IEP's may also be excused from physical education courses for reasons stated in the student's IEP.

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

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

2.130 Early Graduation

Students who will have successfully completed graduation requirements may petition to graduate early. Applications must be submitted in the semester prior to the semester of graduation.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. Early graduates must also take responsibility to contact Guidance Department with intentions to submit scholarship applications.

For all academic purposes, during the final semester of attendance, the student will be considered a member of the graduating class (class rank, scholarship application, etc.) For all extra-curricular purposes, the student will remain a member of his/her original class (prom court, yearbook photos, etc.).

Any student enrolled in off-campus coursework that is necessary to fulfill the graduation requirements must show documentation of the courses by the last day of the attending semester. Failure to produce this documentation will result in denial of the early graduation petition.

2.140 Honor Roll

All courses taken at Leland School, IVVC or Somonauk will be counted toward the honor roll. Any student who receives an incomplete will not be eligible for the honor roll until the incomplete is removed.

Honor Roll is divided into 2 categories:

1. Students who have a 3.00 to 3.49 average will be placed on the honor roll.
2. Students who have a 3.5 or higher average will be placed on the high honor roll.

2.150 Graduation Participation

Participation in the graduation ceremony is a privilege and not a right. Only students who have earned all necessary credits and passed all requirements for a high school diploma, prior to the date of graduation (with IDEA exception) will be permitted to participate in the graduation ceremony. Based on inappropriate conduct of a student, the administration reserves the right to not allow the student the privilege of participating in graduation ceremonies. Students are expected to display proper behavior up to and including the day of graduation.

2.160 High School Graduation Requirements

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

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

State Mandated Graduation Requirements

- (a) Four years of language arts.
- (b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- (c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
- (d) Two years of science.
- (e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17.
- (f) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed

to include American Sign Language, or (D) vocational education.

- (g) One semester of health education.
- (h) Daily physical education classes.
- (i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- (j) Nine weeks of consumer education.

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

Chapter 3 Fines and Fees

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

The school establishes fees and charges to fund certain school activities, including (but not limited to) required textbook and instructional materials, charges and deposits for use of school property, field trips, uniforms and equipment, participation in extracurricular activities, supplies of a particular class, graduation fees, school record fees, and driver education fees. Failure to pay fees may result in denial of participation in extracurricular activities.

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

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

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

- Illness in the family
- Unusual expenses such as fire, flood, storm damage, etc.
- Seasonal employment
- Emergency situations
- Work stoppage

Written evidence must be submitted as evidence for the waiver of the student's fee. A separate application form shall be submitted for each student.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied. A denied request will state the reason for denial and give information regarding the appeals process, including timelines.

A denial may be appealed to the Superintendent by submitting the appeal in writing within fourteen (14) calendar days of the denial. An appeal shall be decided within thirty (30) calendar days. The Superintendent will notify the parent/guardian in writing of his/her decision. A denied appeal shall state the reason.

No fee shall be collected from the parent/guardian during the process of seeking a fee waiver.

3.20 Lost/Damaged Books

Students are responsible for assigned textbooks and instructional materials. If lost or damaged beyond use, the student is responsible for the replacement cost. Books with water or food damage will be charged the replacement cost due to the environmental hazard this type of damage may cause.

If a textbook or instructional material is damaged but still usable, the student must pay for the damage. Depending on the damage, a typical repair fee may range between 5 and 10 dollars. Repair fees and replacement costs will be determined by administration.

3.30 Extracurricular Fees

Students participating in extracurricular organizations and athletics are assessed an extracurricular fee, which covers transportation. Fee waiver requests are to be directed to the administrative office.

3.40 Nonpayment of Student Fees

Persistent nonpayment of student fees may result in a student being barred from participating in extracurricular events and activities. Privileges covered may include all extracurricular activities, school events and activities, graduation ceremony participation, athletics, clubs/organizations, and social events. The Board of Education reserves the right to refer situations of nonpayment to third party collection agencies.

3.50 Cafeteria

The services of the cafeteria are available to all students. The fee for hot lunch will be determined by state and federal funding, and by local costs. Students pay for lunches in the office. Single meals may be available. Lunches are to be prepaid. Student lunch accounts must have funds available or the student will receive a sandwich and milk only. Lunch costs currently are K-5 \$2.75 per day, 6-8 \$2.85 per day, high school \$3.00 per day; and adults \$4.15 per day. Second servings will be available for students at an additional cost of \$0.75 per a serving. Additional milk will cost \$0.40 per a carton.

The District offers a free and reduced lunch program for qualified families. Information is available in the elementary office.

Chapter 4 Transportation and Parking

4.10 Bus Transportation

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

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

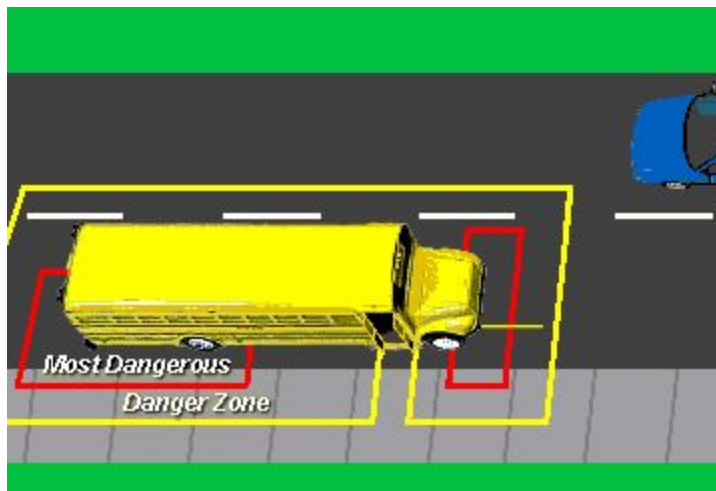
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.

7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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

For questions regarding school transportation issues, contact: Chris_Bickel at 815-495-3231

4.20 Bus Conduct

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

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

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

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

4.30 - General Parking

Parking spaces on the east side of the building are reserved for visitors, and offer easy access to the junior high/high school and elementary offices, and the main gymnasium. Parking on the west side of the building is reserved for faculty and staff. Visitors may choose to park there as well, for access to the media center and athletic field. Student parking is limited to the south side of the building. Vehicles MAY NOT be parked or located in the bus lanes or fire lanes AT ANY TIME. Bus and fire lanes are marked. Vehicles parked in these locations may be ticketed and/or towed by the police.

4.40 - Driving and Parking

Parking on campus is a privilege. High school students are to park cars on the south side of the building. Students may not drive to IVVC without approval by the vocational coordinator and Leland administration or designee. Students are not allowed to go to their car or to leave the building during the school day. Students abusing parking and driving privileges are subject to school discipline, and may be ticketed and/or towed by the police.

The school is not responsible for student vehicles, possessions left in them, or anything attached to the vehicles. Students park vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while parked on schools grounds, 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, and if necessary the administration and/or police. 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.

Discipline for misconduct involving vehicles and parking includes all District discipline measures in the student handbook, and/or withdrawal of parking privileges.

Drivers are to always be mindful that the District houses grade levels K-12, and small students require extra caution in arriving and leaving the school.

Bicycles are to be parked in the bicycle rack on school grounds. There is to be no riding of bicycles during the school day.

Chapter 5 Health and Safety

5.10 - Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

- provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

5.20 - Student Medications

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.

Asthma Inhalers

Parent(s)/Guardian(s) please attach prescription label here:

For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, 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 (105 ILCS 5/22-30).

Please initial below to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.

Parent/Guardian initials

For all Parents/Guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine auto-injectors or opioid antagonist to my child when there is a good faith belief that my child is having an anaphylactic reaction or opioid overdose, whether such reactions are known to me or not (105 ILCS 5/22-30, amended by P.A. 99-480). **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices,** and

I 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 the administration or the child’s self-administration of medication.

Parent/Guardian printed name

Parent/Guardian Signature and Date

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.

5.40 - Safety Drill Procedures and Conduct

Safety drills occur at times established by administration. 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.

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.

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

5.70 Illness During the School Day

Students who become ill during the school day will receive a pass to the office. Every attempt will be made to assess the student's condition, and parents/guardians will be notified when necessary.

5.80 Accidents

All accidents during school time, or during school sponsored activities, must be immediately reported to the teacher or supervisor, or office personnel, or other school personnel. For any accident, an accident report should be completed by the supervising individual.

5.90 Insurance

Accident insurance is provided by the District, at no cost, for all students enrolled. This insurance covers student accidents during school time and at school sponsored events, including athletics. Additional 24 hour coverage may be purchased by parents/guardians at any time during the school year. Contact the office for details.

5.100 Educational Programs about the Dangers of Underage Drinking

Alcohol consumption by minors involves many risks, including but not limited to twice the rate of fatal car crashes, increased rates of suicide, assault, crime and alcohol dependence, and increased legal consequences. Illinois operates under a zero tolerance law regarding operation of a motor vehicle with any concentration over .00, misdemeanor possession charges resulting in fines and court ordered mandates, and charges for using fake identification to obtain alcohol. In addition, a parent/guardian who furnishes alcohol to minors or allows his or her residence to be used for possession or consumption of alcohol by minors may be charged with a Class A misdemeanor punishable by fine and/or jail for up to 1 year. The parent/guardian or any adult furnishing alcohol to a minor may be liable in a civil action for monetary damages totaling up to \$100,000 as a result of the actions of an intoxicated minor whose intoxication resulted from the adult providing the minor alcohol. For more information on this topic, please see the following links:

pubs.niaaa.nih.gov/publications/MakeADiff_HTML/makediff.htm

www.centurycouncil.org/underage-drinking/parents

www.samhsa.gov/underagedrinking/

5.110 Disruptive Social Media Apps; Danger

The District encourages parents/guardians to review the resources below and talk to their children about the dangers of social media apps, and how the digital footprints affect the future of the child and others.

www.ParentingTodaysKids.com

www.ftc.gov/bcp/edu/pubs/consumer/tech/tec14.shtm

www.common sense media.org

www.safetyweb.com/social-networking-safety-tips

www.WiredSafety.org

www.stopcyberbullying.org

www.staysafeonline.org/in-the-home/social-networking

5.120 Preventing and Reducing Incidences of Sexting

Discussing sexting and its legal and social consequences with your children may prevent and reduce incidences. For more information on starting age appropriate discussions, see *The New Problem of Sexting* on the American Academy of Pediatrics website at: www.aap.org

For more information on sexting and how to talk to your children about it, see the following links:

www.education.com/magazine/article/child-sexting-parents/

www.athinline.org

5.130 Teen Dating Violence

School Board Policy 7:185 *Teen Dating Violence Prohibited* is a component of the District's anti-bullying program. Students in grades 7-12 will receive age-appropriate instruction on teen dating violence including its warning signs and prevention. School staff also receive training on handling the signs and incidents of teen dating violence. For more information about this issue, please see the Centers for Disease control and Prevention's educational materials at:

www.cdc.gov/ViolencePrevention/intimatepartnerviolence/teen_dating_violence.html

5.140 CPR and AED Video

State law requires the Illinois High School Association to post a cardiopulmonary resuscitation and automated external defibrillators training video on its website. The law also requires Districts to notify staff members and parent/guardians about this video. You are encouraged to view the video, which will take less than 15 minutes, at:

www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx

Chapter 6 Discipline and Conduct

6.10 - General Building Conduct

Reasonable rules and regulations developed and enforced by the administration, teachers, and parents are necessary for the orderly operation of the school, the physical and psychological safety of the students and staff, for the maintenance of a good learning environment, and for the ultimate development of self-discipline. Students will not be permitted to disrupt the operation of the school or interfere with the lawful rights of others.

Three principles govern the disciplinary philosophy and rules in our District:

- 1) Conduct that is disruptive of the educational process is prohibited
- 2) Conduct that infringes upon the rights of others is prohibited
- 3) Conduct that endangers the safety of the student or others is prohibited

Discipline should be viewed in terms of its positive effect – adjusting a student’s behavior to more appropriate norms – rather than the negative – serving as a punishment. With this in mind, Leland Elementary School (grades K-8) has implemented the philosophy and practices of Positive Behavior Interventions and Supports (PBIS). The mission of PBIS is to encourage positive behavior across all school settings, and to focus all members of the school community on four main expectations:

P – Respect for Property

A – Respect for Academics

W – Respect With Others

S – Respect for Self

These expectations are outlined in the elementary and middle school expectation charts found at the end of this handbook.

6.20 - Due Process Rights of Students

Individual rights granted by the Constitution of the United States are granted to all people regardless of gender, race, religion, national origin, disability, or other legally protected category. Students have rights as individuals, although they may not be as extensive as the rights of others. School disciplinary procedures should not violate these rights. The essential rights involved in disciplinary procedures stem from the concept of due process.

Under this concept, students are entitled to:

- 1) Know the rules and regulations;
- 2) Be notified of charges and provided an opportunity to respond to the charges;
- 3) Appeal a decision about the charges to a higher authority;
- 4) Be represented by legal counsel; and
- 5) Have the charges or penalties removed from their records if the evidence demonstrates innocence or non-involvement.

In the administration of procedures and throughout the provisions for essential rights, the student should be made to feel that his/her value as a person is not questioned. The focus and what may be questioned is the student’s behavior or actions. Students are expected to be responsible and accountable for their actions.

Corporal punishment is not permitted in the District.

6.30 - Reciprocal Reporting Act

Our District is committed to maintaining a productive and safe environment. To that end, we have adopted, in conjunction with the Regional Superintendent's Office and other schools in LaSalle County, a reciprocal reporting agreement (pursuant to the authority of Section 10-20.14 of the School Code of Illinois and in compliance with Section 1-7 of the Juvenile Court Act) which allows under certain conditions for the sharing of information among the schools and the police agencies regarding certain unwanted types of student behavior. Examples of these undesired behaviors include:

- All cases involving illegal or controlled substances
- All cases involving weapons of any kind
- All cases involving criminal gang activity
- All cases involving a serious crime or felony
- All other criminal offenses committed by a student (including those offenses classified as Class A or B misdemeanor)

It is our desire to work with the State Attorney's Office, local and county law enforcement agencies, and other schools in the county to send a strong message that these behaviors will not be tolerated.

6.40 - Dress Code / Student Appearance

The basic responsibility for students' appearance while attending school and school activities lies with the students and their parents/guardians. Students are expected to wear clothing that is appropriate for an education setting 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 disruption in the school environment. Specific guidelines include, but are not limited to:

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, tobacco, violent behavior, or other inappropriate images
- Student dress (including accessories) may not display lewd, vulgar, obscene, offensive, or suggestive language or symbols, including gang symbols
- Except for specially designated days, hats, hoods, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the day.
- Student attire, is expected to cover them from shoulder to mid-thigh (fingertips with shoulders relaxed while standing)
- Skirts must cover legs to lower thigh (three fingers from the top of the knee)
- Tanks must have 2 inch straps (3 fingers) No Razorback shirts are allowed
- Neckline of the shirt may not be lower than 4 inches (fist) below the collarbone

- Clothing with rips/holes may not expose skin from shoulder to mid-thigh
- Appropriate footwear must be worn at all times
- Outerwear may not be worn in the classroom or cafeteria
- Clothing with hanging chains is not allowed
- Undergarments are not to be exposed
- No sleepwear is allowed, except on designated days
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If there is any doubt about dress and appearance, or if any exceptions are to be made for religious, medical, or event purposes (such as homecoming), the building principal will make the final decision.

Students failing to adhere to the dress code will be asked to change into appropriate attire immediately, or will be provided with appropriate attire for the remainder of the school day.

6.50 Student Behavior

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing

intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop-out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Discipline points – as outlined further in this section
6. Alternative Recess/Lunch
7. Return of property or restitution for lost, stolen or damaged property.

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

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

Corporal Punishment

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

Weapons Prohibition

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

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

6.60 - Indian Valley Vocational Center

Leland students enrolled at IVVC are subject to the same regulations as all other Leland students. School bus transportation is required to and from IVVC. Students who fail to ride the bus without proper authorization will be disciplined per District policy. Any behavioral violations at IVVC are subject to Leland District discipline, and may result in the student being dropped from the IVVC program. Failure to follow proper bus rules may result in loss of bus privileges, at which point transportation arrangements to and from IVVC will become the responsibility of the parent/guardian.

6.70 - Lesser Disciplinary Measures

Discipline points, removal from the classroom, alternative recess, probation, and/or after school teacher or administrator issued detentions may be imposed for student disobedience or misconduct warranting lesser penalties. However, students are reminded that the grade level of the student, along with the frequency and severity of offenses can impact disciplinary outcomes.

6.80 - After School Detentions

After school detentions may be assigned at teacher discretion. Administration will be notified of the violation and resulting consequence. After-school detentions can be served from 3:10 to 4:00 on Tuesday and Thursday of each week. Failure to serve a teacher assigned detention will result in discipline points assigned by administration. Parents will be given adequate notice of an issued detention in order to make transportation arrangements if necessary.

6.90 - Saturday School

High school students will, and junior high students may be assigned discipline points for various infractions. As soon as the total number of points accumulates to a designated number (see below), a Saturday School will be assigned. Saturday School will be held from 8:00 a.m. to 12:00 p.m.

- Students will have a choice of 2 Saturday School dates
- During Saturday School, students will be expected to work on assignments or read a book.
- There is no sleeping, talking, use of electronics, listening to music or watching videos during Saturday School
- Students arriving after 8:00 a.m. but before 8:05 will serve an extra 30 minutes
- Students arriving after 8:05 but before 8:15 will serve an extra 60 minutes
- No one will be admitted after 8:15, and in this case, the student is considered absent
- Unexcused absence from Saturday School will result in re-assignment of the date missed, along with an additional Saturday School
- Removal from Saturday School for misbehavior will result in re-assignment of that date, along with an additional Saturday School

Having to work, scheduled practices and/or games, being 'out of town' are not excuses to miss Saturday School. The recommendation for each student is to avoid misbehaviors that warrant enough discipline points to earn a Saturday School.

6.100 - Discipline Points

Saturday School will be assigned based on the following point accumulation:

- 0-29 Warning/conferences/counseling/parent notification
- 30 Saturday School
- 45 Saturday School and parent conference
- 60 2-3 day in-school suspension
- 75 5-10 day in-school suspension
- 90 Referral to superintendent and possible recommendation to Board of Education for disciplinary review and possible expulsion

Points will not carry over from one semester to the next (i.e. each student starts each semester with '0' discipline points). However, committing the same offense will carry over.

Listed below are first offense point ranges. Repeat offenses will result in more points being assigned. Infractions and points include, but are not limited to, the following:

<u>Description of Infraction</u>	<u>Possible Points</u>
IVVC driving violation	15
Bullying/intimidation/harassment	10-15
Cell phone/electronics violation	10-20
Class rules violation	3-10
Closed campus violation	15
Computer agreement violation	10-30
Conduct on the bus	3-10

Contraband violation	10-15
Dress code violation	3-5
Disruptive in class	5-10
Disrespect	5-10
Disruptive to school operation	5-10
Display of physical affection	5
Endangering well-being	3-10
Failure to follow directive	3-10
Failure to possess a proper hall pass	3
Failure to serve teacher detention	15
Failure to sign in	5
Failure to sign out	5
Gang violation	15-30
In unauthorized area	5
Leaving assigned area	5
Littering	3-10
Loitering	3-10
Lying	3-10
Obscene gesture	10
Obscene material	3-10
Physical aggression	10-30
Reckless driving	15
Running in the hall	3-5
Stealing/destroying property	10-15
Tardy (within 5 minutes)	3-5
Tardy (beyond 5 minutes)	5-10
Unauthorized locker use	10-15
Unexcused absence	10-40
Use or possession of tobacco	30
Unacceptable language	5-15
Vandalism	10-30
Vehicle parking violation	10-15

6.110 - Discipline: Electronic Devices/Cell Phones

The intent of the cell phone rule is to promote safety and provide students with the ability to readily communicate with parents and/or family after school hours. It is not the intent to provide students with a means of entertainment or unnecessary communication.

Using a cellular telephone or electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs, cheat, or otherwise violate student conduct rules will result in disciplinary action. Cell phones shall be turned off and out of sight in classrooms unless: (a) the supervising teacher grants permission; (b) use of the device is provided in the student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Students may use cell phones in the cafeteria during the lunch periods only as long as it does not disrupt the educational environment or violate the rights of others. Teachers reserve the right to collect or

have students display cell phones in plain sight at any time within the classroom or during an examination. Cell phones shall remain turned off and out of sight while in the hallways or restrooms. Consequences for violation will result in disciplinary action ranging from a warning to expulsion and will become progressive in nature for repeated offenses.

First Offense: Warning and the device must be picked up in the principal's office at the end of the day.

Second Offense: Office Detention and a parent must come in and pick up the device from the principal's office.

Third Offense: Loss of Privilege for the Remainder of Semester and a parent must come in and pick up the device from the principal's office.

Refusal to turn in the electronic device immediately to staff, when asked, will result in an automatic suspension.

6.120 - Cafeteria Conduct

Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

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

6.130 - Study Hall Expectations and Conduct

Study hall is assigned to students during those times when regular classes are not on the student schedule. Study hall is a time to do necessary homework or research, and/or to work with the tutor or seek additional help.

- Be on time and bring materials to work on which directly relate to classroom assignments
- If a student is to work in another area during assigned study hall period, he/she must first bring a permission pass to the study hall teacher for attendance purposes
- Do not distract other students in the room
- Do not leave your seat unless given permission by the supervisor
- No talking unless granted permission by the supervisor
- All classroom rules apply during study hall.
- Follow additional rules as mandated by the supervisor

6.140 Exhibit - Short Term Out-of-School Suspension (1-3 Days) Reporting Form

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

Student Incident Date

Student handbook rules and/or Board policy violated: _____

Date and time of pre-suspension conference with student: _____
(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)

Date(s) of suspension: _____

Date student is eligible to return to school: _____

Description of incident: *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

Rationale for the specific for duration of the suspension:

It has been further determined that: *(At least one of the following must be completed.)*

I. Your child's continued presence at school poses a threat to school safety. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

II. Your child’s continued presence at school poses a disruption to other students' learning opportunities. Due to the egregious nature of your child’s conduct (i.e., physical harm, violence, threat) and/or the history or record of your child’s past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: (*List explanation below.*)

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Upon returning to school, your child will be given an opportunity to make up work missed during the suspension for equivalent academic credit.

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board’s behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to (*insert name and address of the superintendent*).

Building Principal

Date

cc: Board of Education

6.150 - Exhibit – Long Term Out-of-School Suspension (4-10 Days) Reporting Form

Dear Parent(s)/Guardian(s):

Illinois law requires a school district to provide the following information to a parent/guardian of a child who is being suspended from school due to an act of gross disobedience or misconduct.

Student Incident Date

Student handbook rules and/or board policy violated: _____

Date/Time of pre-suspension conference with student: _____
(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)

Date(s) of suspension: _____

Date student is eligible to return to school: _____

Description of incident: *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

Rationale for the specific duration of the suspension:

It has been further determined that: *(At least one of the following must be completed.)*

I. Your child's continued presence at school poses a threat to the safety of other students, staff or members of the school community. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

II. Your child’s continued presence at school substantially disrupts, impedes or interferes with the operation of the school. Due to the egregious nature of your child’s conduct (i.e., physical harm, violence, threat) and/or the history or record of your child’s past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: (*List explanation below.*)

The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. To this end, the following available and appropriate behavioral and disciplinary interventions have been exhausted: (*List all behavioral and disciplinary interventions and resources previously utilized to address the student’s behavior or indicate if there are no appropriate and available interventions and resources. Examples of behavioral and disciplinary interventions include but are not limited to any previous correspondence with parents or guardians about the behavior, check-in/check-out, functional behavioral analysis (FIB), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.*)

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Your child will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit in accordance with School District policy.

Students who are suspended out-of-school for longer than four (4) days must be provided with appropriate and available support services during the period of suspension. The following support services are appropriate and available to your child: (*Note that this requirement only applies to students who are suspended out-of-school for 5 through 10 school days. List all support services or indicate if no support services are appropriate and available.*)

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to *(insert name and address of the Superintendent)*.

Building Principal

Date

6.160 Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a 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.

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

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

Complaint Managers:

Name

Name

Address

Address

Phone Number

Phone Number

Email Address

Email Address

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

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

6.170 - Access to Student Social Networking Passwords & Websites

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

Chapter 7 Internet, Technology & Publications

7.10 -Internet Acceptable Use

All use of the District's electronic network 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: 1) for the purpose of education or research, and be consistent with the District's educational objectives, or 2) for legitimate business use.

Privileges – The use of 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. This decision is final.

Unacceptable Use – The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable use include, but are not limited to:

- Damaging, disabling, or otherwise harming the operation of district owned or controlled computers
- Using the computer for things other than educational purposes.
- Activities such as buying or selling goods
- Installing, attempting to install, or storing programs of any type on the computers
- Using removable media (disks, CD/DVD's, USB flash drives, etc.) that have not been scanned with an 'up to date' antivirus software. The media can only be used in our system if it is found to be clean of viruses, malware, or spyware.
- Failing to ensure that 'mobile devices' (e.g. laptops, iOS-Android tablets, iOS-Android smartphones, etc.) have been scanned with an 'up to date' antivirus software. Only if the device is clean of viruses, malware, or spyware can it be used on our network.
- Failure to complete and adhere to the Bring Your Own Device enrollment document before attempting to access the network.
- Eating or drinking in the vicinity of the District's technology equipment

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette, including but not limited to:

- Be polite. Do not become abusive in messages to others
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or phone numbers of students or peers
- 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.
- Do not use the network in any way that would disrupt its use by others
- Consider all communications and information accessible via the network to be private property

- Note: the District reserves the right to disable any account suspected of password sharing or network tampering
- Never reveal your personal information, or that of others, to people you meet on the internet

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 accuracy or quality of information obtained through its services.

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

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to any others. 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.

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

- 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.
- 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.
- 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 District. If the District provides email, it is to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

3. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the District's email system constitutes consent to these regulations.

7.20 – Bring your own device

Bring Your Own Device (BYOD) – Note that any personal device that you wish to connect to our network MUST be authorized by the Technology Director. For all BYODs that wish to be connected to our network, certain network identifiers will be collected. The Media Access Control (MAC) address of the device must be collected for access and identification on our network. Also, certain devices may require that a small software package be installed in order to connect to our network. There is no technical support (other than network) offered to BYODs. Also note that not all devices can be connected to our network.

7.30 - School Sponsored Publications and Websites

School sponsored publications and websites may be part of the curriculum, and are not a public forum for general student use. School authorities may edit or delete materials that are inconsistent with the District's educational mission.

All school sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

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

A student or group of students seeking to distribute 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.
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 limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language
 - d. Is reasonably viewed as promoting illegal drug use or other illegal activities
 - e. Is primarily prepared by non-students
7. A student may use the 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
9. Accessing or distributing 'at school' includes accessing or distributing on school property or at school related activities.

Chapter 8 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.

8.10 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.

8.20 Students

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

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

8.30 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.

Chapter 9 – Athletics and Extracurricular

The Extra-Curricular / Athletic Code applies to all students participating in athletics and extracurricular activities, including competitive sports and cheerleading. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders. The District is a member of the Illinois High School Association, and therefore abides by the requirements and mandates of the IHSA. Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of Leland School. If a student fails to comply with the terms of the code, the privilege to participate in athletics and extracurricular activities may be lost.

The acceptance of participation in student activities involves a commitment by the student to adhere to the code as developed by the **Leland/Earlville Athletic Co-op**. It is the responsibility of the coaches and sponsors to inform participants of the code and to enforce the code in a fair and consistent manner. It is the participant's responsibility to be aware of the code, and to adjust behavior accordingly so that it becomes unnecessary for a coach or sponsor to have to enforce the code.

Before participation (practice) may begin, the coach/sponsor must have a completed and signed Extra-Curricular / Athletic Code of Conduct. It is the responsibility of the student to read and become familiar with the code, and to ask for clarification on any topics of confusion before signing.

9.10 Requirements for Participation

As of the beginning of the 2012/13 school year, IHSA mandates that an athlete must be enrolled in a minimum of 25 credit hours (equivalent of five .5 course or 2.5 full credits per semester) in order to participate. **This is a very important consideration for partial day students taking college courses or participating in work programs.**

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

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

9.20 Athletic and Extracurricular Rules

In order to participate in athletics and extracurricular organizations, high school and junior high/middle school students must be receiving passing grades in all subjects to remain eligible. Eligibility will be checked every week, as mandated by IHSA. Student eligibility, or ineligibility, is affected on Monday of the following week. The student will remain eligible, or ineligible, for one full calendar week. Ineligible students may attend games, but cannot dress. If a student is ineligible due to a failing grade in one or more of his/her classes for 3 consecutive weeks, the student may be dropped from the roster. Note: An athlete must have passed a total of 3 credits in the previous high school semester in order to be eligible at all during the ensuing semester. **Each student must be able to demonstrate that he/she is on track to meet district graduation requirements in order to participate in extracurricular activities.**

(In the instance of a partial day student, Administration will review requirements in respect to enrolled hours.)

9.30 Attendance Policy

A student will be in attendance during the school day to be eligible to participate in athletic and extra-curricular events or practices taking place that day. A student must also be in attendance on the last day of school before a weekend or vacation in order to be eligible to participate in events or practices occurring over those time periods, unless the absence has been pre-arranged or approved by administration. Partial absences must be excused, not exceed more than 50% of the school day, and specifically approved by administration for participation eligibility. Student athletes who are enrolled and present in a P.E. class must dress and participate in the class in order to participate in the extra-curricular event. An athlete who has one or more truanicies, may also be suspending from participation in athletics and extracurricular activities and organizations by administration.

Students who have been suspended (in school or out of school) will not be allowed to participate in, nor attend, extracurricular activities for the duration of the suspension. If the suspension occurs on a Friday, or day preceding a holiday or vacation, this is in effect for the duration of the weekend/holiday/vacation.

9.40 Code of Conduct

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

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

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

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

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

prejudice of one of the characteristics stated above.

Due Process Procedures

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

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of performances, activities or competitions;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
 - b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

First violation

 - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
 - The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

 - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

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

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

9.50 Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

9.60 Dance Guidelines

The District holds a variety of dances during the school year, at both the middle school and high school level. The following guidelines are to be observed and adhered to by all students for their security and well-being.

- Students attending a high school sponsored dance may be asked to produce a current student ID upon entrance to the dance
- District 1 high school dances are for students currently enrolled in high school. In the event that a student wishes to bring a guest to a sponsored dance, he/she is to obtain a Student Guest Request from the office. The form must be signed and on file by the deadline set prior to the dance
- Middle school students are not admitted to a high school sponsored dance as a participant or guest unless approved by administration
- No person 21 years of age or older will be admitted to a dance as a participant or guest

unless approved by administration

- Once a student has been admitted to the dance, he/she is to remain. No student will be readmitted once he/she leaves the dance. Students involved in activities (such as athletics) on the same night of the dance will be asked to report within a reasonable time after the activity
- General rules of conduct are expected and will be adhered to by the students attending school social functions. Dance rules will be enforced, and any student presenting a problem will be asked to leave. Parents/guardians will be notified and asked to pick up the student and guest (if applicable). Appropriate disciplinary penalties will be used to address conduct violations.
- No person shall come to the dance under the influence of or in possession of drugs, alcohol, or intoxicating substances. Anyone violating these expectations is subject to arrest and appropriate school consequences.

9.70 Field Trips

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

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

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

Students who do not go on the field trip are required to attend school.

9.80 Behavior at Events

Courteous, polite, sportsmanlike behavior is an expectation for every student, at all athletic and extracurricular events. Students should view the event, and not loiter in the building or parking areas. Attendance at extracurricular events is a privilege and not a right. Students who do not display proper behavior may be asked by a supervisor or administrator to leave the event. Students asked to leave will not be allowed to re-enter the event. Additionally, the student may not be allowed to attend extracurricular functions for a set period to be determined by school administration. The guidelines are 1) 1st offense – a student asked to leave an extracurricular event may not be allowed to attend any extra-curricular event for 30 calendar days following the incident, and 2) 2nd offense – a student asked to leave an event may not be allowed to attend any extracurricular event for up to one calendar year.

Misbehavior may also result in a discipline referral. Parent/guardian will be notified by the next school day.

Chapter 10 – Special Education

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 District 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 who it is determined that special education services are needed. It is the intent of the District to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

The District provides a free appropriate public education to exceptional students in accordance with state and federal mandates. In order to receive special education services, a student must have a physical or mental disability as identified in the Illinois State Criteria. The disabilities include autism, visual impairment, hearing impairment, mental retardation, orthopedic impairment, emotional disturbance, specific learning disability, speech/language impairment, traumatic brain injury, developmental delay, multiple disabilities, deafness, deaf-blindness, and other health impairment. The disability must adversely impact the educational progress and require specially designed instruction.

If a parent/guardian wishes to pursue a referral for special education services, or would like more information about special education and Section 504 Plans, they should call the building administrative office. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the office.

10.20 Accommodating Students with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school sponsored services, programs, and 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.

10.30 Discipline of Students with Disabilities

The 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 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 process.

10.40 Exemption from Physical Education Requirement

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if 1) the student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or 2) the student's individualized education plan team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education plan.

10.50 Certificate of High School Completion

A student with a disability who has an individualized education plan 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 graduating class.

10.60 Request to Access Classroom or Personal for Special Education

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 re-trained by or on behalf of a parent or child.

For further information, please contact the school principal.

Chapter 11 – Student Records & Privacy

11.10 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 recording made on school busses.

There are 2 types of records maintained by school districts for each student.

A *permanent record* includes:

- Basic identifying information
- Academic transcripts
- Attendance records
- Accident and health reports
- Standardized test scores (PSAE, ACT)
- Information pertaining to release of this information
- Honors and awards
- School-sponsored activities and athletics

A *temporary record* includes:

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results (ISAT)
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal notes
- Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special education files
- Verified report or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to the release of this record

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

1. **The right to inspect and copy the student's education records within 10 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 have one or more scores received on college entrance examinations included on the student's academic transcript.

A student may be allowed to have scores received on a college entrance exam to be published on their academic transcript, if the request is made in writing by an eligible student or student's parent/guardian.

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

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

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

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

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

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

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

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

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

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

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

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

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

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

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

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

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

11.20 – 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.

11.30 – Military Recruiters & Institutions of Higher Learning [HS]

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

Chapter 12 - Parental Right Notifications

12.10 Teacher Qualifications

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

- Whether the teacher has met State qualification and licensing criteria for the 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 the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

12.20 Standardized Testing

Students and parents/guardians should be aware that students in grades 3-11 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:

Encourage students to work hard and study throughout the year; ensure students get a good night's sleep the night before exams; ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein; remind and emphasize for students the importance of good performance on standardized testing; ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils; teach students the importance of honesty and ethics during the performance of these and other tests; encourage students to relax on testing day.

12.30 Homeless Child's Right to Education

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

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

Assistance and support for homeless families includes:

- Educational organizations and schools
- Food bank and meal programs
- Local service organizations (Goodwill, Salvation Army, etc.)
- Family shelters
- Medical services
- Other support

Contact the building principal or school social worker for further information/assistance.

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/guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, nor will negatively impact the student's grade. This section does NOT prohibit instruction in sanitation, hygiene, or traditional courses in biology.

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

12.50 Parental Involvement (Title I)

The District regularly has meetings for parents/guardians. The District will discuss parental involvement and opportunities for parents/guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meetings and participate in the discussions that occur. Parents/Guardians should use the meetings as opportunities to ask questions, make suggestions, and learn about all of the opportunities and programming available for parents/guardians to be fully involved in the educational process.

The school and its teachers include parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Notice will be given meeting times along with sufficient opportunity to schedule and attend meetings. Teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with the teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

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

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

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.

12.60 English Language Learners

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

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

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

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.

12.80 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notifications prior to the application of pesticides to school grounds. To be added to this list, please contact the building principal. Notification will be given before the application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

12.90 Asbestos

Pursuant to section 763.93 of the Environmental Protection Agency, Asbestos in School Regulations, every school district is required to have developed by an accredited asbestos management planner, an asbestos management plan made available for inspection by the public in the administrative office without cost or restriction. Please be advised that since April 20, 1994, the current plan is available in the administrative office. All employee groups and parent organizations are hereby notified regarding the availability of management plans.

12.100 Routine Weed Spraying

The Grounds Department will schedule the third week of every month to perform regular weed control spraying at all District 1 buildings. This weed control maintenance would include the spraying of the buildings' perimeter, fence lines, curb lines, and any cracks in drives and/or walks. This spraying will be performed, weather permitting, on a rotating basis from April through September.

The liquid application of "weed and feed" fertilizing will be performed two times a year in areas adjacent to building by an outside contractor. Some athletic field areas at various sites may also be treated based on conditions of the turf areas. The time the contractor will spray is typically on the weekend (usually Sunday) to reduce the times when students are present. The two weekends per year are typically Memorial Day weekend in May (after graduation ceremony) and Labor Day weekend in September.

Any parents/guardians who wish to be notified of spraying should consider this as the District's notification. Any questions regarding this process should be directed to the building administration.

12.110 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.

12.120 Medicaid Data Release

If your child receives special education services and is also Medicaid eligible, the school district can seek partial reimbursement for Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date, and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing.

If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and submit to the District office.

Regardless of your decision, the district must continue to provide, at no cost to you, the services listed in your child's IEP.

This program has **no impact** on current or future Medicaid benefits for you, the student, or your family. Under federal law, your decision to participate in this program CANNOT:

- Decrease lifetime coverage or any other public insurance benefit
- Result in the family paying for services that would otherwise be covered by Medicaid
- Increase your premiums or lead to discontinuation of benefits or insurance
- Result in the loss of eligibility for home and community based waivers

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

12.130 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 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 website at: <http://www.isp.state.il.us/cmvo/> .

12.140 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 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 his/her child
2. To participate in a conference in which evaluation and placement decisions may be made with respect to her/her child's special education services
3. To attend conferences to discuss issues concerning his/her 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 Board of Education.

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

A violation of this law is a Class 4 felony.

12.150 Parent notices required by the Every Student Succeeds Act

I. Teacher Qualifications

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

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

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information see visit www.leland1.org

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

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.leland1.org.

IV. 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.

V. Homeless Students

For information on supports and services available to homeless students, please contact the building principal.