

Staunton Community Unit School District #6

**2019 - 2020
Handbook**



***At Staunton Schools We Expect
Everyone's Best!***

***Lead *Challenge *Achieve**

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STAUNTON COMMUNITY UNIT SCHOOL DISTRICT NO. 6

SCHOOL CALENDAR 2019-2020

July 26	Open Registration
August 7	Kindergarten Open House 5:30 PM - 7:30 PM
August 8	District (1st - 12th Grade) Open House 5:30 PM - 7:30 PM
August 12	Teachers' Institute – No student attendance
August 13	Teachers' Institute - No student attendance
August 14	First Day of School
September 2	No School – Labor Day
September 13	School Improvement Day – 12:30 PM Dismissal
October 4	School Improvement Day – 12:30 PM Dismissal
October 14	No School – Columbus Day
October 18	End of First Quarter
October 24	HS/JH Parent-Teacher Conferences 4:30 PM – 7:30 PM
November 1	School Improvement Day - 12:30 PM Dismissal
November 11	No School – Veteran's Day
November 25	2:00 PM Dismissal - Elementary P/T Conferences 3:30 PM - 7:30 PM
November 26	2:00 PM Dismissal - Elementary P/T Conferences 3:30 PM - 7:30 PM
Nov. 27 – Nov. 29	Thanksgiving Holiday
December 6	School Improvement Day – 12:30 PM Dismissal
December 20	End of First Semester
Dec. 23 – Jan. 3	Winter Holiday
January 6	Teachers' Institute (Classes Resume January 7)
January 17	School Improvement Day - 12:30 PM Dismissal
January 20	No School – Martin Luther King Day
February 14	School Improvement Day – 12:30 PM Dismissal
February 17	No School – Presidents' Day
March 6	School Improvement Day – 12:30 PM Dismissal
March 13	End of Third Quarter
March 19	HS/JH Parent-Teacher Conferences 4:30 PM - 7:30 PM
April 3	School Improvement Day - 12:30 PM Dismissal
April 6 - April 10	Spring Break (Classes resume April 13)
May 15	High School Commencement*
May 25	Memorial Day - No School
May 27	Last Day of School (12:30 PM Dismissal)
May 28	Teachers' Institute - No student attendance

****School shall be closed earlier if emergency days are not used. *Commencement is a fixed date.***

MISSION STATEMENT

Staunton Community Unit School District #6 Expects Everyone's Best: *LEAD *CHALLENGE *ACHIEVE

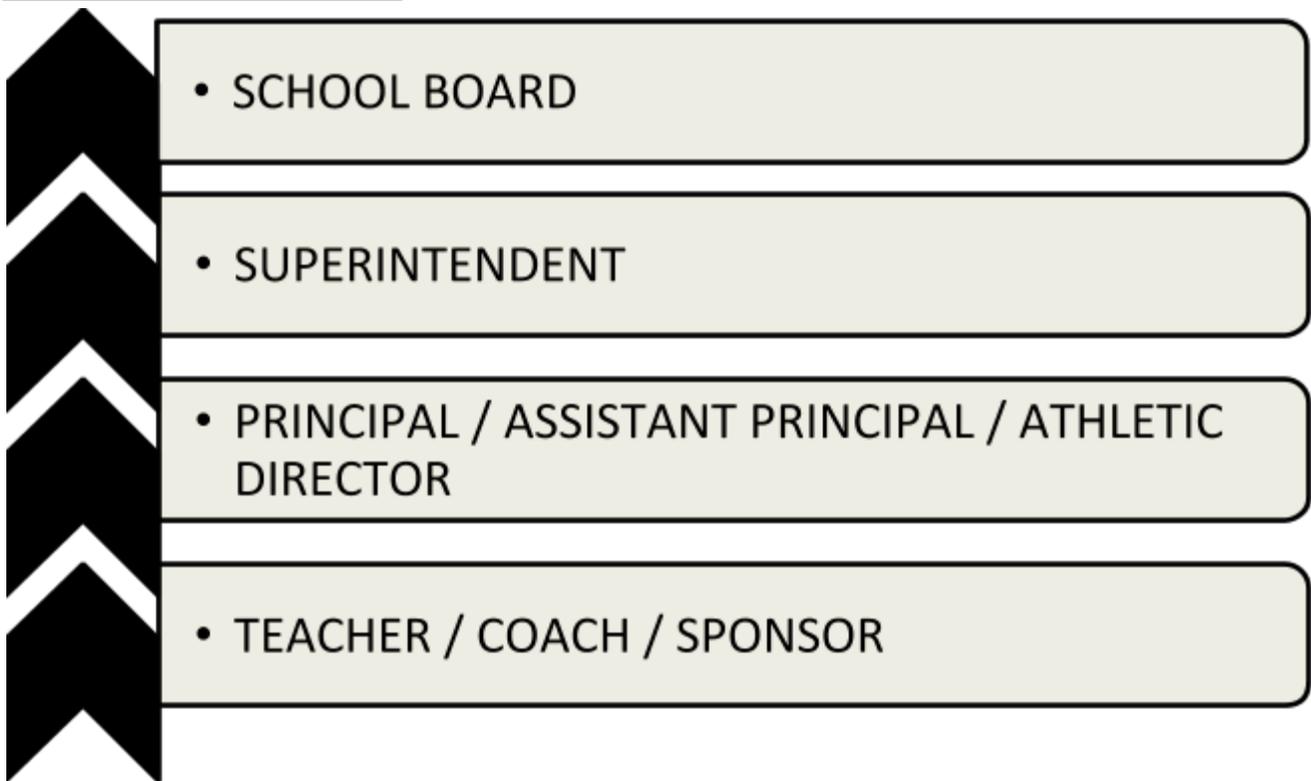
PHILOSOPHY

"Our goal is to prepare as fully as possible every pupil to be a good citizen who will be intent upon preserving and improving the principles and ideals upon which America was founded."

STUDENT GOALS

- Develop skills in reading, writing, speaking, and listening with understanding.
- Develop skills in problem solving and computation to the best of the student's ability.
- Develop skills for a field of work and a pride in work with a feeling of self-worth.
- Develop good character and self-respect.
- Learn to be a good citizen and to understand and practice democratic ideals and ideas.
- Learn to respect and get along with people with whom we work and live.
- Learn appreciation for and positive attitudes toward persons and cultures different from one's own.
- Learn to develop, enhance, and express one's own creativity.
- Demonstrate the understanding and significance of respect for each other's property.

CHAIN OF COMMAND



It is encouraged that all Staunton families will follow the appropriate 'Chain of Command' if they have an issue or concern. For example, if a parent or student has a concern about a specific grade received, please contact the teacher before calling the principal.

II. RESIDENCY/REGISTRATION

RESIDENCY REQUIREMENTS

The residence of a person who has legal custody of a student is deemed to be the residence of the student. Accordingly, before a student may be registered to attend a District 6 school, a parent, guardian, or someone with legal custody of the student **must show proof that he or she resides within District 6 boundaries**. It is the responsibility of the adult enrolling a student to prove both custody and residency as defined by Illinois School Code. Proof will include **at least two (2)** forms of identification and **adequate documentation** to prove residency. The building principal has the authority to rule on residency; that decision may be addressed as per board policy. School Code provides that any person who attempts to enroll or present false information for the purpose of enrolling a nonresident shall be guilty of a Class C misdemeanor.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian makes a written request. The District, however, is not responsible for the student's transportation to and/or from school. If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of state law, and must not be charged tuition.

REGISTRATION

ALL STUDENTS

Registration involves the completion of several forms that are used to document residency and custody. In addition, students entering kindergarten, sixth, or ninth grade need a physical (Illinois student physical form only).

STUDENTS NEW TO DISTRICT 6

New students need to complete the above-mentioned forms, plus show their birth certificate with county seal and complete the Home Language Survey. All students will be registered under their legal name as it appears on their birth certificate. If a student has had a legal name change, documentation of that name change must be supplied at the time of registration. All students enrolling in District 6 must meet all state requirements related to physical examinations, dental examinations, and immunizations. See section regarding Student Attendance and Health Policies for more information. All students transferring from another public school in Illinois will need to provide the Illinois Student Transfer Form from the Illinois State Board of Education.

THE STUDENT INFORMATION FORM is distributed at the time of registration. The purpose of the form is to provide the school with student information as well as emergency information. Parents are required to complete and keep current the student information form, including at least two emergency telephone numbers in the metropolitan bi-state area.

CHANGE OF ADDRESS

Students are requested to report to the main office any change of address or telephone number.

III. GENERAL NOTICES

BELL SCHEDULE

At 8:00 a.m. the first bell rings. Students are then permitted to go to their lockers or classroom. While waiting for the 8:00 a.m. bell students are to wait inside the building at designated locations.

8:10 a.m. - Beginning of first period for all of Staunton CUSD #6.

Passing time between periods is three minutes. There is a warning bell one minute before the passing period ends. In the gym and outside, there is a bell that rings to warn physical education students ten minutes before the end of the period. In the shops, the warning bell will ring six minutes before the end of the period.

STAUNTON PERIOD SCHEDULES					
<u>DAILY SCHEDULE</u>		<u>2:00 DISMISSAL</u>		<u>12:30 DISMISSAL</u>	
EARLY BIRD	7:17-8:02	EARLY BIRD	7:17-8:02	EARLY BIRD	7:17-8:02
1ST PERIOD	8:10-8:58	1ST PERIOD	8:10-8:48	1ST PERIOD	8:10-8:42
2ND PERIOD	9:01-9:49	2ND PERIOD	8:51-9:29	2ND PERIOD	8:45-9:15
3RD PERIOD	9:52-10:40	3RD PERIOD	9:32-10:10	3RD PERIOD	9:18-9:48
4TH PERIOD	10:43-11:31	4TH PERIOD	10:13-10:51	4TH PERIOD	9:51-10:21
LUNCH	11:31-12:07	5TH PERIOD	10:54-11:31	5TH PERIOD	10:24-10:54
5TH PERIOD	12:07-12:55	LUNCH	11:31-12:04	6TH PERIOD	10:57-11:27
6TH PERIOD	12:58-1:46	6TH PERIOD	12:07-12:45	7TH PERIOD	11:30-12:00
7TH PERIOD	1:49-2:37	7TH PERIOD	12:48-1:26	LUNCH	12:00-12:30
Guided Study	2:40-3:05	Guided Study	1:29-2:00		

STAUNTON HIGH SCHOOL GRADUATION REQUIREMENTS

- English** – 4 credits (English I, II, III and IV/Eng 131-132 to include two writing intensive courses)
One of the writing intensive courses 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.
- Math** – 3 credits (To include at least 1 year of Algebra I and one year of a course that includes Geometry content)
- Science** – 2 credits
- Social Studies** – 2 credits (U.S. History + American Government + 1/2 additional credit)
- Health** – ½ credit
- Driver’s Education** – ½ credit
- Consumer Education** – ½ credit
- Spanish, art, music, or vocational education** – 1 credit
- PE** - (Juniors & Seniors may be exempt from PE see the Guidance Counselor for details)
- Electives** - to complete 23 credits

- Staunton High School Valedictorian(s) and Salutatorian(s) will be decided using a seven point grading scale.
- Starting with the class of 2022 and beyond, Staunton High School will no longer recognize a Valedictorian(s) and Salutatorian(s). In lieu of recognizing a Valedictorian and Salutatorian, Staunton High School has implemented the Latin Honor System for recognition of students which is listed below:
 - Summa Cum Laude 4.0 - 3.90
 - Magna Cum Laude 3.89 - 3.80
 - Cum Laude 3.79 - 3.65
- A student’s GPA will be calculated to three decimal places rounded by the fourth decimal place. The scale is as follows:

A	94-100	A-	92-93	B+	90-91
B	84-89	B-	82-83	C+	80-81
C	73-79	C-	71-72	D+	69-70
D	66-68	D-	65	F	0-64

All graduates are required by law to pass a comprehensive test on the Declaration of Independence, the flag, the Constitution of the United States, and the Constitution of the State of Illinois. Early graduation will not be permitted. Credit for band, chorus, and physical education shall be granted as follows: ½ credit per semester. Students in Flag Corps will receive ¼ credit per quarter. Students will take a minimum of five subjects per year plus physical education as required by law and attend the equivalent of eight semesters. Students taking only the minimum subjects each year will not meet the graduation requirements in a four year period. Credit for a course will be earned by passing each semester. Students should be aware of their credit standing at all times. You may check your credits with the principal or guidance counselor.

Students from Staunton High School participating in a student exchange program will be evaluated on an individual basis as to their having met the graduation requirements.

Students MAY NOT take courses on an audit basis.

Seniors may, with the principal's permission, take one academic course per semester from an outside accredited institution to earn credit toward graduation. Correspondence courses will not be allowed.

Students may see the guidance counselor regarding schedule changes during the first five (5) days of each semester. Changes in courses may be honored if the request is related to: 1) Graduation requirements; 2) First semester failures; 3) Failed prerequisite courses; 4) Computer errors; 5) and/or college entrance requirement. Schedule changes will not be made for the following reasons: 1) A student does not like people in the class; 2) A student simply does not like his/her schedule; 3) A student does not like the teacher.

Dropping a course after the first five (5) days of a semester and before the end of the first five (5) weeks will result in a grade of "WF", unless the student drops a class for the following reasons:

- 1) The student is receiving a D or an F in the class ... especially if progression into the second semester of work requires success in the first semester for understanding.
- 2) Another course is needed to meet graduation requirements.

The drop will only be granted if the student and parent have met with the teacher, the teacher agrees to the reason for the drop, the administration has given approval, and the student, parent, and teacher of the replaced class agrees that the student can and will make-up all work completed prior to the addition of the class.

Students who withdraw from a class for any reason after the first five weeks of each semester will receive a grade of "WF" (Withdrawal Failure) on his/her transcript for the course. A "WF" counts as an "F" for GPA purposes.

Any student who has a D or an F (for any reason) at the LCCC drop date will be dropped from the LCCC course. Additionally, if a student misses more than 10 days of class for any reason during a semester, then he/she will be dropped and not earn LCCC credit. A report will be run by the Counselor before the drop date to determine a student's eligibility for dual credit. The administration reserves the right to make the final decision in awarding dual credit to a student no matter the circumstances.

GRADING SYSTEM FOR STAUNTON UNIT SCHOOLS

Your grades will be indicated with letters as follows:

A-Excellent B-Good C-Average D-Passing but below average F-Not passing

All grades depend upon an average of the following:

1. Achievement (accomplishment of assigned work)
2. Effort (initiative)
3. Attitude (feelings and actions toward the subject, teacher, school, and classmates)

***It is strongly encouraged that families check their student's grades regularly using the Skyward System.**

STUDENT GRADE REVIEW

Students at Staunton High School shall have one opportunity to retake a course and substitute the higher grade earned the second time the course is taken if the following conditions are met:

- The student must have previously taken the course in question and earned a “D” or “F” the first time he or she took the course; and
- The student must earn a higher grade during the second taking of the course. If all such conditions are met, the higher grade earned shall be formally substituted on the student’s transcript and permanent record. A student shall be permitted only one opportunity to earn a substitute grade in any one course. Nothing in these procedures requires the District to re-offer a course no longer contained in the District’s curriculum or to offer a course at any particular time.

If a student’s grade is to be substituted on his or her transcript and permanent record, the Administration may alter the initial grade given to the student in accordance with the following procedures:

- The teacher who gave the initial grade in the course must be notified concerning the new grade earned the second time the course was taken and the reasons for the change; and
- The Administrator making this grade change must assume responsibility for the grade and initial the change.

PROMOTION TO NEXT GRADE LEVEL GUIDELINES

Staunton School District Staff will review the following criteria to determine whether a student should be promoted to the next grade level:

- Failing Grades
- Attendance
- Standardized Assessment Data
- Classroom Performance
- Staff Recommendation

*Staunton School Staff will make a determination on promoting a student to the next grade level based on reviewing the above listed criteria. If a student were to have excessive absences or multiple failing grades, it may be recommended that the student be retained in the current grade level.

VISITORS TO AND CONDUCT ON SCHOOL PROPERTY

For purposes of this policy, the following definitions apply:

“**School Property**”– school buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

“**Visitor**” – any person other than an enrolled student or District employee.

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors to school property are required to report to the Building Principal’s office or the Superintendent’s office and receive permission to remain on school property. All visitors must sign a visitor’s log, show identification, and wear a visitor’s badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials’ instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher’s conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student’s special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The school District expects mutual respect, civility, and orderly conduct among all individual people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface School District property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education;
11. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 10 miles per hour, or (c) in violation of an authorized District employee's directive;
12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding; or
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee's directive; or
14. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function

EQUAL EDUCATIONAL OPPORTUNITY

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status. The District will provide equal access to the Boy Scouts and other designated youth groups pursuant to Title 36 of the United States Code. The District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

SEX EQUITY

No student shall, on the basis of sex, 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 may file a sex equity complaint by using the Uniform Grievance Procedure described below. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code). The District's Title IX Coordinator is the District Superintendent, 801 N. Deneen, Staunton, IL 62088. Phone number 618-635-2962.

OBTAINING A DRIVER'S LICENSE

A student will be excused for three (3) class periods one time during his/her high school tenure to receive a driver's license. Verification must be provided upon return.

COUNSELING AND GUIDANCE

School District counselors offer services to all students in the areas of social and personal counseling, vocational information, education counseling, post-secondary information, and record clarification. The counselors invite all students to confer with them concerning any pupil personnel services that are available. Pupil personnel services include the school psychologist, social worker, special education teachers, nurse, guidance counselors, plus additional on-call services.

HOMELESS CHILD'S RIGHT TO EDUCATION

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. A homeless child may attend the District school that the child attended

when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

MULTI-TIER SYSTEM OF SUPPORT

Multi-Tier System of Support integrates assessment and intervention within a multi-level prevention system to maximize student achievement. With MTSS, Staunton Schools identifies students at risk for poor learning outcomes, monitors student progress, provides research-based interventions and adjusts the intensity and nature of those interventions depending on a student's responsiveness, and identifies students with special needs.

TEXTBOOKS

Textbooks are the property of the school district and are rented to you for a fee that covers ordinary wear. Since no profit is derived from the textbook rental, however, you will be expected to pay for any book that you abuse or lose.

LOCKERS

Student lockers will be assigned at registration. Students are to use only the lockers assigned to them, and are expected to keep their lockers neat and clean at all times. It shall be the policy of Staunton High School to provide desks and lockers for temporary use by students. Desks and lockers for temporary use by students remain at all times the property of the school and are subject to rules of the school. Periodic inspections for cleanliness, missing school property, evidence of vandalism, and special searches for contraband materials may take place. Stickers are not to be used on either the inside or outside of lockers. Any student who brings a personal lock for his/her locker must provide the office with a key or combination.

DISTRICT INTERNET AND ELECTRONIC NETWORK USE

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

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

District Internet and Electronic Network access requires parent and students' signatures on the District's Authorization for Electronic Network Access Form at the time of registration.

DIGITAL CITIZENSHIP GUIDELINES & EXPECTATIONS

Chromebook & School Google Account

Think before you act because your virtual actions are real and permanent!

1. It is my responsibility to come to class each day with my Chromebook charged and ready for class. I understand that there are consequences for absent/uncharged Chromebooks per the district 1:1 guidelines.
2. I understand that it is the classroom teacher's decision regarding when and how I may use my Chromebook in class.

3. I understand that the Chromebook I received is intended for my use only. I agree to not misrepresent myself by using someone else's Chromebook/username or lending my Chromebook to others.
4. I will do my own work. I understand that there are consequences in place for plagiarism/cheating. I will not use other people's intellectual property without their permission. I am aware that it is a violation of copyright law to copy and paste other's thoughts. It is required that I cite all sources (text, image, video, etc.).
5. I understand that I am responsible for the content of my searches: both text and images. All searches should be school appropriate. I will report any inappropriate content immediately.
6. I will be aware of what I post online. Website and social media venues are very public. What I contribute leaves a digital footprint for all to see. Inappropriate text, video, images, etc. that I post during school hours and/or while using school resources are subject to school and legal consequences.
7. I will follow the school's code of conduct when writing online. It is acceptable to disagree with others' opinions; however, I will do it in a respectful way. I will make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
8. I will be safe online. I will not give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. I will not share my password with anyone other than my parents or school administrators if requested.
9. I understand that acknowledging receipt of these items that it is my responsibility to care for the equipment and ensure that it is retained in a safe environment and understand that I will not deface or destroy this equipment in any way.
10. I acknowledge that this equipment is the property of Staunton Comm. Unit #6 and is being loaned to me for educational purposes for the academic school year and will be returned to the District when requested, or sooner, if I withdraw prior to the end of the year.

Chromebook & School Google Account Care & Use

1. Always close the lid before moving your Chromebook device.
2. Shut down the device before going to next class.
3. Place your Chromebook on flat, solid surfaces only.
4. Be gentle with the screen. It is easily damaged by excessive pressure or sharp objects. Do not pick up the Chromebook by holding the screen.
5. Clean the screen with dry anti-static cloths or lens cleaners only.
6. Charge your Chromebook every night at home. Leave your device charger at home.
7. Charging may only be done at designated "charging stations" in the building.
8. Keep your Chromebook in your possession or in your locked locker at all times at school.
9. Use of your Chromebook in the cafeteria/bus is not recommended. Damage outside of normal wear and tear is your responsibility. Please be careful with your Chromebook.
10. Report any damage or problems to a school staff member immediately.
11. Return any unattended Chromebooks immediately to the main office.

1. Do not sit on your Chromebook or place heavy objects on top of it.
2. Do not "decorate" your device in any way (stickers, markers, paint, etc.)
3. Do not disassemble, modify or repair your Chromebook, operating system, installed software or filters. If you cause damage to your Chromebook, the following fees will be assessed:

Repair charges First Visit	\$10	Replacement Cost	\$279
Repair charge for Each Following Visit	\$30	Replacement Charger	\$40

1. Do not alter or remove the SCUSD#6 ID tags on the underside of the Chromebook itself.
1. Do not leave your Chromebook unattended. You are responsible if it is lost.
1. Do not leave your Chromebook in an unlocked vehicle or in a hot vehicle.
1. Do not use your Chromebook near water.
1. Your Chromebook will be collected by Staunton Staff at the end of the school year for summer maintenance.

Any damage or loss due to your negligence is YOUR RESPONSIBILITY.

INSURANCE

Student accident insurance is NOT provided by the school district. A supplemental plan is available for purchase by the student's parent or guardian that will reimburse most expenses resulting from accidents which occur at school or school-sponsored activities (including all sports except football), or while traveling to and from school, as per their policy. Other options including dental insurance and a 24-hour accident plan are also available for purchase. All athletes are required to provide proof of appropriate accident coverage either through their parent or guardian's health insurance plan or by purchasing a supplemental insurance plan appropriate for the specific sport's season.

GOOD STUDENT INSURANCE DISCOUNT

A student wishing to have an insurance verification form completed for a "good student" auto insurance discount may do so in the office. Allow one day for the form, which you obtain from your insurance company, to be completed.

TELEPHONE MESSAGES

Telephone messages to students should be limited to emergency situations. Classes will not be interrupted to deliver messages which are of minor importance. Messages from parents will be delivered on request. Employers, neighbors, boy and girl friends, etc., should contact students at home rather than at school.

WORK PERMITS

Work permits for 14 and 15 year olds are issued through the Regional Office of Education #40 located in Carlinville, IL in accordance with Child Labor Law. A student wishing to secure a permit should inquire in the office for details.

PASSES ABOUT HIGH SCHOOL BUILDING

A student is expected to be in class or study hall that his/her program calls for during any particular period. No student will miss a class to work for another teacher WITHOUT PREVIOUS CONSENT OF BOTH TEACHERS INVOLVED.

Students are not to be in the halls during class periods. This means that students are not to go to their lockers, use the telephones, or go to any other place unless it is an emergency.

PHYSICAL EDUCATION PARTICIPATION POLICIES

Physical Education Uniform

Staunton High School and Staunton Junior High (Grades 6-8) requires that all students wear the official physical education uniform. The official uniform includes a T-shirt, red shorts, white socks, and tennis shoes. Students not wearing the official physical education uniform will receive a no dress.

If a student is *unexcused*, receives a *no-dress*, or a *non-participation*, the following guidelines are to be followed:

1st Offense: Warning from the teacher & the student will not receive participation points for the class period.

2nd Offense: Warning from a School Administrator & the student will not receive participation points for the class period.

3rd Offense: Referral to the Office & the students will not receive participation points for the class period.

A student who receives an *unexcused*, *no-dress*, or *non-participation* has the opportunity to make up the points during 8th Period with a PE Staff Member by completing a fitness workout.

SUBSTITUTIONS FOR PHYSICAL EDUCATION

A student in grades 9-12, unless otherwise stated, may submit a written request from his or her parent/guardian or from a person licensed under the Medical Practice Act to the building principal to be excused from physical education courses for the following reasons:

1. Enrollment in a marching band program for credit;
2. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);

3. Enrollment in academic classes that are required for admission to an institution of higher learning, provided that failure to take such classes will result in the student being denied admission to the institution of his or her choice (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate (student must be in the 11th or 12th grade); or
5. If the student must use the time set aside for physical education to receive special education support and services, subject to the student's Individualized Education Plan (IEP).

Building principals shall maintain records showing that they applied the stated criteria to the student's individual circumstances.

POSTING OF HANDBILLS

Any marking or painting on the walls, fences, or building without the principal's consent is prohibited. The posting of any type of poster, sign, etc., requires the principal's consent.

PERSONAL APPEARANCE

Students at Staunton schools should dress in a neat, clean, and appropriate manner. Clothes and jewelry that are objectionable for reasons of health, safety, and/or inappropriateness should not be worn to Staunton schools. Students may use a backpack in order to transport books to and from school. Backpacks must be left in student lockers during the school day. Backpacks may not be taken to class. Students may use a small drawstring bag (cinch bag) to carry items from class to class.

The responsibility of appropriate dress and satisfactory appearance lies with the student. However, those who exercise poor judgment and bad taste will be asked to furnish an explanation and will be counseled regarding what is appropriate for school.

ALL students must be covered from shoulders to mid-thigh.

- Store purchased tank tops may be worn.
- No undergarments or pockets are to be exposed.
- No hats, caps or hoods are to be worn in the building except on designated days relating to homecoming activities or otherwise notified.
- There are to be no coats worn in the building or to class during school hours unless approval is given by the administration or faculty.
- No flip-flops are to be worn by Pre-K – 5th grade students.

Staff members will refer to the building principal or his/her designee to determine inappropriate dress.

SPECIAL EDUCATION PROGRAMS & SERVICES/504 SERVICES

Staunton C.U.S.D. No. 6 belongs to the South Macoupin Association for Special Education (SMASE). This is to inform you that comprehensive special education programs and services are currently available within our local district or within the other districts of the SMASE special education joint agreement. This includes services to students of nonpublic and parochial schools living within the district.

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required by the individual with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities," as used in the District's policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

The District offers all eligible students between the ages of 3 and 21 a comprehensive program which includes systematic procedures to identify and evaluate those students eligible for special education and a continuum of placement options available to the specific needs of students. If necessary, students may be placed in private educational facilities.

Parents have the right to request a referral for an evaluation to assess their child(ren) for possible special education intervention. Parental consent in writing is required prior to the District conducting an evaluation. If parents suspect that their child has a disability that is adversely affecting their child's education, parents should contact SMASE Director, Allison Storm 618-635-8230. **If parents would like a copy of *A Notice of Procedural Safeguards For Parents/Guardians of Students With Disabilities*, parents should contact SMASE at 618-635-8230. A booklet entitled, *An Educational Rights and Responsibilities: Understanding Special Education in Illinois*" (June 2009) may be obtained by writing to SMASE at 801 North Deneen Street, Staunton, Illinois 62088.**

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education.

For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s), and representation by counsel, and a review procedure. Contact the building Principal for a copy of the description of rights assured by Section 504 to those disabled students who qualify under Section 504 but do not qualify under IDEA.

In addition to the rights provided in the District's section 504 procedural safeguards, parents/ students may file a complaint with the Office for Civil Rights (OCR). The Illinois Regional Office for Civil Rights is located in Chicago at: Chicago Office for Civil Rights, US Department of Education, Citigroup Center, 500 West Madison Street, Suite 1475, Chicago, Illinois 60661. The phone number for OCR is 312-730-1560; TDD 877-521-2172. Their email address is OCR.Chicago@ed.gov. Student/parent complaints concerning Section 504 matters other than a student's identification, evaluation and/or placement under Section 504 are addressed in the District's Uniform Grievance Procedure described below.

If you have any questions about the availability of special education in Staunton school district, please call SMASE Director Allison Storm at 618-635-8230 for this information.

If you have questions about eligibility and services under Section 504 of the Rehabilitation Act of 1973, please call the building Principal.

ACCELERATED PLACEMENT (School Board Policy 6:135)

The Superintendent or designee shall implement an education program for gifted and talented learners that will challenge and motivate academically advanced learners and engage them in appropriately differentiated learning experiences to develop their unique abilities. If the State Superintendent of Education issues a Request for Proposals because sufficient State funding is available to support local programs of gifted education, the Superintendent or designee shall inform the Board concerning the feasibility and advisability of developing a "plan for gifted education" that would qualify for State funding.

Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student's identification as gifted or talented learner.

The School Board will monitor this program's performance by meeting periodically with the Superintendent or designee to determine and/or review the indicators and data that evidence whether the educational program for gifted and talented learners is accomplishing its goals and objectives and is otherwise in compliance with this policy.

FOOD SERVICES (School Board Policy 4:120)

Staunton CUSD #6 cafeteria participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Menus are planned in accordance with requirements and guidelines of these programs. The food service operates on a

non-profit basis and provides free or reduced meals to those that qualify. School breakfasts and lunches are available to all students.

FREE AND REDUCED – PRICE FOOD SERVICE (School Board Policy 4:130)

Information and applications for the free and reduced breakfast/lunch program are available at registration, on-line at the School District web-site at www.stauntonschoools.org and at the principals’ offices, or by contacting the Elementary/Junior High Principal at 635-3831.

Parents/guardians must complete the application at registration or turn it in to the principals’ office. Federal law requires verification through appropriate documentation. A student’s eligibility for free and reduced price food service shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. All meals served meet the U.S. Department of Agriculture meal requirements. Reduced price for breakfast is \$.30 and reduced price for lunch is \$.40. If your child takes additional helpings of food there is a fee charge for those items.

BREAKFAST AND/OR LUNCHES

The entire Staunton School District utilizes the Skyward Data Management System to monitor the school lunch program. Our recommendation is that lunches be paid at least a week in advance and you monitor your child’s/families account through the Skyward program. The money you put in your child/families account remains in that account until your child uses it. The student’s account is reduced by the cost of breakfast and/or lunch each day. Students on the free/reduced lunch program will still need to maintain funds in their account if a student expects to purchase any item that is not a part of the regular breakfast and lunch program.

No charges will be allowed to anyone with a negative \$5.00 balance (except students on the free/reduced plan – for meal only – no snacks). Students without money in their account will be given a Class A meal which includes cereal and carton of milk for breakfast and a cheese sandwich, vegetable and carton of milk for lunch. The student will be charged \$1.00 for a Class A meal. The student will be informed that he/she should bring a sack lunch until money has been deposited into the lunch account. If emergency circumstances exist, the building principal should be contacted.

FREE & REDUCED MEALS APPLICATION

Applications for free & reduced meals are available at registration or anytime during the school year. If you now receive food stamps or TANF (Temporary Assistance for Needy Families) for your child(ren), we will receive Direct Certification from the state showing their eligibility to receive free meals. If you don’t have Direct Certification from the state you will need to fill out an application showing total household income and household size. If household income is the same or less than the amounts on the Income Chart listed on the application, your child(ren) can receive free or reduced meals. A foster child may receive free meals regardless of your income.

School officials use the information on the application only to decide if your child(ren) qualifies for free or reduced meals. All applications are confidential.

In the operation of the child feeding programs, no child will be discriminated against because of race, sex, color, or national origin; age or handicap. If you believe you have been discriminated against, write to the Secretary of Agriculture, Washington D.C. 20250.

Parents/guardians are informed as soon as possible if their application is approved or denied. You may contact the Superintendent if you do not agree with the school’s decision on your application or the results of the verification. Thereafter, you also may ask for a fair hearing.

Your eligibility may be checked by school officials at any time during the school year. School officials will ask you to submit papers showing that your child(ren) should receive free or reduced price meals.

K-8TH Grade Is a Closed Campus during the Lunch Period.

This policy is a safeguard for students. They are not allowed to leave the school grounds unless a parent/guardian comes to the school office to take the student for lunch away from school property.

High School Is an Open Campus during the Lunch Period for 10th - 12th Grade.

9th Grade Students are required to stay on campus during lunch.

Open campus is a privilege at Staunton High School. This privilege may be suspended or lost if your conduct warrants. This decision will be made by school administrators after consultation with the student and parent/guardian.

DELINQUENT ACCOUNTS (School Board Policy 4:45)

The Superintendent or a designee is responsible for collection of debts incurred by students and/or their parents/guardians for educational services, breakfast and lunch service, supplies and equipment received from the District. After incurring a debt of \$100.00 or more for a period of 30 days, a letter will be issued to each family stating that unless payment is made or a payment schedule is set up within one calendar week, to satisfy their debt, their account will be turned over to a collection agency.

TREATS AND SNACKS (K-12)

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 must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

WAIVER OF FEES (School Board Policy 4:140)

You may be eligible for a waiver of student fees if you receive public aid; if your gross income is under that set amount in the federal guidelines for free or reduced price lunches; or if you are otherwise able to establish that you cannot afford to pay these fees. Applications requesting waiver of fees can be picked up in the main office and should be submitted to the Principal. The use of false information to obtain such waiver is a felony under Illinois law. Any inquiries should be directed to the Principal.

FINAL EXAM POLICY

- The below listed criteria applies to each individual class a student is enrolled:
 - A student must be earning an A or B average for the semester.
 - A student must have 3 or fewer absences (excused only).
 - A student must have 2 or fewer tardies for the semester.
- A student must make a reasonable effort to demonstrate growth on his/her Reading & Math STAR Assessments.

*** If a student receives a referral for any reason during the semester, then he/she MUST take final exams in ALL classes.**

STANDARDIZED TESTING

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

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

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

LEAD TESTING

In accordance with 65 ILCS, Section 5, Article 11, Staunton CUSD #6 lead in the drinking water results have been submitted to the Illinois Department of Public Health. Sampling was performed by Environmental Consultants, LLC. A minimum of one (1) first draw sample was collected from each potable water source in the district. Additional samples were collected as warranted based on results of the initial testing. Based on the district's actions, the district is in compliance with the school code. In addition, the district has implemented a preventative maintenance plan to manage the lead in our drinking water.

IV. SCHOOL RULES/POLICIES

PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT (School Board Policy 7:180)

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

1. Placing the student or students in reasonable fear of harm to the student'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.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a

webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students’ behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District’s goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

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

Complaint Managers:

Brett Allen – Staunton High School

Ryan McGowen – Staunton Jr. High School

Nancy Werden – Staunton Elementary School

Name

Name

Name

801 N. Deneen St., Staunton, IL 62088

801 N. Deneen St., Staunton, IL 62088

801 N. Deneen St., Staunton, IL 62088

Address

Address

Address

ballen@stauntonschoools.org

rmcgowen@stauntonschoools.org

nwerden@stauntonschoools.org

Email

Email

Email

618-635-3838

618-635-3831

618-635-3831

Telephone

Telephone

Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. 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.
8. A student will not be punished for reporting bullying or supplying information, even if the District'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.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's

website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act.

105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.

23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)

ADOPTED: October 20, 2014

WEAPONS (School Board Policy 7:190)

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 at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (721 ILCS 5/24-1).

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. Objects that may be deemed to be weapons if used or attempted to be used to cause bodily harm include, but are not limited to, pipes, bottles, scissors, baseball bats, locks, sticks, pencils, and pens. Look-alike firearms include but are not limited to, BB guns, air soft pistols or guns and paintball guns.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

REQUIRED NOTICES

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

SEARCHES (School Board Policy 7:140)

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is in violation of the law, local ordinance, or the school’s policies or rules, such evidence may be seized by school authorities and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities.

SCHOOL SAFETY TIP LINE

1-800-477-0024

On September 7, 1998, the Illinois State Police activated a “School Safety Tip Line” for students to report threats of violence or weapons on school grounds or at school events. This toll free line will be answered at the Illinois State Police Communications Center in Springfield. Information from calls received will be provided to local sheriff or police departments who will notify local school officials of the threat. In the event local agencies are unable to notify school officials, the State Police District serving that area will make the notifications and provide appropriate assistance.

The TIP LINE is **NOT** intended as an emergency hotline to replace 9-1-1. The primary message for students will be to encourage them to report concerns to local officials, a teacher, or counselor if they have seen a weapon or believe a violent incident will take place. The Tip Line will be described as an option in those cases when the student fears reprisal and is unwilling to sacrifice anonymity or for some reason is uncomfortable in telling school officials.

SUSPICION-BASED DRUG AND ALCOHOL TESTING POLICY (School Board Policy 7:192)

The Board of Education recognizes that drug and/or alcohol testing of an individual student may be appropriate when there are reasonable grounds to suspect that the student is violating the Board of Education's policy

prohibiting the possession or use of drugs or alcohol while on school grounds or at a school-related activity. The Board of Education authorizes drug and alcohol testing of students based upon such reasonable suspicion of drug or alcohol use.

The Administration shall establish rules and regulations to implement this policy in compliance with applicable laws governing drug and alcohol testing of students.

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.

UNIFORM GRIEVANCE PROCEDURE (School Board Policy 2:260)

Students, parents/guardians, employees, or Community members should notify any District administrator if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials and/or programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students;
13. Illinois Whistleblower Act, 740 ILCS 174/.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
15. Employee Credit Privacy Act, 820 ILCS 70/.
16. Boy Scouts of America Equal Access Act, 20 USC 7905.
17. Age Discrimination Act.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager

may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 30 school business days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator	Complaint Manager Staunton High School	Complaint Manager Staunton Jr. High	Complaint Manager Staunton Elementary	
Name	<u>Dan Cox</u>	<u>Brett T. Allen</u>	<u>Ryan McGowen</u>	<u>Nancy Werden</u>
Address	<u>801 N. Deneen Staunton, IL 62088</u>	<u>801 N. Deneen Staunton, IL 62088</u>	<u>801 N. Deneen Staunton, IL 62088</u>	<u>801 N. Deneen Staunton, IL 62088</u>
Phone No.	<u>618-635-2962</u>	<u>618-635-3838</u>	<u>618-635-3831</u>	<u>618-635-3831</u>

PUBLIC NOTIFICATION

The following public notification is being released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos-containing materials:

The buildings of the Staunton Community School District No. 6 have been inspected for asbestos-containing materials by a licensed inspector. In addition, an Asbestos Management Plan has been prepared by a licensed Management Planner. The Inspection Report and Management Plan are on file in the Administrative Office and are available for public review during normal business hours. Individuals interested in reviewing the Management Plans are asked to submit a written request to the school district.

RIGHTS UNDER THE SCHOOL VISITATION RIGHTS ACT

Parents of students attending Illinois Schools who work for employers who employ at least 50 or more individuals in Illinois have certain rights under the School Visitation Rights Act (820 ILCS 147/1). Employed parents who have worked for an employer for at least six consecutive months, who work at least half-time, and who are unable to meet with educators because of work conflict must be given leave of up to 8 hours during the school year to attend school conferences or classroom activities related to the employee’s child if the conference or classroom activities cannot be scheduled during non-work hours. However, no more than 4 hours of this leave, personal leave, compensatory leave, and any other leave that may be granted to the employee has exhausted all accrued vacation leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer. The District will provide documentation for parents’ use confirming the date and time of each school visitation upon a parent’s request for such documentation. For regularly scheduled, non-emergency visitations, the District will make time available for visitation during both regular school hours and evening hours, when it is practicable and the District is readily able to do so.

SCHOOL GENERATED SURVEY POLICY

Periodically surveys or other activities generated by school personnel involving collection of information will be sent home that request personal information from students/families. The sole purpose of this information is to make decisions here at the school to provide better educational programs for the children. None of this information is given to others for marketing or for selling of information.

PROTECTION OF PUPIL RIGHTS ACT

Parents have the right to inspect all instructional materials, including teacher’s manuals, films, tapes or other supplementary material, which will be used in connection with any survey, analysis, or evaluation of their child (such instruction materials do not include academic tests or assessments).

Parents shall have the right to inspect a survey created by a third party before it is administered and distributed to their student. Said surveys may be obtained by contacting the appropriate school office and/or teacher. Parents shall have the right to be informed of the arrangements made to protect student privacy with regard to surveys requesting particular personal information.

Parents shall have the right to inspect any instructional material used as a part of their child’s educational curriculum by contacting the appropriate teacher to establish a mutually convenient time for viewing. Instructional material does not include academic tests or academic assessments.

Parents shall have the right to notification of any physical examinations or screenings, which the district may administer to the student.

Parents shall have the right to inspect any collection instrument used for the purpose of marketing or selling of personal information. Parents may opt-out of this process by filing with the appropriate school office a non-disclosure request form by September 1st of each school year.

Parents shall have the right to refuse consent for their child to submit to and/or request protections of student privacy for any survey that reveals the following information:

- a. Political affiliations or beliefs of the student or the student's parent;
- b. Mental or psychological problems of the student or parent;
- c. Sex behavior or attitudes;
- d. Illegal, anti-social, self-incriminating, or demeaning behavior;
- e. Critical appraisals of other individuals with whom respondents have close family relationships;
- f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or the student's parent; or
- h. Income (other than that required by Illinois law to determine eligibility for participation in a program or for receiving financial assistance);

Any parent interested in further information concerning the exercise of these rights should contact the Superintendent.

PARENT'S RIGHT TO KNOW

At the beginning of each school year, a local educational agency that receives Title I funds shall notify the parents of each student attending Title I schools that the parents may request, and the Local Educational Agency will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following;

- a. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. Whether the teacher is teaching under emergency or other provisional status through or degree held by the teacher, and the field of discipline of the certification or degree.
- c. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- d. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

SCHOOL PARENT COMPACT

It shall be the goal and purpose of Staunton Schools to provide a high-quality curriculum and instruction in a supportive learning environment that enables the children served under Title I to meet the State's student academic achievement standards. Parents can foster this purpose by carefully monitoring attendance, homework, and behavior. Parents should stress the need to make learning a priority. Parents are encouraged to visit the school and become involved in their children's educational career; and are encouraged to be active in the educational decisions of the child and be supportive of extra-curricular participation of their children.

Students will be given the opportunity to be successful in school and life. They will attend classes taught by highly qualified staff and be given a curriculum which will help them to achieve an education which is second to none in Illinois. They will be assessed based on the Illinois Standards of Learning. Additional assistance will be provided to students who fall behind in educational endeavors. Services include, but are not limited to, tutoring and appropriate referrals to additional programs as indicated.

SEX OFFENDER AND VIOLENT OFFENDER NOTIFICATION

State law requires the District notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public. The Department of State Police maintains a statewide Sex Offender Database for the purpose of

identifying sex offenders. Parents/guardians can access the Statewide Sex Offender database by going to the following website: www.isp.state.il.us/sor/. There is a users' agreement to accept and this will take you to this website: <http://www.isp.state.il.us/sor/sor.cfm>. Individual names can be searched by county or town.

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

PEST MANAGEMENT STATEMENT

Structural and landscape pests can pose significant hazards to people, property, and the environment. Pesticides can also pose hazards to people, property and the environment. It is therefore the policy of Staunton Community Unit School District No. 6 to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.

Pests will be managed to:

- Reduce any potential human hazard or to protect against a significant threat to public safety
- Prevent loss or damage to school structures or property
- Prevent pests from spreading in the community or to plant and animal populations beyond the site
- Enhance the quality of life for students, staff, and others

V. STUDENT BEHAVIOR/DISCIPLINE

GUIDELINES FOR STAUNTON UNIT SCHOOLS STUDENT BEHAVIOR (School Board Policy 7:190)

A goal of Staunton Unit School's educational program is to encourage independence and responsibility that are characteristic of the mature person. Since an orderly atmosphere is essential if learning is to take place, these guidelines are for the personal welfare of the student as well as for the common good of the entire school district.

1. **A constant respect for persons whether they be teachers, students, staff, visitors, or others is a basic requirement for all.**
2. **A respect for personal property is a visible sign of respect.**

DISCIPLINARY MEASURES

The appropriate school administration shall use its judgment in determining the applicability of the disciplinary procedures.

DUE PROCESS GUARANTEES FOR STUDENT

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

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

5. If the suspension is found to be unjustified or unreasonable, the student's record will be expunged of all remarks about the suspension, the absences will be excused, and all work may be made up within a reasonable time.

Student Behavior:

The following are guidelines only. The administration may impose more severe discipline for any of the offenses listed below where circumstances warrant.

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, 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.

Prohibited Student Conduct

Any offense that has not been covered in other Board policies, but which is felt to be serious enough in the opinion of the administration, could result in suspension or possible expulsion from school according to the procedures outlined in the suspension and expulsion policies.

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. **Tobacco:** Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. **Alcohol:** 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. **Drugs:** Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, 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. 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 tablet or powdered form.
- g. "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.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. **Weapon:** Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. **Electronics:** Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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, 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 phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the building principal or 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 (high school only), or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
 - i. The first time a student has an electronic device that is turned on or being used during school hours, such device will be confiscated and taken to the building principal's office. The student should go to the office following the dismissal of school for return of the device. The second and subsequent time a student has an electronic device turned on or being used during school hours, such device will be confiscated and taken to the building principal's office. Parental/guardian contact will be made immediately upon occurrence of the second violation. The student OR parent/guardian will be required to retrieve the electronic device from the building principal's office at the conclusion of the academic day. All medical or disciplinary issues regarding a student in which a parent/guardian must be contacted will be made by appropriate school officials (principal or principal's designee).

6. **Laser Pointer:** Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. **Insubordination to Staff:** Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. **Academic Dishonesty (Plagiarism):** 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.
9. **Hazing/Bullying:** Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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.
10. **Sexual Activity:** Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. **Teen Dating Violence:** Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. Teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Parents, staff or students who have concerns regarding an incident of teen dating violence may file a complaint pursuant to the District's Harassment Complaint Procedure. Teen dating violence, as described in Board policy 7:185, is prohibited.
12. **Damage/Stealing Property:** Causing or attempting to cause damage to, or stealing or attempting to steal, school property (including buses, buildings, and grounds) or another person's personal property. The board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.
13. **Trespassing:** Entering school property or a school facility without proper authorization.
14. **False Emergency:** In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); 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.
15. **Absence:** Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. **Fraternity/Sorority:** Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. **Gangs:** Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. **Criminal Law:** Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. **Internet Threat:** 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.

20. **Drone:** Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. **Disrupting School Environment:** 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.
22. **Fighting:** Fighting or physically or verbally abusing another student, teacher, or any other employee of the school district.
23. **Language:** Using profane or indecent language.
24. **Gambling:** Gambling on school premises is prohibited.
25. **Sexting:** Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone while at school or at a school related function.
26. **Dress:** Students will be expected to dress and conduct themselves in a manner that will not disrupt the learning process of the school.
27. **Personal Differences:** Settling or attempting to settle personal differences, verbally or physically, at school or on the way to or from school.
28. **Additional Misconduct:** Any action not so stated that would be a detriment to the school, staff, students, programs, or activities causes a substantial disruption to the school environment or is deemed to be gross disobedience or misconduct will be subject to appropriate disciplinary action as determined by school administration.
29. **Harassment:** No person, including a District employee or agent, or student, shall harass, threaten or intimidate a student on the basis of actual or perceived; race; color; nationality; 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; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating or threatening conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction or property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
30. **Sexual Harassment:** Sexual harassment of students is prohibited. Any person, including a district employee, or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:
 1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student’s academic status; or
 2. Has the purpose or effect of:
 - a. Substantially interfering with a student’s educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.
31. **Public Displays of Affection:** Public displays of affection which include kissing, petting, prolonged embracing, touching of a sexual nature etc. is inappropriate at school or at school related functions. Students engaging in inappropriate displays of affection may be subject to discipline.

32. **Forgery:** Any student that forges a teacher's or parent's/guardian's signature on a pass, alters a pass, or forges any school document will be subject to detention or suspension.
33. **Insubordination:** Insubordination shall be defined as the refusal by a student to comply with a request of a teacher or administrator, insulting, disrespecting, using profanity towards or verbally abusing of any teacher or employee of the public schools.
34. **Disruptive Behavior:** Teachers may remove a student from a class for disruptive behavior. Disruptive behavior is defined as, in the opinion of the teacher, behavior that is interfering with the educational process or physical well-being of the other students. Upon removal from the class, the student will be sent to the school office. The privilege of the student to return to the class will be determined by the principal. If the principal determines it necessary, he may have a conference with the teacher, student, dean of students, guidance counselor, and/or parent(s)/guardian(s).
35. **Skipping Class:** A student is considered to be 'skipping class' if he/she leaves their assigned classroom without permission from the supervising staff member.
36. **Setting Off False Fire Alarms and/or Fire Extinguishers:** Any student setting off a fire alarm at any time other than when an actual fire exists will receive appropriate disciplinary consequences as determined by the administration.
37. **Unexcused Tardiness:** Unexcused tardiness to class will not be tolerated. Tardies will be dealt with on a class to class basis. A student will receive a written warning after receiving their 2nd tardy. Oversleeping is NEVER an excuse for being late to school. This will accumulate per semester.
38. **School Equipment:** All school issued equipment/uniforms will be returned to the proper coach/sponsor at the conclusion of the participant's season. Said student will NOT be allowed to participate in any future extracurricular activities, including summer programs, until all equipment is returned or restitution is made.
39. **Repeated School Violations:** Repeated violations of school rules may result in recommendation for suspension or expulsion.

Additional Information on Student Conduct:

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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.

Disciplinary Measures

Disciplinary measures may include:

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 voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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 and 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 is prohibited. 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.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

After-School Detention/Lunch Detention:

1. After-school detention begins 5 minutes after school is dismissed and is 1 academic class period in length.
2. A student receiving a detention must serve it on the day given or the next day.
3. If a student fails to serve an after-school detention, he/she may receive the following consequences: an additional after-school detention, an AEP, a Saturday Detention, a Late Stay, or suspended out-of-school.

Saturday Detention:

Rules for Saturday Detention:

1. Begins at 9:00 a.m. Meet at the front door of the high school (closest to the High School office) at 8:55 a.m.
2. No food or drinks permitted.
3. No sleeping.
4. The only reasons acceptable for missing Saturday detention are medical emergencies or family emergencies (discussed with administration BEFORE the scheduled start). If you are excused by administration, you must attend the next scheduled Saturday detention.
5. Bring appropriate material.
6. Skipping detention may result in an out of school suspension.
7. Not following the rules may result in an out of school suspension.
8. No electronic devices.
9. Detention will be completed at 12:00 p.m. Students will exit front door of high school and leave school property.

Alternative Educational Placement (AEP):

Alternative Educational Placement (AEP) will serve to isolate a student from the daily networking with other students and staff. This placement will allow the student to complete all assignments for educational credit.

A student who is placed in AEP will be allowed to make up daily work (grades) missed during the school day while in AEP. The student will be given his/her assignments as well as any daily work that may be missed due to AEP. The student will be given the opportunity to do all work during the assigned AEP day only. The student will remain working on educational assignments during the length of AEP. There will be no talking, sleeping, eating, drinking, etc., during the assigned AEP.

Students assigned AEP will report to the AEP room at the start of first hour, will get a five minute break to use the bathroom and water fountain only at 10:00 a.m., take lunch in the cafeteria only (either sack or school) at 12:15 to 12:43, and have a five minute break at 2:00 p.m. to use the bathroom and water fountain. Placement will be from 8:10 a.m. until 3:15 p.m. An unexcused absence from AEP will result in an out-of-school suspension.

Late Stay Program:

Staunton School Administrators in cooperation with a student's parents/guardians may assign a 'late stay'. This could result in the student having to stay after school until 5:00 PM based on the severity of the action.

Suspension:

Students who are suspended from school must have the opportunity to make up work for equivalent academic credit. 105 ILCS 5/10-22.6(b-30)

Since the students who are in attendance have already taken the test or quiz, a different test or quiz may be given at the discretion of the teacher to fulfill the requirements missed while on suspension.

Any student who is suspended shall not be on school premises during his/her period of suspension. Also, he/she may not participate in or attend any extracurricular activities.

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.

CORPORAL PUNISHMENT

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of student 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 person, or for the purpose of self-defense or defense of property.

INTERVIEWING OF STUDENTS BY POLICE

1. It should be recognized by all that the police have the authority to remove a student from school.
2. When police interview students who may be witness to an incident, the police do NOT need to notify parent/guardians; however, every effort will be made to notify the parent/guardian should a student become a suspect, which could result in an arrest.
3. If a student initiates a request to talk to the police, including an accident or incident report, such request will be considered and handled in confidence.

DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS

Behavioral Interventions

Pursuant to Board Policy 7:230 behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. A copy of the board policy and procedure concerning behavioral interventions shall be available, upon request of the parents/guardians.

Discipline of Students with Disabilities

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

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student's placement to an appropriate interim alternative educational setting for up to 45 days, if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

A special education student who has inflicted serious bodily injury upon another person, as defined in the IDEA, while at school, on school premises or at a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

VI. ATTENDANCE AND HEALTH

Regular attendance including active participation in class is imperative for a student's success in school. An integral part of the learning experience is the interaction between students and teachers. Only in the classroom can the student take full advantage of fellow classmates' ideas, the teacher's explanations, and other enrichment activities. A good attendance record is also one indication of an individual's dependability. Students are more likely to have greater success in fulfilling their academic potential and meeting their educational goals with a good attendance record.

POLICY REGARDING ABSENTEEISM

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

Every student is expected to be in school every day and to attend every assigned class. Parents are requested to encourage good attendance habits. **Each day a student is absent (except for a suspension) a parent or guardian is to call the school.**

- Grades K-8 Staunton Elementary call 635-3831 before 10:00 a.m.
- Grades 9-12 Staunton High School call 635-3838 before 10:00 a.m.

In order for an absence to be considered *excused*, a parent or guardian must call the school the day of the absence. Failure to give proper notification to the school will result in an absence being considered *unexcused*.

It is highly recommended for parents to monitor their child's attendance information via Skyward.

High school students who are out of school or know they will be out of school three (3) full days or more may contact their counselor for assignments. Elementary and junior high school students who are out of school or know they will be out of school three (3) full days or more may contact the school secretary for assignments.

EXCUSED ABSENCE

Generally speaking, a student's parent or guardian may excuse him/her from school (for all or part of the day), and the parent phone call will be honored by the school. If, however, a student's absenteeism becomes excessive (more than 5 absences per semester), a student must provide a doctor's verification for absences before any future absences are excused. The cooperation of a student's parent or guardian is requested in helping him/her maintain a good attendance record. Illness, family emergencies, and doctor or dental appointments are the only absences that will be excused on a daily basis. **ALL REASONS WILL BE EVALUATED BY APPROPRIATE SCHOOL OFFICIALS.**

UNEXCUSED ABSENCE

Any absence, which is determined to be unexcused by the administration, will result in a 0 (grade) and no make-up of any school work (grade) missed. There may also be additional disciplinary action taken such as detention or suspension depending on the circumstances. Oversleeping in the morning and car trouble (before school or during lunch) may be an unexcused tardiness/absence. **Any student who arrives at school after his/her first scheduled class is to sign in at the principal's office. Any student who leaves the campus during school hours (except for lunch) must sign out in the principal's office. If a student does not return to afternoon classes after lunch, the student will be unexcused unless he/she has been excused and signed out in the principal's office.**

MAKE-UP WORK

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

COLLEGE/CAREER DAYS

The following qualify for College Day Visitations:

- Physicals/orientation for military entrants
- ASVAB testing for possible military entrance
- Open campus visitation dates publicized by the colleges/schools
- Individual appointments made in advance with schools
- Appointments for scholarship applications/interviews
- Appointments for placement testing and/or registration
- Appointments for internship programs, etc.
- Other appointments as determined by the administration
- Only seniors will be approved

Juniors are encouraged to plan and visit colleges and/or technical schools during the summer before their senior year. Seniors may take two college days if needed. Most schools offer weekend visitations, etc. Occasionally, you may need a week-day appointment for post-secondary plans.

Students will be granted a half-day to visit the local campuses (Lewis & Clark Community College, Blackburn College and Southern Illinois University) for a school preview visit. Full day visits will be granted to local campus only if needed.

All colleges require that students schedule appointments in advance.

The required college visitation form must be turned into the guidance office a minimum of **two days** in advance of the visit. In certain urgent cases, (i.e., a college request for an interview or advisement date), less than two days notice can be given, parents must call the counselor or principal and request special permission for a senior to be gone.

When the counselor receives and approves the college visitation form, students must also inform their instructors of the date they will be gone and make arrangements for make-up work. Parents need to call the high school office on the day of the scheduled appointment to confirm that the senior is gone that day for a college visit.

After the visit, students must give the counselor proof of attendance at the appointment/event. A signed statement from the college/school/recruiter must be turned in the day after the scheduled appointment. Otherwise, the college day is not given and the student will show an absence for the day.

PROCEDURE FOR HIGH SCHOOL STUDENTS WHO BECOME ILL DURING SCHOOL HOURS

1. Student obtains permission from teacher or high school office to go see school nurse.
2. The student must have a written pass.
3. The nurse will assess the student and consult with the parent/guardian to determine if the student should be sent home. If the nurse is unavailable, the high school office will contact the parent/guardian to determine if the student should be sent home.
4. Student must sign out in office.

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

Stanton CUSD #6 participates in the Macoupin County Truancy Program. The following is the procedure to be followed:

Absence Letters:

- 5th Absence (per school year) = first legal notification by mail to the parent/guardian.
- 10th Absence (per school year) = second legal notification by mail to the parent/guardian; intervention meeting with the school; referral to the Regional Office of Education Truancy Officer.

Violation and Penalties

It shall be unlawful for any Macoupin/Madison County student to be absent from attendance, without valid cause for absence, for all or any part of a school day in the Macoupin County School District in which the Macoupin/Madison County student is enrolled. It is the responsibility of the Parent/Guardian who has custody or control of any child between the ages of 7 and 16 to cause that child to: (1) enroll in one of the Macoupin County School Districts (thereby becoming a Macoupin County student); and (2) attend some public school in the district wherein that child/Macoupin County student resides the entire time it is in during the regular school term, and/or any summer or other special term in which the Macoupin County student may be enrolled. Any Macoupin County student violating, or Parent/Guardian of a Macoupin/Madison County Student violating, the terms of this Ordinance, which shall be punished as a petty offense, shall be subject to the following fines, not to exceed the limitations set forth in 55 ILCS 5/5-1113 upon conviction:

1. A fine of not less than \$25.00 shall be imposed for the first violation by a student during a given school year.
2. A fine of not less than \$50.00 shall be imposed for the second violation by a student during a given school year.
3. A fine of not less than \$100.00 shall be imposed for the third violation by a student during a given school year.

ATTENDANCE FOR EXTRA CURRICULAR ACTIVITIES

Any student who participates in an after school extracurricular activity/contest must be in attendance for at least ½ of a day. Circumstances such as a funeral, college day, or a doctor visit may be waived if cleared by administration in advance.

HOME AND HOSPITAL INSTRUCTION

A student who is absent or whose physician anticipates his or 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 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 information on home or hospital instruction, contact your building principal.

ADMINISTERING MEDICINES TO STUDENTS (School Board Policy 7:270)

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) 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 and otherwise follow the District's procedures on dispensing medication.

No School District employee shall 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(s)/guardian(s). No student shall 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 policy and its implementing procedures. A student may possess medication prescribed for asthma, or medication for the management of diabetes for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel.

Parent(s)/guardian(s) must indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of medication by school personnel.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

SELF-ADMINISTRATION OF MEDICATION

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel.

Parent(s)/guardians(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS

REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS (School Board Policy 7:100)

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

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

The required health examinations must include a diabetes screening questionnaire (diabetes blood testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning. All of the above must be included on the required Certificate of Child Health Examination form.

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 shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by 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. (2015 Immunization Requirements – See Appendix A)

EYE EXAMINATION

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

DENTAL EXAMINATION

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) 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. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at (618)635-3831.

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

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

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

1. 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.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Provide all supplies & equipment necessary for child's healthcare.
5. 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.

HEAD LICE

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

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. Information can also be obtained from the school guidance office.

District 6 has a student suicide awareness and prevention program. If a staff member has reason to believe that a child is at risk for suicide or engaging in activity that is physically harmful to that child (i.e., intentional cutting of skin) or another person, intervention will be provided by a trained member or members of the building Intervention Team (Guidance Counselor, Social Worker, Psychologist, Administrators). In some cases, students may be referred to private mental health counselors for assessment and/or counseling. Such expense shall be paid for by the parent(s)/guardian(s).

National Suicide Prevention Lifeline: 1-800-273-8255

www.suicidepreventionlifeline.org

FEMININE HYGIENE PRODUCTS

In Accordance with the IL School Code, the Staunton School District has restrooms that contain free access to Feminine Hygiene Products.

SCHOOL WELLNESS

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The superintendent or designee will ensure each school building complies with this policy, the policy is available to the community on an annual basis, and that the community is informed about the progress of this policy's implementation.

VII. TRANSPORTATION

STUDENTS DRIVING VEHICLES TO SCHOOL

Students that drive to school or ride with a friend are expected to adhere to the following rules:

1. Drive in a safe manner on and around the school premises and in the community before school, during lunch hour, and after school.
2. Students are encouraged to park in the north parking lot using the identified spaces, which are marked with yellow lines.
3. All students parking in the north lot will need to get a parking tag for their vehicle from the high school office and display it while parked in the school lot.
4. The driver and all occupants of his/her vehicle are to exit the vehicle immediately after parking in the student lot. (There is to be no loitering in the student parking lot or street before school or during lunch hour.)
5. There is to be no smoking on school premises. This includes smoking in a motor vehicle once you are on campus. This includes the smoking of electronic cigarettes in vehicles.
6. Students are not to park in the visitor parking spots on Deneen Street.

Students that violate these rules are subject to discipline that may include one or more of the following:

- Detention(s)
- AEP
- Suspension
- Loss of open campus privilege
- Loss of privilege to bring vehicle on campus
- Charges filed with Staunton Police Department

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

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

Students have no reasonable expectation of privacy in vehicles they drove to school. Any student who drives a vehicle to school is subject to regular searches by contraband dogs, administration, and police officers. Students should be aware that

prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

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

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

REGULATIONS FOR PUPILS RIDING SCHOOL BUSES

The right of all pupils to ride a school bus is dependent upon their behavior and observance of the following safety rules and regulations. All school rules described in the district's discipline code are applicable to students while riding school buses and school provided transportation. The school has no obligation to transport any pupil who cannot or will not behave on the bus. The following rules are for all Staunton CUSD #6 bus students. Contact the Director of Transportation for clarifications.

1 At the beginning of the year, the Director of Transportation will designate the pick-up locations for students.

All routes will start approximately one hour before school begins. Bus stops may be adjusted during the school year. The Staunton Community School Board policy states that "vehicle routes shall be established so that an authorized vehicle stop is available within a reasonable walking distance of the home of every resident student entitled to transportation services."

2 After 3 No-Show days at a stop, the bus may no longer stop at that location or travel to that road.

In the interest in fuel consumption and conservation. Transportation should always look for ways to optimize bus routes. Parents should communicate with the transportation department if their child will not be riding for a few days. If a child has not been on the bus for several days, and desires to resume riding, parents must call the transportation department to reactivate that stop.

3 All students must be at their designated stop five (5) minutes prior to the scheduled arrival time.

It is important for students to be at their stops before the bus arrives, so that they will not cause the other students to be late for school. Also, when a school bus is stopped for any length of time, the wait causes an unsafe traffic buildup in front of and behind the bus. Students should be waiting in an orderly manner at least ten (10) feet away from the road prior to the arrival of the bus.

4 All students must ride their assigned bus to and from school.

Riding another bus is only permitted in emergency situations. Most buses are loaded to capacity with students assigned a specific seat. Additional students could cause an overloaded condition on the bus. The purpose is only to provide transportation service from the home to school and return. In an emergency situation, the parent must write or call the school explaining the emergency. If the school approves, the principal will sign a note to the student who in turn will present it to the school bus

driver, allowing the student to ride a different bus. If the situation requires a student to ride on a bus that is not their assigned bus with another student, there shall be notes from the parents of both children.

5 Students may only board and disembark the school bus at their designated stop.

Walking to another bus stop within route is dangerous and not allowed. Once students are on board, they may not disembark at any location other than their designated stop or at the school. There are safety and legal reasons for this policy. In certain situations where arrangements have been made in writing, by the parents and the school principal, a student may disembark at a different stop if the stop is within the same bus route.

6 Once a school bus is in motion, students will not be allowed to board the bus.

This is a safety measure designed to discourage students from running after and/or between buses in a loading (congested) area. Also, when one bus stops in a line of moving buses, the chances for a chain reaction accident increase considerably. Students who miss their bus at school should immediately report to the principal's office.

7 Assigned Seats.

Drivers may assign seats on the bus for all students or just to a single student based on safety and/or behavior. This is to ensure the safety of the passengers. Once students have been placed in an assigned seat, they are expected to sit in the assigned seat.

8 After boarding the bus students shall be seated immediately and remain properly seated for the duration of the bus ride.

Properly seated means that during the course of the bus ride students shall sit with their posterior on the seat bench and shall not change seats, stand up in/on their seat, or sit facing towards the rear of the bus. Unless seated three to a seat students shall not have any body part in the aisle of the bus.

9 Students are expected to behave accordingly on the bus and know the rules for riding the bus.

The drivers have the same authority in the bus as teachers have in the classroom. Loud and boisterous noise and improper conduct can cause a distraction to the driver which can lead to serious safety hazards on the bus. The students conduct on the bus should be no different than what is expected in the classroom. If it is not allowed in the classroom, it is not allowed in the bus. Destructive behavior to the bus will not be tolerated, and students will be held responsible.

10 Food and Drink.

Eating and/or drinking on the bus is not allowed. All food and/or drink must be disposed of before boarding the bus.

11 Kindergarten students

Kindergarten students will not be released from the bus without the presence of a parent, guardian, sibling, or appropriate adult caretaker at the bus stop.

12 The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus.

Any large object that cannot be held on a student's lap or placed safely on the floor in the space under the seat immediately in front of the student is not permitted on the school bus. Examples of such large objects include but are not necessarily limited to certain musical instruments, science fair and other types of projects, athletic and P.E. equipment, bags, flag poles, flowers, balloons and other such items that could pose a safety problem.

13 To ensure safety from objects rolling IN or UNDER a bus, objects must be secured in a bag or sack.

Students will not be permitted to bring games, toys, balls, etc., on a bus unless they are secured in a school bag, bag, or sack. At no time should students ever attempt to reach under a bus to retrieve an object.

14 Students are prohibited from bringing any potentially hazardous items, chemicals, animals, or breakable items on board the bus.

No animals or insects will be transported. Any object that could become a missile in an accident will not be transported. No flammable or hazardous chemicals will be transported. No glass or sharp objects are permitted. No Weapons of any kind are allowed on the bus.

15 Medicine.

Medicine may be brought on the bus only if it is in its original container and is accompanied by a note from the parent. Upon dismissal from the bus the medicine must be taken to the clinic of that school. The medicine can only be brought on the bus to school, not from school, and must not be opened at any time on the bus. This does not pertain to students with an IEP, as the IEP will instruct accordingly.

16 Any traffic in or near bus loading areas is hazardous.

All schools have designated areas for parents to drop off and/or pick up students along with designated traffic patterns. Parent and student drivers are asked to be careful when driving in these areas and should not drive around or pass buses that are loading and unloading children. School buses have the right of way on school property and all other vehicles should yield to school buses on school property. Parents who transport children to school in the mornings are encouraged to drop them off before the buses arrive. Parents should also wait until buses have departed in the afternoon before leaving with their child at the end of the day.

17 Cell Phones and the use of electronic devices.

Students are not to use electronic devices such as cellular phones, tablets, laptop computers, or video games on the bus. A small handheld radio or MP3 player may be used provided the user is listening through personal headphones and the volume is low enough that others cannot hear the music. Taking pictures or video recording on the bus is strictly prohibited.

18 Think safety, teach safety, and act safely.

If possible, students should carry a school bag or sack, which will allow them to organize their belongings. There are many accidents every year involving children who are pursuing dropped books or papers under school buses or children who run into traffic. High School students driving to school must be vigilant in bus loading zones and in school parking lots.

19 Daycares.

Stanton School's buses will only transport to and from daycares for those schools whose boundary the daycare is located and it must be a licensed facility in the State of Illinois. This is also based on availability with the bus. If the bus that accommodates the daycare becomes full or room is no longer available, parents and/or daycares will be responsible for the transportation to and from the daycare facility.

20 Buses will not travel cul-de-sacs shorter than .2 miles (one-way) or in areas where turning around is dangerous.

21 All SCUSD #6 buses use video recording devices with audio recording capability.

Stanton Community School District has installed safety and security cameras on all school route buses. Electronic video and audio recordings will be viewed to investigate incidents reported by a bus driver, administrator, supervisor, student or other person. They may also be viewed at random. Viewing and/or listening to electronic and/or audio recordings is limited to individuals having legitimate educational or administrative purpose. In most instances, individuals with legitimate or administrative purpose will be the Superintendent, administrator, including the Building Principal, transportation director, bus driver, and coach or other supervisor. An electronic video or audio recording may be reused or erased after 10 days (2 days if the bus is equipped with a VCR recording device) unless it is needed for an educational or administrative purpose. It is our hope that the installation of these cameras will help to improve our students' safety and security while riding student transportation.

22 It is very important to remember that the Bus Driver is in charge.

Like the teacher in the classroom, the Bus Driver is the adult in charge and has rules that need to be followed for the student's safety. The driver has the same authority as a teacher in a classroom and must be respected as such.

23 It is the parent's responsibility to ensure the safety of the student from home to the bus stop & from the bus stop to home.

SCUSD #6 will ensure the safety of every student on the bus. With parental cooperation, we can ensure the safety of our students from home to school and school to home. It is advisable to be with your student at the bus stop each morning and meet your child at the stop every afternoon.

24 By riding the bus, it is implied that all students and parents understand these rules and will abide by them.

Stating that they did not know the rules does not excuse a student from mis-behavior or infractions of the rules.

Please remember that the main job of the driver is to drive the bus safely. Even with rules and seating assignments set in place, things can happen on the bus that the driver will not see. Should an issue arise that you are concerned about, please talk with your driver right away. He or She will be more than happy to assist

TRANSPORT OR NOT TRANSPORT

We would love to be able to transport everything for the students successful career in school. However, we cannot. Many items are not allowed on a school bus for safety and health reasons. Below is a list of items that we cannot transport on a school bus:

- Glass objects of any kind
- Food or Drink
- Balloons of any kind
- All Plants & Dirt
- Animals, insects, reptiles
- Large Band Instruments that cannot be held on the lap of the student.
- Large School Projects that cannot be held on the lap of the student.

SUSPENSION FROM 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.

BUS STOP CHANGE REQUEST GUIDELINES

1. **Bus stop change request must be submitted at least 5 days before requested date of change.**
2. **Bus Stop Change must be a permanent, everyday change.** Transportation cannot accommodate intermittent or every-other day requests.
3. **Bus Stop Change Request must be within the boundaries of attending school.**
4. **Requests due to daycare needs will be based on room available on the bus.** It must be noted should room on the bus be needed for regular riders, parents of daycare students will be responsible for transportation needs.
5. **Change requests for front door pick-up cannot be accommodated.** Many of our sub-divisions do not have sidewalks and are poorly lit. Parents are responsible for the safety of their children to and from the bus stop.
6. **Submitting this form does not automatically guarantee approval.** Transportation will send you an email stating approval or denial.

FAN BUS

A student fan bus may be provided for athletic events. Students who choose to ride must register for the bus and pay the set fee in the school office. All students who ride to an event are required to ride back to Staunton on the same bus. Only one exception to this rule is permissible: a student may return from the athletic event with his/her parent if – and only if – the parent personally notifies the student's bus driver at the game that the student will ride home with parents. This exception applies only to the parents' children, not their friends.

FREQUENTLY ASKED QUESTIONS

How are bus stops and routes determined? Every Staunton School student who is eligible for transportation is assigned a specific bus stop and route number. The Director of Transportation determines required bus stops, considers bus seating capacity, student data, zoning information, and safety variables during processing to create the safest, most efficient bus routes possible. We strive to place bus stops no more than 1/4 mile from each rider's home, although the distance to most stops is far less. Bus stops are located at street corners and/or every 600'. Even though we may pass your house during the route, we cannot stop at your house.

Why does our bus stop change from year to year? Each year students move in and out of the school district, plus, students advance in grade levels. Therefore, stops change to accommodate all students in the area. Our Transportation Department calculates all students in the area and walk distances to each stop—then determines the safest location for all students.

The bus passes by my house on the way to a stop up the street. Why can't it just stop and pick up my child at home? Please remember that we transport more than 8000 students every day, so it is impossible to provide door-to-door service to everyone, and do it in a timely manner. It is more efficient to pick up several students in one stop, usually at a corner or other mid-way point for the students.

Our bus stop does not have sidewalks and is poorly lit. How can I get the stop moved closer to our home? Most of the bus routes in our district do not have sidewalks and the lighting may poor in many areas. When developing our routes we try very hard to place our bus stops at the safest location possible. But, it is very important to remember that it is the parent's responsibility for the safety of the child to and from the bus stop.

The pick-up time on the website says one time but the driver needed to change it to an earlier time. WHY? Our routing techniques calculates the mileage of the route, the number of stops along the route, and the speed limits of the roads to determine the "approximate" pick up and drop off time. What we cannot do is calculate the traffic conditions, weather, and road conditions along the route. Therefore, it becomes necessary for the driver to make adjustments. When the adjustments are needed, the driver must contact our office and the students in advance to let them know of the change. Our office will contact the school and send a letter home with each student explaining the new time of pick-up. The afternoon drop off can vary some depending who is riding, traffic conditions and weather. If you feel the bus is running later than usual, 15 minutes or more, please call the school and see if the bus was delayed for any reason, or call our office @ 618-635-2962.

The bus was late dropping off my child by 15 minutes or more. Why didn't I get a phone call informing me of the late bus? Each bus carries 50-70 students every day to and from school. It would take a great amount of time to call each house informing them of a bus running 15 minutes late. Please do not hesitate to call our office or the school if you have a concern.

Why does my child have to sit in an assigned seat? There are several reasons for this the first would be safety. An assigned seat on the bus helps the driver know who is on the bus. It also eliminates the child trying to find a seat at the stop, thus allowing other students the ability to deny a seat to your child. Assigned seats also help with deterring acts of vandalism on the bus.

Things are happening on the bus that the driver doesn't do anything about—why? The drivers first and foremost responsibility is to drive the bus! They cannot see everything that is happening on the bus at all times. If something is happening on the bus that concerns you and your child, please contact the principal of your school or call our office so we can assist. Most often the driver is not aware there is a problem. However, each driver is happy to assist and make every child's bus ride a safe and enjoyable experience.

My child is being threatened by another student on the bus. What Should I do? All school bus discipline problems should be immediately reported to the Principal of your child's school. Students who continue to cause problems can be removed from the bus for a period of one to ten days, or permanently, depending on the nature of the disciplinary problems.

My Child was running towards the bus and the driver looked at him/her then drove off. Why? While it might look as though the driver "looked at the child and drove off" it is simply not the case at all. Drivers must check all the mirrors on the bus before moving. By looking at the mirrors it may seem as though the driver looked at the child, however; the driver never saw the child. The best way to make sure your child does not miss the bus is to be at the stop earlier, about 5 minutes before the scheduled stop.

We were late this morning and my child went running after the bus, but the driver never stopped. Never—Ever--let your child run after a moving bus! This is just dangerous! If your child misses the bus, please call our office and we may be able to have the bus come around.

What qualifications must bus drivers have to drive a school bus for Staunton Community Schools? In order to qualify to drive a school bus in Staunton Community Schools, a person must be at least 21 years old, possess a valid Illinois Class B Commercial Driver License (CDL) with Passenger (P), school bus driver (S) and air brake endorsements, and must maintain a safe driving record. In addition, prospective drivers must pass the State Department of Education approved physical examination from an approved physician.

Drivers must also complete a comprehensive School Bus Driver Training Program provided by the state of Illinois and the Staunton Schools Transportation Department. Each year, drivers are evaluated on their driving skills and attend regular safety and training meetings.

Bus driver candidates also undergo a thorough criminal background check through the Police Department, Illinois Bureau of Investigation, and Federal Bureau of Investigation. This investigation will check applicants for any criminal history.

How many people can ride the bus? There is no specific number. Under Illinois law, the maximum number of students that can be transported in a school bus corresponds to the seating capacity designated by the manufacturer of the bus. Thus, a 71-passenger bus can carry 71 students, regardless of their age or size. Federal regulations govern how manufacturers determine seating capacity, using a 15-inch block for each designated seating position and rounding up to the nearest whole number. Most school bus seats are 39 inches wide; dividing 39 by 15 produces 2.6, which rounds up to three seating positions per seat.

Clearly that formula is not appropriate for all students. While state law does not limit the number of students per seat, it does require that aisles and exits be free of obstruction. This means that students cannot be hanging off the seats into the aisles, and

their belongings cannot block emergency exits. A further consideration is that the passive restraint system called compartmentalization works only for students who are completely contained within the seating system; a student who is partially off the seat is not fully protected. Therefore, the number of students that can safely sit on a school bus seat is the number that fits entirely on the seat.

What are bus drivers allowed to know about student records? The Family Educational Rights and Privacy Act (FERPA) imposes significant obligations on local school units in regard to how they treat student education records. The state of Illinois has fully incorporated the requirements of FERPA into its own laws dealing with student records. These laws limit, in a comprehensive manner, the person who may access student records without parental consent; specifically, school officials who have a legitimate educational interest in a specific student may have access to student records without the parent's permission.

Under these laws, a school bus driver is defined as a school official, and if that driver operates the school bus in which that specific student rides, it is recognized that the school bus driver has a legitimate educational interest in those parts of a student's record relating to transportation. The "legitimate educational interest" is applicable whenever a school official needs to review an education record in order to fulfill his or her professional responsibility, for example, a school bus driver needs to be informed if a student on the bus is likely to have a seizure or is allergic to bee stings in order to fulfill his or her professional responsibility to that student. Likewise, if a student has a cognitive disability, such as autism or ADD, and the disability is likely to manifest itself on the school bus ride, the driver needs to be familiar with appropriate responses to this behavior in order to fulfill his or her professional responsibilities to all the students on the bus.

VIII. CODE OF CONDUCT FOR ATHLETICS AND EXTRACURRICULAR EVENTS

CONDUCT AT ATHLETIC AND EXTRACURRICULAR EVENTS

Section 24-24 of the Illinois School Code states that school boards may make and enforce reasonable rules on conduct and sportsmanship for athletic and extracurricular school events. Any person who violates such rules may be denied admission to school events for not more than one year.

Students of the Staunton Community Unit Schools are expected to conduct themselves in an orderly and proper manner at all school events. Students' conduct at an extracurricular event is to be the same as during the school day.

HIGH SCHOOL SONG

Bulldogs stand together-Don't give up the fight
Fair or stormy weather-We won't give up, We won't give up,
The fight, fight, fight, fight
Bulldogs stand together-Show that team our might
Don't you worry 'Bout a lickin, We don't care Cause we're still kickin',
Don't give up the fight. Hey!
Ja-hee, Ja-ho-Ja-ha, ha, ha
Staunton-Staunton, Rah, Rah, Rah!
Repeat

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES AT STAUNTON HIGH SCHOOL

(School Board Policy 7:330)

It is understood that participation in extracurricular activities is on a voluntary basis. Everyone who participates does so at his own volition and in so doing, automatically accepts the rules and regulations promulgated by the coach or sponsor, the school, and the Illinois High School Association. Student participation in extracurricular activities is a privilege and as such, a high standard of conduct is to be upheld at all times.

Staunton High School offers many opportunities for our students. Staunton High School recognizes the following sports.

Fall Athletic Season

Boys Cross Country
Girls Cross Country
Boys Golf
Girls Golf
Girls Volleyball
Boys Football
Boys Soccer
Cheerleading

Winter Athletic Season

Boys Basketball
Girls Basketball
Scholastic Bowl
Cheerleading

Spring Athletic Season

Girls Soccer
Boys Track
Girls Track
Boys Baseball
Girls Softball
Trap Shooting Team

EXTRACURRICULAR ACTIVITY COMPACT

In the Staunton Community Unit #6 Schools, our mission is to provide positive extracurricular opportunities to enhance the academic experiences of our students. While we hope that students will participate in these activities, participation is a privilege, not a right. The Extracurricular Compact defines the roles and responsibilities of the student, coach/sponsor, and parent in these activities. With this agreement and commitment by all parties, we hope to provide a more positive learning experience – not just for our students, but for all involved. This Compact must be signed by the student, parent, and coach/sponsor involved before the activity begins. A copy of the compact is available online and will be provided by each coach/sponsor.

STUDENT ATHLETE AND HEAD INJURIES (School Board Policy 7:305)

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Extracurricular activities can valuably augment pupils' studies in the district's academic curriculum. Participation in school sponsored extracurricular activities is a privilege, not a right. Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the district's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school sponsored or school supported athletic or extracurricular activity, a student must satisfy the Illinois High School Association's scholastic standing requirements (achieving a passing grade in at least 25 credit hours of high school work per week) or the Illinois Elementary School Association scholastic requirements (achieving a passing grade in all course work on a weekly basis). Any student participant failing to meet these academic criteria shall be suspended from the activity for 7 calendar days or until the specified academic criteria are met, whichever is longer.

Eligibility for extracurricular participation of students having an individualized education program, or receiving reasonable accommodations pursuant to 504 of the Rehabilitation Act of 1973, shall be subject to this policy, unless otherwise determined by the student's educational team.

It shall be the responsibility of the building principal to determine the eligibility of students who wish to participate, or to continue their participation in that activity.

EXTRACURRICULAR ATHLETICS (School Board Policy 7:330)

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the Board policy on school sponsored extracurricular activities.
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.

TRANSPORTATION FROM AN AWAY INTERSCHOLASTIC EVENT

It is the practice of the Staunton CUSD #6 that parent/guardian must submit a release form (available in school office) to be able to transport his/her child from any away extracurricular event. Each coach/sponsor will receive an approved listing of students whose parents/guardians have submitted a release form to the building principal. It is the parent/guardian responsibility to locate the coach/sponsor and sign the "sign-out" form in the presence of the coach/sponsor before their child is allowed to leave the extracurricular event. There will **NOT** be any variation to this policy.

STAUNTON UNIT SCHOOLS ACTIVITY CODE

The Board of Education and staff of Staunton Unit Schools believe in the educational value of school sponsored extracurricular activities. Participation in such activities develops a student's social prowess, time-management skills, self-discipline, and leadership qualities. Since participants in such activities are official representatives of Staunton Unit Schools, it is the philosophy of the Board of Education and staff of Staunton Unit Schools that participation in school sponsored extracurricular activities are a privilege and not a right. Therefore, strict adherence to the rules and policies set forth in the school activity code is a responsibility which accompanies the privilege of participation. The purpose of this code is to communicate to the students and parent(s)/guardian(s) the conditions under which such privileges may be curbed or lost if participants fail to meet this responsibility and to outline the procedures for such measures.

Any activity participant in grades 5 – 12 at Staunton Unit Schools shall be defined as a student who participates in football, volleyball, boys' or girls' golf, boys' or girls' cross country, boys' or girls' basketball, boys' or girls' track, baseball, softball, boys' or girls' soccer, cheerleading, band, chorus, Student Council, class officer, school plays, Homecoming activities, Scholastic Bowl, FFA, yearbook staff, Art Club, Color Guard, or Red Roses.

Any activity participant at Staunton Unit Schools will be subject to disciplinary action if he/she commits any of the following violations:

- Use or possession of tobacco products and/or electronic cigarettes.
- Use or possession of alcohol, marijuana, other illegal drugs, prescription drugs when not prescribed for the student by a licensed physician, or attendance at activities or in a vehicle where alcohol, marijuana, or illegal drugs are present.
- Distribution of alcohol, marijuana, other illegal drugs, or prescription drugs, or attendance at activities where distribution of alcohol, marijuana, other illegal drugs occurs.
- Breaking any School District Policy as listed under the *Student Behavior* section of the Staunton CUSD #6 Handbook.
- Breaking any law/ordinance at the local, state, or federal level.

Sufficient police documentation of the above may include, but is not limited to, the following:

- Issuance of a citation or arrest or Notice to Appear for illegal consumption, possession, or transportation of drugs or alcohol.
- Written verification by any law enforcement personnel specifically identifying students using, possessing, or distributing alcohol, marijuana, other illegal drugs, prescription or non-prescription drugs, or attending an activity where the use, possession, or the distribution of such occurs.
- Written verification by a school district administration detailing the incident in which the student violated the Staunton CUSD #6 Handbook.

Police documentation is considered sufficient, but is not required, to substantiate violations of this code.

It should be understood that this code does not contain a complete list of inappropriate behaviors for a Staunton Unit School activity participant. In addition to those behaviors listed, a Staunton Unit Schools participant is expected to demonstrate excellent conduct in the classroom, in his/her activity(s), and in the community. As a result, the coach/sponsor, after consultation with the principal/athletic director, may discipline a participant for other inappropriate behavior.

Any violation of the stated policy will result in one of the following:

A. **Tobacco** – First Offense: Suspension of 10% of the contests or activity(s) or 5 hours of school service. A choice of school service must be fully completed within a seven calendar day period immediately following a decision of the Activities Board. Failure to complete school service within the time frame will result in immediate suspension as stated in the Activity Code. If the student is not currently in an activity, the penalty will start at the beginning of his/her next activity. Second Offense: Suspension of all activities for one calendar year; or, at the student's option, 25% of the activity(s) with voluntary admission for counseling. If this option is chosen, the student would be reinstated at the end of the 25% and counseling. Third and Subsequent Offenses shall result in nonparticipation for one calendar year from the most recent violation of the Activity Code.

B. **Alcohol / Drugs / Other Violation (i.e. Citation or Handbook Violation)** – First Offense: Suspension of 25% of the contests or activity(s) or 10 hours of school service. A choice of school service must be fully completed within a seven calendar day period immediately following a decision of the Activities Board. Failure to complete school service within the time frame will result in immediate suspension as stated in the Activity Code. If the student is not currently in an activity, the penalty will start at the beginning of his/her next activity. Second Offense: Suspension from all activities for one calendar year; or, at the student's option, 50% of the activity(s) with counseling. If this option is chosen, the student would be reinstated at the end of 50% and counseling. Third and Subsequent Offenses shall result in nonparticipation for one calendar year from the most recent violation of the Activity Code

The rules set forth in this Activity Code are always in effect throughout a calendar year. These rules also apply to all participants whether or not they are actively engaged in an activity at the time of the violation.

Any participant who commits an offense but then remains within the limits of the code for one calendar year from the date of the infraction will be given a clean slate. A student's grade will not be adversely impacted by a violation of the Activity Code.

If a student seeks help from certified school personnel because he/she has a problem with alcohol or drugs, the student will receive full cooperation and assistance from school district personnel.

When a violation(s) occurs, there will be a meeting of the Activities Board, which is comprised of the building principal, athletic director, and coach(s) or sponsor(s) of the activity(s) in which the student(s) is currently participating in or will be participating in.

The facts will be presented, and after the case is discussed by all individuals present, a decision will be made for disciplinary action. The violation(s) and disciplinary action will be discussed with the student(s). The parent(s)/guardian(s) will be notified by phone and a letter. The letter will list the specifics of the suspension (contest, activities, dates, etc.) and the dates of the probation period.

If a student is suspended from participation in an extracurricular activity, the student and/or parent(s)/guardian(s) shall have the right to request a review with the Activities Board. This request must be submitted in writing to the building principal within five (5) school days from the notification of the suspension.

At the time of the review, the student and parent(s)/guardian(s) may present to the Activities Board any relevant information concerning the alleged violation(s) and the related suspension. At the conclusion of this review, the student and parent(s)/guardian(s) may present to the superintendent any relevant information concerning the alleged violation(s) and the related suspension.

Adopted April, 1991

Revised April 15, 2002; May 29, 2013; June 19, 2017

PERFORMANCE ENHANCING DRUG TESTING (School Board Policy 7:192)

State Law requires the Illinois High School Association (IHSA) to prohibit a student from participating in an athletic competition sponsored or sanctioned by IHSA unless the student has agreed, (a) not to use any performance-enhancing substances on IHSA's current banned drug list, and (b) to submit to random testing for these substances in the student's body if the student is in high school.

In addition, the student's parent/guardian must sign a statement for IHSA containing specific acknowledgements including that the student, if in high school, may be subject or random performance-enhancing substance testing and that violating the laws regulating the use of performance-enhancing substances is a crime.

IHSA, with oversight from the Illinois Department of Public Health, administers a performance enhancing substance testing program under which high school participants in athletic competition sponsored or sanctioned by IHSA are tested at multiple times throughout the athletic season for the presence in their bodies of performance-enhancing substances on the IHSA's banned drug list.

PROCEDURES FOR ELECTION OF HOMECOMING ROYALTY, STUDENT COUNCIL, AND CLASS OFFICERS

Homecoming Royalty

1. Crowning of Royalty – Will be held following the Homecoming Play prior to the Homecoming football game.
2. Queen Candidates – Eight senior girls elected by the members of the senior class.
3. King Candidates – Eight senior boys elected by the members of the senior class.
4. Election Procedure
 - a. Voting will be conducted during first hour of all classes on the Wednesday before Homecoming Week.
 - b. The student council advisors supervise ALL aspects, and class sponsors will conduct ALL aspects of the voting.
 - c. In the event of a tie, all tied candidates will be crowned.
5. Ceremony
 - a. King and queen candidates will be paired alphabetically.
 - b. Candidates will enter in alphabetical order by the queen's last name.
 - c. The elected king and elected queen will switch partners upon the announcement of the winner of the vote.

STUDENT COUNCIL AND CLASS OFFICERS

To be eligible for student council or election to a class office, you must have a minimum cumulative GPA of 2.0 or better at the end of the previous semester.

NATIONAL HONOR SOCIETY

The SHS Chapter of the National Honor Society was formed in 1964. Juniors and seniors qualify for final selection by maintaining a 3.5 GPA or better after the fifth or seventh semester. After meeting the minimum scholastic eligibility requirement, students are asked to fill out student information forms. These forms show what the student has accomplished in the areas of leadership and service at school and in the community.

All tenured full-time faculty members are asked to select students from the scholastic eligibility list that they feel meet the National Honor Society Standards of Leadership, Service, and Character. Final selections are made by the faculty council consisting of five (5) tenured full-time faculty members. The faculty council is selected by the principal on an annual basis.

The faculty council reviews each individual student in the areas of Scholarship, Leadership, Service, and Character. A majority vote of the faculty council is required for final selection to the Staunton High School Chapter of the National Honor Society. Failure to adhere to the by-laws established by the National Honor Society may result in removal from the organization.

DANCES

Dances are presented exclusively for Staunton High School students and their guests. Guests for all dances, including Prom, must be under 21 years of age and are expected to follow all school rules governing SHS students. Middle School students may not attend SHS dances. Appropriate dress is required for admission to any dance. Once a student leaves the dance, he/she is not permitted to return. All school rules concerning student behavior pertain to dances.

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as under the age of 21 years old. Additionally, a guest must have an approved 'guest permission form' completed and on file in the office to attend.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

IX. STUDENT RECORDS

STUDENT RECORDS (School Board Policy 7:340)

Notification of Rights of Parents and Students

Rules concerning student records at Staunton Schools are based on requirements of the federal Family Educational Rights and Privacy Act, the Illinois School Student Records Act, and on the Board of Education's Student Records Policy.

The Student Records Policy may be reviewed in the Principal's office. Questions concerning the policy, the information provided below, or particular student records should be directed to the building principal.

Permanent and Temporary Records

A student's permanent record consists of:

1. Basic identifying information, including the student's and parents' names and addresses, student birth date and place, and gender.
2. Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance exams.
3. Attendance record.
4. Accident reports and health record.
5. Record of release of permanent record information.

All permanent school records will be destroyed 60 years after the student graduates or permanently withdraws from school.

A student's temporary record consists of:

1. Family background information.
2. Intelligence test scores and aptitude test scores.
3. Reports of psychological evaluations, including information obtained through test administration, observation or interviews.

4. Elementary and secondary achievement level test results.
5. Teacher anecdotal records.
6. Disciplinary information.
7. Honors and awards received, and participation in co-curricular and extracurricular activities.
8. Special education files including the report of the multidisciplinary staffing on which placement (or non-placement) was based.
9. Any verified reports or information from non-educational persons, agencies or organizations and other verified information of clear relevance to the education of the student.
10. Record of release of temporary record information.

Student temporary records will be destroyed five years after a student graduates or permanently withdraws from school.

Directory information

The following information is designated as directory information and shall be released to the general public, unless the parent requests in writing, delivered to the building principal by October 1, 2017 or within 30 days of initial enrollment, that any or all such information not be released:

1. Identifying information, including the student's name, address, gender, telephone listing, photograph, grade level, birth date and place, and parents' names and mailing addresses, electronic mail addresses and telephone numbers.
2. Academic awards, degree and honors.
3. Information in relation to school-sponsored activities, organizations, and athletics.
4. Period of attendance in the school.
5. Photographs, videos, or digital images used for informational or news-related purposes (whether by 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, except that no photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student as applicable; and no image on a school security video recording shall be designated as directory information.

PARENT AND STUDENT RIGHTS IN REGARD TO STUDENT RECORDS

Parents, or a student who has become 18 years old (“eligible student”), have the right to:

1. Inspect and copy the student's education records within 15 days of the date the District receives a request that identifies the records which the parent or eligible student wishes to inspect. The principal will make arrangements for access and will notify the parent or student of the time and place where the records may be inspected. There will be a charge of no more than 35 cents per page for copies.
2. Request the amendment of student records that the parent or eligible student believes are inaccurate or misleading, by writing to the school principal. The written request should clearly identify the part of the record sought to be changed, and specify why it is inaccurate or misleading. If the District determines not to make the requested changes, the District will so notify the parent or student of its decision, of the right to a hearing regarding the request for amendment, and of the procedures for such a hearing.
3. Receive, upon request, copies of records proposed to be destroyed. The school will notify parents and students of the records destruction schedule.
4. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that disclosure without consent is authorized by state or federal statute.
 - a. Among the types of disclosure without consent allowed by statute is disclosure to a school official with legitimate educational interests, meaning a person who needs to review an education record in order to fulfill his or her professional responsibilities. The term “school official” may for these purposes include an administrator, certified or support staff member (including health or medical staff and law enforcement unit personnel), school board member, or person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or diagnostician), or a parent or student serving on a school-established disciplinary or grievance committee.

- b. The District will disclose a student’s education records without consent to a school in which the student seeks or intends to enroll, upon request by that school, subject to the right of the parents (or student, as applicable) upon notice of the proposed transfer to inspect and copy the records and to seek amendment of their contents using the procedure described above.
5. File a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of the Family Educational Rights and Privacy Act. The address of the agency that administers the Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

There is a Limitation on right of access where a court order of protection exists.

No person who is prohibited by a court order of protection from inspection or obtaining school records of a student shall have any right of access to the school records of that student, if the school’s principal or the principal’s designee has been provided a copy of such order.

Other protections

A parent or student may not be forced by any person or agency to release information from the student’s temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice or facial recognition or iris retinal scans. Before collecting student biometric information, the District shall obtain written permission from the person having legal custody of the student or the student (if over age 18). Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

ACCESS TO DISTRICT PUBLIC RECORDS

Full access to the District’s public records is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

The Superintendent, building Principals, and the Human Resource Coordinator shall serve as the District’s Freedom of Information Officers and are assigned all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District’s response to the Board at each regular Board meeting.

The District’s public records are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District’s Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. All requests for inspection and copying shall immediately be forwarded to the District’s Freedom of Information Officer or designee.

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the delay, and (2) either inform the person of the date on which a response will be made or agree with the person in writing on a compliance period. When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall retract exempt material from the record before complying with the request.

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board's approval. Copying fees, except when fixed by statute, are reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No fee shall be charged for the first 50 pages of black and white, letter or legal sized copies. No fee shall be charged for electronic copies other than the actual cost of the recording medium.

The inspection and copying of a public record that is the subject of an approved access request is permitted at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer. Many public records are immediately available from the District's website including, but not limited to, a description of the District and the methods for requesting a public record.

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (3.g.a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

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

X. EMERGENCIES

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

HIGH SCHOOL SEVERE WEATHER/DISASTER DRILLS

When the severe weather/disaster alarm sounds, all work should stop immediately. Students are to leave all books and materials on their desks and leave the room. The students should walk rapidly but not run to the designated areas in the building. Students should walk in a single line and follow instructions and maps posted in the classrooms. It is expected that during a crisis situation, staff will reference their Crisis Management Plan to ensure the safety of students.

HIGH SCHOOL FIRE DRILLS

When the fire alarm sounds, all work should stop immediately. Students are to leave all books and materials on their desks and leave the room. The students should walk rapidly but not run. They should walk in single file from their room and down the stairs, where necessary. Students should walk in a single line and follow instructions and maps posted in the classroom. It is expected that during a crisis situation, staff will reference their Crisis Management Plan to ensure the safety of students.

STAUNTON ELEMENTARY SCHOOL FIRE DRILLS

When the fire alarm sounds, all classes are to stop immediately. Books are to be left on the desks and children are to exit the building. Teachers should follow the last student in his/her room. The first student in each room to come to the outside door should hold it open until the last student is out. Then he/she should fall in line. It is expected that during a crisis situation, staff will reference their Crisis Management Plan to ensure the safety of students.

CRISIS PLAN

Each school within Unit #6 has developed a crisis response plan. This plan is on file in case of a dangerous circumstance or situation. The staff reviews this plan annually to assure safety for all students and staff. Please contact the building principal if you are interested in reviewing this document.

THREAT ASSESSMENT

Staunton Community Unit School District #6 has developed a Threat Assessment Response procedure. This process is activated by appropriate staff when any threat is made towards the school district, its staff, or student. The goal of the process is to mitigate the threat and ensure the safety and well-being of all staff and students.

AUTOMATED EXTERNAL DEFIBRILLATOR

Staunton CUSD #6 has Automated External Defibrillators located within each building of the school district. The Automated External Defibrillators are maintained by school district staff per the manufacturer recommendations. We comply with all state mandates as it applies to Automated External Defibrillator devices.

LOCATIONS OF AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

- High School Hallway – Principal’s office
- Library Hallway – Superintendent’s office
- Main Gym Lobby
- Elementary Hallway of the 3rd grade wing (by the Art Room)
- Multipurpose Room – Northeast door
- Elementary School Hallway – Community Room

SUDDEN ILLNESS TO STUDENTS

Unit #6 has developed procedures to deal with injuries or sudden illness to students. All staff members have these procedures and they are reviewed annually to assure the safety of all of the students. Please contact the building principal if you are interested in reviewing this document.

ILLNESS OR ACCIDENTS AT SCHOOL

All accidents and illnesses which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

The Illinois General Assembly does not require school districts to carry student accident insurance. If a student is injured at school or during a school activity, the parent/guardian’s health insurance company should be contacted for coverage.

Additionally, the State of Illinois All Kids health insurance program is available to all children in the state regardless of income level. This program provides health insurance for children, which includes accident insurance. Information about the All Kids program can be found at: www.illinois.gov/hfs/medicalprograms/allkids

Insurance – Students are offered the opportunity to enroll with an insurance company in a plan that covers student accidents. Information on this plan is sent to the parents at the beginning of the school year. Parents/Guardians are responsible for completing and sending enrollment forms. For additional information, please refer to the insurance enrollment form.

EMERGENCY CLOSING INFORMATION

In the event of inclement weather or unforeseen circumstances parents will be notified of school closings via automated phone message, radio/TV, school website, emails, and other district social media sites. Parents should make every effort to keep school informed of current phone numbers.