

# Franklin CUSD1

## JR – SR HIGH

# Student Handbook



2023-2024

## **Welcome**

Welcome to Franklin Jr-Sr High for the 2023 – 2024 school year. We are excited to begin another educational journey with you. The partnership between Franklin students, families and staff has long been a model of excellence. By working together, communicating and being mutually supportive, our year will be filled with success and memorable experiences

.  
The pages of this handbook are filled with important information regarding school policy and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program. We look forward to working with you and your child and to a wonderful, productive school year filled with rich academic experiences supported by technology and individualized instructional techniques! We appreciate your cooperation and support, and we welcome your suggestions and ideas for improvement. Let's have a great year!

Sincerely,

Jeff Waggener, Superintendent / Principal 6-12

## **Vision**

The vision of Franklin Community Unit School District #1 is to provide students with a quality education that develops the skills necessary to become productive citizens able to meet future challenges while achieving their full potential as human beings.

### **Board of Education**

Paul Bergschneider - President  
Ryan Colwell - Vice President  
Natalie Prince - Secretary  
Amy Bowman  
Jennifer Colwell  
Willie Smith  
Paul Turpin

### **Administrators**

Jeff Waggener - Superintendent - Jr./Sr. High Principal  
Ronda Smith - Elementary Principal  
Kevin Johnson, Dean of Students / STEM Teacher

### **Faculty**

Ms. Tyann Hallock, Athletic Director/SEL/Health  
Mr. Brent Nelson, Agriculture  
Ms. Kaitlyn Kane, Agriculture  
Mr. Chris Waite, Social Studies  
Mr. Greg Moses, Math  
Mrs. Amy Lancaster, 6<sup>th</sup> Grade  
Mr. Patrick Tinsley, English  
Ms. Kennedy Henson, English  
Mr. Gil Maruna, History  
Mr. Bryon Graven, P.E./Drivers Ed.  
Mr. Adam Johnson, P.E.  
Ms. Christian Bonjean, Resource Teacher  
Mrs. Cynthia Taylor, Special Education  
Ms. Rebecca Reed, Math  
Ms. Rachelle Wischart, Spanish  
Mrs. Ciara Willhite, Biology, Chemistry, Anatomy and Physiology  
Ms. Cynthia Robinson, Special Education  
Ms. Catie Bunyan, Art  
Mr. Wesley Koehler, Computer Specialist  
Mr. Bill Wallbaum, Maintenance Supervisor and Transportation Direct

### **SPECIAL UNIT TEACHERS**

Mrs. Danielle Evans, Curriculum Director  
Ms. Megan O'Brien, Guidance Counselor  
TBA, District Librarian

District Social Worker - TBA

Stephanie Miller, Sign Language Interpreter

Mrs. Gina Hamilton, District Nurse

Katy Whalen – Speech Therapist

### **Support Staff**

Katie Slaughterback, CSBO / Finance

Laura Smith, Attendance Secretary

Ellie Wilson – Board Secretary

Kendra Marcel - Cook Supervisor

Alicia Wilson – Cook

Stacey Stephenson - Custodian

Steven Chase - Custodian

Chelsea Phillips – Custodian

Chris Spencer - Custodian

Tammy Carpenter - PK Aide

Melissa Johnson - Aide

Sharon Wilson - Cafeteria Supervisor

### **Bus Drivers**

Charlie Watson

Shannon White

Sheila Braden

Kathy Kaydus

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## Introductory Information & General Notices

### **Arrival & Dismissal**

The lobby will be open to students at 7:30 A.M. Upon entering the building, students will be able to eat breakfast in the cafeteria. Regular school dismissal is 3:10 P.M. **Unless under the supervision of a teacher, students shall not remain in the building after school is dismissed. After arriving at school, no student is to leave the school grounds without permission from an administrator.**

### **Arrival & Departure During the School Day**

Students arriving at school after 8:10 a.m. or returning to school later in the day should always report to the office **first**. Parents bringing students to school or picking students up for an appointment should always come to the office rather than disrupting their child's classroom. It is a state requirement that the district keep a sign in/sign out sheet to record the time of arrival and/or departure.

A note or phone call is required when there is any change in the student's pickup/departure arrangements. Permission/notification from the parent/guardian is also required in order for anyone other than the parent/guardian or that is not listed on the student's Teacherease pickup list to pick up the student. If calling, please notify the school at least a half hour in advance in order to give the classroom teacher enough time to gather assignments and help the student get ready to leave. For his/her own safety, no student will be allowed to wait outside the school building.

### **Permission to Go Home with Another Student**

If a student has permission to go home with another student after school, he/she must have a written note, in their parent's/guardian's handwriting, to give to the teacher and the bus driver. Students without such a note will be taken home after school on their regular bus route. When two or more students from one family change their usual after-school arrangements, we will need a note for **each** student. This is purely for safety reasons and there will be no exceptions.

### **Closed Campus**



Students are not allowed to leave campus after arriving at school for any reasons other than illness, to keep medical appointments, or for family emergencies. No one is to go home for lunch unless it is for medical reasons and prior arrangements have been made with the administration.

### **Automatic Notification System**

The district provides an automated notification system to advise parents of emergency/early dismissals, late start days, cancellation of school activities, and other special notices via telephone.

**Parents/guardians should check each year at registration to make sure their emergency phone numbers are current.** If changes occur during the year, it is their responsibility to notify the school office as soon as possible.

### **Emergency Information**

**It is important that the district has current emergency information on file for each student.** It is part of the Pupil Information. Form filled out at registration and **must include emergency phone numbers.** Parents/guardians should verify their information as well as phone numbers each year at registration and notify the school immediately if there are changes during the year.

### **Emergency School Closing/Weather Conditions**

You will be informed in the event school is not being held, is starting late, or is being dismissed early over radio stations WLDS and WJIL of Jacksonville, WMAY/WFMB of Springfield, WIBI of Carlinville, and over TV Channel 20 of Springfield. These announcements due to bad weather conditions will normally be called in by 6:30 a.m. The Franklin School App will also send out notifications via text and/or phone calls. Our school Facebook page will also have this information. Please note that snow/emergency days, interrupted days/heat days, as well as late start school days may be announced the evening before when possible.

### **Late Start School Day**

A late start school day may be initiated on days when the weather is threatening with snow, ice, or extreme wind chills, but conditions are expected to get better as the day progresses. The decision will be made the night before, if possible, or at least by 6:00 a.m. that morning. Parents will be notified as soon as possible using our automated phone system. The late start time for Franklin JH/HS, Franklin Elementary and East Grade will be **10:05 a.m.** The bus fleet will start their routes on late start days between **8:00 and 8:30 a.m.**

### **Visitors**

In an effort to maximize every child's education and keep them safe at Franklin Jr/Sr high, we would like to remind all parents/guardians that anytime you visit our school you are required to **check in at the office first.** This includes delivering a message or dropping off personal items such as books, homework, lunches, etc. to your child. All visitors must sign out before leaving the school. Staff may request any visitor to provide identification and to state the purpose of their visit. In order to maintain a productive school atmosphere, classroom visits need to be pre-arranged with prior approval.

### **School Volunteers**

The school recognizes the value of parent volunteers. Teachers may use volunteers in the classroom or on field trips. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their designation. Any parent/guardian or alternate planning to attend a field trip with their student or volunteer at the school must first participate in a background check through the district website.

### **Nondiscrimination**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organizations that have entered into agreements with Franklin C.U.S.D. 1 are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Our District's Compliance Coordinator is: Jeff Waggener, Superintendent, Phone: 675-2395.

## **Prevention of Anaphylaxis**

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

## **Lost and Found**

Any article found by students, regardless of its value, should be given to the office. The owner may claim it upon proper identification with the office personnel. Articles which have not been claimed after a reasonable length of time will be donated. Franklin C.U.S.D.# 1 is not responsible for missing or damaged items.

## **Personal Belongings**

Students should leave items at home that present a safety problem and/or items that are not necessary for the educational process. For these reasons, students are not to bring toys, fidget spinners, nerf balls, basketballs, or jump ropes, etc. to school. Personal magazines, books, and computer-generated material require teacher approval.

Students should never bring an excessive amount of money to school; it is best to bring only the amount of money needed for expenses expected that day and to keep it on their person rather than in their desk.

**Franklin C.U.S.D. #1 will not be responsible for the loss, theft, or breakage of any object that a child brings to school.**

## **Educational Goals and Responsibilities**

The citizens and faculty of Community Unit No. 1 believe that our free public school has a special and necessary contribution to make to the development and unity of the American way of life. Thus, all students, regardless of social, economic, political, or racial background, are offered the opportunity to develop their talents so they may become productive citizens. Therefore, the school must strive to attain these goals:

1. To endeavor to understand the needs, problems, and aspirations of each student.
2. To assemble a staff with competent academic training, a sound sense of professionalism, and an abiding sense of moral values.
3. To encourage student activities relevant to the academic, recreational, and social programs of the school.
4. To inspire in each student an appreciation of the humanities.
5. To promote the development of self-concept for self-direction.
6. To give each student the opportunity to discover and develop his/her manual skills and other abilities.
7. To help students adapt to a changing society.
8. To develop attitudes for productive citizenship in a democracy and an awareness of civic rights and responsibilities.

## **Goals for Students**

1. Gain maximum individual proficiency in the basic skills of **reading, communication, computation and problem solving** and develop individual potential in special interests.
2. Develop a pride in work, school, and a feeling of self-worth.
3. Develop character and self-respect.
4. Develop intellectual curiosity and eagerness for lifelong learning.
5. Develop skills in effective management and use of natural and human resources.
6. Develop the ability to get along with people.
7. Develop maximum individual ability to find, examine, and use information through critical thinking and analytical reasoning.

## **Responsibility of Parents**

- Parents should be aware that good discipline originates in the home. It is the parents' obligation, by teaching and example, to develop in the child good habits of behavior as well as proper attitudes toward the school.
- Parents should be fully aware of all school rules and interpret them to their children.
- Parents are responsible for knowing the student's obligation in attending school. In this respect, it should be emphasized that school is not only a right, but a privilege, which can be taken away by Board of Education

action.

- Parents are urged to keep in contact with the school regarding any disciplinary action taken toward their students or in regard to their academic achievements. If you have a question about a school problem, please feel free to call us.
- Parents should safeguard the physical and mental health of the child.
- Parents should work with the school in carrying out recommendations made in the best interests of the child.

### **Respect for Teachers and Fellow Students**

The teachers have been employed by the Board of Education after careful investigation, interviews, and consultation. They all have completed four or more years of college preparation in order to teach. They deserve, and we shall require, proper respect and courtesy to them by all students. They shall be addressed as Mr., Miss, Mrs. or Ms. as the case may be.

Students should respect the rights and privileges of fellow students. Your experience in this school should prepare you for real life. In fact, this school is life itself. We should respect the abilities and achievements of our fellow students and not ridicule mistakes or shortcomings. Kindness, thoughtfulness and consideration of others will make our lives enjoyable here in the Franklin schools.

### **Student Relationship with School Employees**

All school employees, not just teachers and administrators, are hired to serve the students. It shall be the duty of the school administrators to see that all employees carry out their assigned duties in the best interests of all students. Likewise, it shall be the duty of all students to show respect for and to carry out reasonable requests of all school employees, whether they be secretaries, cooks, custodians, bus drivers, maintenance personnel, part-time, etc. Any disrespect, insubordination or disregard for any school employee's requests shall be treated as if that request came from a teacher or an administrator.

### **Faith's Law Notifications**

#### **Employee Conduct Standards**

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

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

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

#### **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

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

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression

- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

### **Warning Signs of Grooming Behaviors**

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

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

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

### **Warning Signs of Boundary Violations**

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

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

- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

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

## **Attendance and Promotion**

### **Residency and Enrollment**

Students must be residents of Franklin Community Unit School District #1. Parents or guardians are required to furnish proof of legal residency at registration. Such proofs include, but are not limited to, tax bill, driver's license, utility bill, or a letter from a landlord. Proof of residency is the responsibility of the parent/guardian. Tuition will be paid to the Franklin School District for any period of time the student attends school as a nonresident.

At the time of initial registration to Franklin School District, a student must present a certified copy of their birth certificate.

### **Residency Regarding Military Obligations**

If a pupil's change of residence is due to the military service obligation of a person who has legal custody of the pupil, then, upon the written request of the person having legal custody of the pupil, the residence of the pupil is deemed for all purposes relating to enrollment (including tuition, fees, and costs), for the duration of the custodian's military service obligation, to be the same as the residence of the pupil immediately before the change of residence caused by the military service obligation. A school district is not responsible for providing transportation to or from school. School districts shall facilitate re-enrollment when necessary.

### **Birth Certificate**

According to Public Act 84-1430, any person enrolling a student in school for the first time must provide either: 1) a certified copy of the student's birth certificate; or, 2) other governmental documentation of the child's identity and an affidavit explaining the inability to produce a copy of the birth certificate.

Birth certificates must be submitted to the school on or before the first day of school. Failure to do so may result in your child being denied admission until one is provided.

### **Attendance**

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

### **Absences**

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

Student attendance is critical to the learning process. Students with excessive absences miss classroom instruction and quickly fall behind. Absences for reasons other than the following are strongly discouraged:

- Illness (excuse from physician required after four days)
- Death in immediate family
- Medical, dental, or eye doctor appointments
- Unavoidable accident or emergency

Parents/guardians must call the school office before 9:00 a.m. **each day** that a student is absent. State law requires school personnel to make one attempt to notify parents/guardians if the school has not been contacted.

**School hours are:**

- 8:10 until 3:10 each day
- Office phone is 217-675-2395

To participate in any extra-curricular activities the student must attend school for the entire afternoon on the day of the event, unless special permission is granted by the administration. Attendance at school for this provision means that the student must attend his/her PM classes for one-half of the day.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal.

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

If a student is absent, a parent/guardian must call the school office as early as possible and report the reason for the absence. School office personnel will determine if the reason qualifies as an excused absence. If the parent/guardian doesn't contact the office the absence will be recorded as unexcused. The parent/guardian will then have two days to contact the office in order for the absence to be considered as excused. It is the students' responsibility to obtain any missed assignments.

**Parents are strongly encouraged to call the office with transportation changes before 2:00. Creating changes at the end of the school day can lead to confusion and the risk of notification of a change not being communicated to the teacher and student. Please only call the office after 2:00 in an *emergency* situation.**

Every student is expected to be on time to all classes. The impact of excessive absenteeism affects the entire District financially *and is a serious handicap to the educational progress of the pupil*. Because of our concern for your child and his/her academic progress, the following attendance policy has been implemented. Any student who exceeds five absences per semester will need to provide for the principal or office personnel a certified doctor's excuse for the illness in order for the absence to be excused. This will take affect after the fifth absence each semester and every day of absence thereafter. All absences beyond five per semester, without a doctor's excuse will be considered 'unexcused'.

The following guidelines will be used to determine whether or not an absence is excused or un-excused:

**Excused:** Illness, death in the family, funeral, emergency, religious holidays, medical appointments, and approved vacation. 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.

**Unexcused:** Truancy, out-of-school suspension, leaving the building without permission, recreational activities, unapproved vacation, taking your child to work day, oversleeping, and any absence after 5 days each semester without a medical excuse. Etc.

**Planned absences**, *including family vacations or college days* are generally approved based on previous attendance record and if permission is obtained at least **two days in advance by the principal**. Excused absences shall enable a student to receive credit for work, which is made up. Please do not expect the intended absence to be excused if it is an activity that could be done on non-school time. In addition, it would be helpful if parents/guardians would make every effort to schedule doctor and dental appointments after school or on days when school is not in session. If it is necessary to make such an appointment, a student will be excused if he or she has a signed document provided to the school office.

### **Truancy**

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

### **Excessive Absences/Truancy**

When a student has reached a total number of absences equal to 5% of the school year, a letter will be sent home to advise the parent or guardian that the student has reached the threshold for being chronically truant. Students with more than 10 days of absence per year will be reported to the Morgan County Truancy Office unless the student has a valid excuse for each absence.

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

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

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

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

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

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family

counseling, and information about existing community services.

### **Late Registration Policy**

Franklin Community Unit School District No. 1 will allow the registration of students after the first day of school under the following guidelines:

1. Students under eighteen must be accompanied by their legal parent/guardian at registration.
2. Students and/or parent/guardian are strongly urged to have in their possession at the time of registration a copy of medical records, educational records, and birth certificate.
3. Students and/or parent/guardian are urged to have in their possession at the time of registration any special written documents that pertain to the student's education.

### **Tardiness**

A student is considered tardy if he/she is not in the classroom or prepared for class when the bell rings. Teachers may expect students to be in their seat when the bell rings. All students reporting tardy to a class without an acceptable pass will be marked tardy.

**\*\*Students that take Waverly classes will receive a tardy for missing the bus or being late for the bus to class.**

### **Graduation Requirements and Grading Procedures**

#### **Promotion for 6<sup>th</sup> and 7<sup>th</sup> Grade**

Successful completion of 6<sup>th</sup> and 7<sup>th</sup> grade to include passing 6 out of 8 classes at each grade level.

**If the requirements are not met, the student will be retained.**

#### **Graduation Requirements -8<sup>th</sup> Grade**

To graduate from Franklin Junior High School, the following requirements must be met.

Successful completion of 8<sup>th</sup> grade to include passing 6 out of 8 classes.

Also, to be promoted to high school students must successfully complete Illinois History(6<sup>th</sup> grade), The American Flag(6<sup>th</sup> grade), The Declaration of Independence (7<sup>th</sup> grade), The Constitution of the United States (7<sup>th</sup> grade), and 1 unit in U.S. History (8<sup>th</sup> grade).

**If the requirements are not met, the student will be retained.**

#### **Graduation Requirements -High School**

The following are graduation requirements for Franklin High School students:

English (including 1/2/unit of speech)	4 units
Mathematics	3 units
(At least one year of Algebra I and one year of a course that includes geometry content.)	
Science	3 units
American History	1 unit
American Government	1/2 unit
Civics	1 unit
Consumer Education	1/2 unit
Health Education	1/2 unit
Physical Education	Daily Enrollment unless waived
Music, Art, Foreign Language, or Vocational Ed	1 unit
Any and all enhancement classes due to PLAN or PSAT scores	

#### **Graduation credits: 28**

**Students must complete all requirements for graduation and any activity affiliated with graduation.**

A student may not be enrolled in more than two English classes in any one semester unless special permission is obtained from the Principal. Students who have failed freshmen English will have the option of repeating the course over the summer (if the course is available). Students will have three options to make-up freshmen English:

1. Take freshmen English during the remaining summers (if the course is available)
2. Take a correspondence, freshmen English course
3. Repeat freshmen English at Franklin High School

Four units of credit may be taken by correspondence. The administration must approve each course for credit. The course must be taken through an institution that is regionally accredited. Correspondence courses must be completed by the semester following enrollment unless permission is obtained from the administration.

Credit may be earned through summer school courses. Courses may be taken in summer school in place of classes that a student has previously failed or that will not work into a student's schedule. The summer school course must be comparable in the number of hours attended to the course offered at Franklin.



Credit may be given on a performance basis through administration of approved examinations covering the content ordinarily included in a regular school course in the subject. Credit may also be given by examination as the basis for admission of students with educational experience for which regular transcripts of credits are not available.

<b><u>GRADING SYSTEM</u></b>			<b>Regular</b>	<b>Honor</b>
A+ =	98-100	Superior	4.00	5.00
A =	93-97	Superior	4.00	5.00
A- =	90-92	Superior	3.67	4.67
B+ =	88-89	Good	3.33	4.33
B =	83-87	Good	3.00	4.00
B- =	80-82	Good	2.67	3.67
C+ =	78-79	Average	2.33	3.33
C =	73-77	Average	2.00	3.00
C- =	70-72	Average	1.67	2.67
D+ =	68-69	Below Average	1.33	1.33
D =	63-67	Below Average	1.00	1.00
D- =	60-62	Below Average	.67	.67
F =	0-59	Failing	00	00

Weighted grades: Some classes will be given honor points of 1.00 plus the points for that grade. These classes are Honors English III, Honors English IV, Spanish III, IV, or any foreign language III and IV, Advanced Biology, Algebra II, Pre-Calculus, Calculus, Advanced Math, Advanced Chemistry, Physics, all AP Courses, all college credit courses, and all Advanced Math & Science courses. Honor points will not be given for students receiving below a C- in the class. If you are receiving a D or F at Semester break, you may be removed from the honors class.

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

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

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

### **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

When students are absent they may make up their work when they return or their parents/guardians may call for a list of work to be made up. All calls for homework need to be made before noon, and the homework should be picked up at the end of the school day.

If a student will be out of school for a family vacation, all homework will be assigned and completed following his/her return, not prior to their leaving.

Students will be granted time, upon their return to school, equal to the number of days missed to complete makeup work. For example, a student who is absent for three days of school will have the next three school days to complete their makeup work. **It is the student and parent's/guardian's responsibility to make sure missed assignments are completed.**

### **Home and Hospital Instruction**

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

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

### **Course Description**

Course descriptions including prerequisites and units of credit afforded by each, are contained in the CURRICULUM GUIDE, which is available from the Counselor.

### **Course Load**

Regardless of the number of credits previously earned, a student must be enrolled in a minimum of eight courses each semester unless special permission is given.

### **Schedule Change**

Class change requests may be submitted to the counselor during the first week of each semester. If extenuating circumstances warrant consideration of schedule change requests at any other time, the counselor should be contacted. Schedule changes must be approved by the counselor and principal. A student who drops a class after the first week may be given an F in the class dropped.

### **Semester Exams**

**Seniors** who have a (B) average or above in their current class for the second semester, may be eligible for a final exam exemption privilege for the **second semester**. A senior must have no more than 2 absences in a semester (an absence is referring to anything other than a Doctors, Dentist, Funeral day or school sponsored event or college excused days- **A note from the Doctor or Dentist is required**). If a senior is in an honors class, then this policy of final exemptions is at the teachers' discretion. If a senior who qualifies for the exemption wishes to take the exam, it will be given under the understanding that the test result will only help the grade, or the test will not be recorded. Students who have excused absences during finals must make up the exams during the first week of the following semester unless the principal grants special permission. Spring exam make-ups will be scheduled within 10 days after issuing report cards from the school, and at the discretion of the teacher with the approval of the principal.

### **Incomplete Grades**

Students who receive an incomplete grade for any nine-week grading period must complete all unfinished work including exams and will be awarded a grade by no later than two weeks after the incomplete is given unless the Principal grants an extension.

### **Honor Roll**

To be on the High Honor Roll, a student must have a 3.67 average without a D or failing grade and be carrying a minimum of four academic credits for the year.

To be on the Honor Roll, a student must have a 3.00 average, without a failing grade, and be carrying a minimum of four academic credits for the year.

### **Student Projects in Class (Ag, Ind. Arts)**

For most student projects, raw materials in various departments are provided for the student at cost. These materials must be paid for at the time the project is started, and the materials then become property of the student. The instructor and all other personnel will do all we can to prevent damage to or theft of a student project or help apprehend anyone involved in such action. However, neither the school nor the instructor can be totally responsible for a student's project after it is purchased, materials cut, glued, styled, etc.

### **Physical Education Waiver**

Students in grades K through 12 may be excused from participating in physical education for the following reasons:

1. A physical or emotional condition diagnosed and reported by a person licensed under the Medical Practice Act and submitted to the Superintendent by the student's parents/guardian. The student shall be provided alternative special activities.

A written statement of objection based on constitutional or religious grounds signed by the parents/guardian and submitted to the superintendent when a student is excused from physical education on a semester, year or permanent basis. Credit normally earned in

### **Response to Intervention**

The process of providing interventions to students who are at risk for academic and social-emotional problems is called RTI. The RTI process is a multi-step approach to providing services and interventions to students who struggle with learning and behavior in the school setting at increasing levels of intensity. All students are given a reading fluency and comprehension screening and a math screening in the fall, winter, and spring. In addition, students are screened for risk factors related to social-emotional behaviors. All students who do not meet the set expectations on the screenings, who are below standards on their IAR test, or who are referred by their classroom teacher are given further testing to determine if they are in need of interventions. If interventions are needed, students will receive these interventions during the regular school day and parents will be informed of the interventions being provided. The progress made by students at each stage of intervention is closely monitored. The information gained from an RTI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

### **Parent/Teacher Conferences**

Parents/guardians who desire a conference for any reason with a teacher or support staff member should call and make an appointment for a time to meet with them when students are not present. It is inappropriate for any of our staff to be expected to talk to parents while they are responsible for students - either in a classroom, lunch room, or play area. Parents who show up unexpectedly will be asked to wait in the office until the staff member has time to meet with them. Please be aware that any staff member may ask another person (either a teacher or the principal) to be present during the conference.

### **Conferences**

Parent-Teacher conferences are set for Wednesday and Thursday, October 25–26, 2023. The conferences are held from 5:00 – 8:00 p.m. each day, and are expected to last approximately 15 minutes each.

## **Student Fees and Meal Costs**

### **Fees**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parents or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities. Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children); or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

All fees are due and payable at the time of registration, you can make payments through your TeacherEase account. Families unable to pay the full fee at registration should arrange with the office to make monthly payments. Fee waiver forms are available at the bookkeeper's office at the High School for families who may qualify.

### **Breakfast, Lunch, and Milk/Juice Breaks**

Student Lunch -- \$2.25  
Adult Lunch -- \$3.00

Breakfast -- \$1.25  
Milk/Juice -- \$ .35

### **Breakfast Schedule**

Breakfast serving time is 7:45 – 8:00 a.m. Students should arrive no later than 7:55 a.m. to allow enough time to eat breakfast.

Payment for students' breakfasts, lunches and milk/juice may be made by the semester, the month, or on the first day of each week. Parents may send a check or cash in a sealed envelope with the student's and the amount of money to be applied to lunch on the front of the envelope.

Parents also have the option to access their child's account and make payments through [www.teacherease.com](http://www.teacherease.com), which allows for money to be transferred without involving the student. The cost for each transaction will have a convenience fee that will be charged. The website operates in a very similar manner to that of E-pay.

We expect all breakfasts, lunches, and milks/juices to be prepaid; however, we realize that many times parents forget to send money or they are unable to pay each week. Parents who are unable to pay the full price are encouraged to complete the paperwork to see if their family qualifies for free or reduced lunches. These forms are always available during registration or upon request to the secretary.

If no payment has been received, a student is only allowed to "charge" until their account balance reaches -\$10.00. Their parents will then receive an email notice or letter notifying them of the amount due and a cut-off date for payment.

### **Textbook Fees and Replacements**

Our school uses a textbook rental plan for convenience and to help save money for parents/guardians. In accepting the rental plan, students and your parents agree to take good care of all books and to pay the amount charged if any are lost, damaged, or show unusual wear. Each textbook will be numbered and a record made of the pupil using the book. If a textbook is lost or damaged, the cost will be determined by the age of the book. A replacement cost will also be charged for lost report cards or assignment books.

## **Transportation and Parking**

### **Bus Behavior**

Students are expected to behave on the school bus just as if they were in a classroom. They must be quiet and sit in their seats at all times when the bus is moving and must follow the directions and rules of the bus driver.

**Each of our school buses is equipped with a camera that makes a videotape of student behavior.** The purpose of this monitoring is to limit misbehavior on the bus and to provide safe bus transportation for all students. Should a student problem occur on the bus, the transportation director and/or principal may view the videotape to determine the cause(s) of the problem. Due to student privacy issues, only authorized school personnel and law enforcement personnel may view the videotape. The school code permits the school to take appropriate disciplinary action for bus misconduct.

If a student breaks the rules on the bus, he/she will usually be given a written warning first. This written notice must be signed and returned to the driver the next school day in order to ride the bus.

The second time a student breaks the rules on the bus, disciplinary action and possible suspension of bus riding privileges from one to five days may result. Parents must contact the bus driver, principal, or superintendent before the student is allowed to ride the bus.

The third time a rule is broken on the bus and a third notice given or when the infraction is particularly severe, the result may be anywhere from one day to complete suspension from riding the bus. Parents/guardians must meet with the bus driver and superintendent if the student is to be allowed to ride the bus after the suspension -- and then -- only

if proper corrective measures have been worked out.

### **Driving Regulations**

1. Student vehicles must be parked on the parking lot in front of the building but within one marked parking space and are not to be parked in spaces designated for special use.
2. Student vehicles may leave the parking lot before the buses leave; however, the buses have the right-of-way in our parking lot.
3. No vehicle may be used during the school day without permission from the principal or superintendent.
4. It must always be remembered that driving is a privilege and if abused, the school reserves the right to revoke students' driving privileges on campus.
5. Students are not allowed to sit in their automobiles during the school day. Permission must be obtained when it is necessary to go to automobiles at any time during school hours.
6. Any car parked on school property is subject to search and seizure.
7. Excessive noise due to loud mufflers or spinning tires while entering or leaving school property is prohibited.

## **Health and Safety**

### **Accidents**

If a student is injured at school, he/she should immediately tell a teacher or supervisor. If necessary, parents/guardians will be contacted by school authorities to explain the circumstances and arrange for the student to be picked up. An accident report will be completed by staff.

### **Medications**

#### **Guidelines**

1. Medications are administered at school in accordance with the Recommended Practices and Procedures Manual from the Illinois State Board of Education. Administering medications at school is discouraged. However, some pupils with long-term chronic illness or disability may require medication during the day. Only in exceptional cases in which failure to take medication could jeopardize the child's health and/or education, should medication be administered at school.
2. **All medications that are brought to school must be sent to the nurse's office upon arrival. All medications must be sent to school in the **MOST CURRENT** prescription bottle. This means daily medications must have an updated prescription bottle each month with the refill. **No old bottles will be accepted.****
3. Medication will be stored in a locked cabinet or released for the student as needed for self-administration. **It is recommended that medications be delivered to the school by the parent.**
4. **All medications given at school, including prescription and over the counter medications, which include Tylenol, Motrin and cough and cold medications, must be prescribed by a licensed prescriber on an individual basis as determined according to the student's health status. All Essential Oils need to be kept locked in the school office. Add this language or not??**
5. Medications must be sent to school in the original container as dispensed by the pharmacy, and over the counter medications must be in the original packaging from the store. **The medication MUST be accompanied by the Franklin CUSD #1 medication administration form signed by both the physician and the parent/guardian.** This form can be found on the school's website by going to menu, district, and nurse's information. Any change in the dosage or administration must have written authorization from the prescriber.
6. The morning doses of medications should be given at home.
7. The school reserves the right to have the time of medication administration at school adjusted to meet the schedule and availability of staff for administration.
8. Questions concerning medications will be referred to your child's physician.
9. Self-managed medications will be evaluated individually by the school nurse (i.e. asthma inhalers, epi-pens, and medication to manage diabetes). It is recommended that spare medications be kept in the office for emergency use.

10. CUSD #1 medication forms are available on the website, in each school office, or in the nurse's office and must be completed by the physician and parent/guardian.
11. The school NOT only has the right, but also the responsibility to refuse to administer any medication at school if properly qualified individuals are not available.
12. The school will ascertain from the parent and/or the physician the necessity for administering medication during school hours and will retain the discretion to reject requests that do not meet the medication guidelines. Medication sent to school without proper documentation will NOT be given.

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

A student may possess an epinephrine auto-injector (EpiPen) an asthma inhaler, or diabetic testing supplies and insulin, prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a Medication/Treatment Authorization Form.

This procedure shall be allowed after the following conditions have been met:

- A written release of liability from the parent/guardian;
- Written permission from the Superintendent or his designee;
- Written permission from the doctor.

**ANNUAL VISION SCREENING:** Vision screenings will be done, as mandated, for children in preschool ages three or older; children in Kindergarten, 2<sup>nd</sup>, and 8<sup>th</sup> grades; and all special education students, transfer students and teacher referrals. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not permission to test. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened as required by law.

**ANNUAL HEARING SCREENING:** Hearing screenings will be done, as mandated, for children in preschool ages three or older; children in Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> grades; and all special education students, transfer students and teacher referrals. Hearing screening is not a substitute for a complete hearing evaluation by a doctor. Your child is not required to undergo the hearing screening if an otolaryngologist or audiologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not permission to test. Hearing screening is not an option. If a hearing examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened as required by law.

### **Social Work Services**

Social workers/counselors will be available to assist children/families with academic, adjustment and behavioral concerns, including social/emotional that are impacting the students' learning. A social worker and/or counselor may see a student up to (4) times a year without parental consent. The student's parent(s)/guardian(s) must give consent for regular or continuing services.

### **Blood Borne Pathogens - Hepatitis**

In accordance with the OSHA Blood borne Pathogens Standard, 29CFR 1910.1030, our school district has developed an Exposure Control Plan. This plan helps the employees know what to do if they or the students are exposed to blood or potentially infectious body fluids. This was done to protect the employees as well as the students of our school district.

### **Illness or Diseases**

The school reserves the right to require a doctor's clearance, whenever school officials feel it is necessary, to protect the health either of the pupil who has been ill or that of the other pupils in school. If you are not sure about a particular case, please call your doctor for advice before time for your child to return to school.

A student who has been ill with a common cold, sore throat, or flu, (etc.) should not return to school until he/she has

been free of fever (without medication) and vomiting for 24 hours.

### **Immunization, Health, Dental and Vision Requirements**

#### **School Health Requirements**

**Physical exams and immunization requirements are due the first day of school.**

**Dental Examinations** are required for students entering:

- Kindergarten
- 2<sup>nd</sup> grade
- 6<sup>th</sup> grade

**Dental Exams** or waiver must be submitted by **May 15** of the current school year and **must be completed no more than 18 months prior to the May 15 deadline**. Dental examinations must be recorded on the appropriate State of Illinois, Illinois Department of Public Health, *Proof of School Dental Examination* form.

**Physical Exams** are required by the *School Code of Illinois* on all children entering a public, private or parochial school for the following grade levels for the first time.

- Pre-kindergarten
- Kindergarten
- 6<sup>th</sup> grade
- 9<sup>th</sup> grade

Exams must be completed within **one year prior** to the first entrance to the required grade. The exam must be completed on the required “**Certificate of Child Health**” form. Parent signature and completion of Health History section required on this form. **Exams are due by the 1<sup>st</sup> day of school.**

**Please note: IESA/IHSA sports physical forms may not be used as the required school health exam. However, a physical exam completed on the “Certificate of Child Health” form may be used as a sports physical.**

**Minimum Immunization requirements must be met including:**

- Proof of one dose of Tdap is required for students entering grades 6-12
- Meningococcal Vaccine
- One dose for first entry into 6<sup>th</sup> grade (on or after the 11<sup>th</sup> birthday)
- Two doses for students entering 12<sup>th</sup> grade; if the first dose was given on or after the 16<sup>th</sup> birthday, only one dose is required

**Eye exams** (by an ophthalmologist or optometrist) are required for:

- **Kindergarten**
- **Students entering a State of Illinois school** for the first time.

Eye Exams or waiver must be submitted by **October 1st** of the school year.

### **Insurance**

Your child has secondary coverage against medical expenses for accidents that occur while attending regular school sessions. This coverage includes travel time for your child traveling from your residence to attend regular school sessions. If your child travels to school on a district bus, the coverage extends to travel time of the bus. This generous protection is provided to you by your local School Board.

### **Crisis Plan**

Emergency drills are held periodically in accordance with state law. Teachers will review the different types of emergency procedures and assist students in implementing them properly. Students should act quickly and quietly during the drill. Crisis plans are on file in the office and posted in classrooms.

## **Discipline and Conduct**

### **Discipline**

### **Positive Behavior Intervention and Supports**

All school expectations and procedures are meant to ensure a safe and orderly environment where all students can learn. Franklin School District's goal is to teach children to be prepared, engaged, accountable, cooperative, and empathetic. For the 2023-2024 school year Franklin School District is moving to a PBIS (Positive Behavioral Interventions and Supports) approach for behavior management. Through PBIS students are taught a matrix of school-wide expectations for all areas of the school (classroom, hallways, buses, cafeteria, playground, bathrooms, locker rooms, parking lot, and all settings). PBIS uses consistent positive rewards to celebrate student success and referral documentation to monitor behaviors. As we finalize all the pieces of this, the information will be distributed to parents and students.

### **Referral to Principal/Dean**

Teachers may refer students to the Principal/Dean for repeated misbehavior in the classroom or for misbehavior in the halls, cafeteria, etc.

Other misbehavior that would be referred to the Principal/Dean include: inappropriate dress or attire, tardiness, display of matches, lighters, or tobacco products, use of tobacco products, inappropriate display of affection, truancy, gambling, closed campus violation, student in hall without a pass, fighting (including wrestling, hitting, shoving, etc.), stealing, destruction of property, inappropriate language and/or gestures, vandalism, possession, use or under the influence of alcohol or controlled substances or "Look-a-likes", possession of electronic paging devices, possession of cellular radio communication devices, threats to others, arson, false fire alarms, possession or use of weapons, inappropriate magazines or pictures, insubordination (failure to obey an employee's directions), disrespect, etc.

The Principal/Dean will consider all factors in making a disciplinary decision such as the seriousness of the misbehavior that occurred, circumstances under which it occurred, previous conduct of the student, attitude of the student, age, health, maturity and academic placement of the student, etc.

The Principal/Dean will determine a consequence for the misbehavior that occurred. This could include: a verbal reprimand, notification of parents, conference with student, conference with parents, counseling, withdrawal of privileges, (library, school events, passes, loss of open noon hour, etc.), detention, in-school suspension, referral to outside agency, or school district support services, removal from class, restitution, behavioral contract, notification of law enforcement officials where appropriate, confiscation, loss of work pass, suspension or expulsion.

### **Student Behavior**

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.

### **Removal from Class**

A student may be removed from a class (es) for conduct, which a teacher has defined as disruptive, immoral, or disturbing to an adequate learning atmosphere in the classroom. A teacher may remove a student from class for one day and the Principal/Dean may remove a student from a class(es) for up to 10 days. A student may receive a zero for each day he/she is removed from class.

The Principal/Dean will determine any additional penalties a student may be given besides being removed from class. A conference may be held with the student, teacher and the principal or counselor before a student will be readmitted to that class. A letter will also be sent to the student's parents.



## **Cheating/Plagiarism Policy** add consequence of giving a zero on work and tests for 23-24

### **Plagiarism is defined as:**

1. Turning in someone else's work as your own 2. Copying words or ideas from someone else without giving credit. 3. Failing to put a quotation in quotation marks. 4. Giving incorrect information about the source of a quotation. 5. Changing words but copying the sentence structure of a source without giving credit. 6. Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

### **Detention**

Before school or after school detention may be given by a teacher to a student for misbehavior in their classroom. The amount of time spent in the detention is determined by the teacher or principal and the time will be spent in the teacher's room or a designated room.

Detentions given by the office will be held after school. Students are expected to be in attendance no later than 3:15. All detentions must be served on the date the detention(s) is assigned. Detentions will only be rescheduled for emergencies.

Students that are given detention either by a teacher or the office will be given a form that explains what the detention is for, the day(s) it is to be served, etc. Parents will not be called; they will be sent an e-mail. It is the responsibility of the student to make any arrangements he/she needs to stay for the detention.

The detention is to be served on the day or days assigned with the following exceptions in which case the detention must be served the following school day or as arranged by the Building Principal/Dean/Teacher.

1. Academic prescheduled tutoring.
2. Prescheduled doctor or dentist appointment.
3. Emergency situation: parent/administrator conference needed to establish the emergency.

If a student does not stay on the day or days assigned, the student will serve time in the In-School room upon their return to school. After 2 In-Schools (resulting from missing detentions), a Saturday will be assigned for every detention missed. If a Saturday is skipped, a 2-day out-of-school suspension will result. After 2 Saturdays, a suspension will result for skipping every detention. (This is an accumulation per Semester)

### **Public Display of Affection**

School is not an appropriate place to show your affection. It is okay to hold hands, but we will not permit kissing, fondling, caressing, etc.

If the policy is violated a warning will be issued the first time; parents will be notified, and their assistance requested for the second offense; and punishments such as detention or suspension will be given for further infractions of this policy.

### **Skipping Class (es)**

Normally students who skip a class(es) will be dealt with by the Principal/Dean. The usual penalty for skipping a class(es), will be to make up the time after school or in "In-School" at twice the amount of time missed. Students may also receive a zero for the class(es) involved. A student who skips more than two periods or leaves the school grounds will normally receive a Saturday Detention. Various privileges may be taken away from individuals and or classes as a result of such actions. A student who is habitually tardy or habitually skips classes may be suspended or turned over to the truant officer for further action.

**Gambling at School** Gambling shall not be allowed on the school premises or premises under school jurisdiction (school buses, cars in the parking lot). Any violation shall be sufficient cause for school action, which could result in suspension, expulsion, or both.

**Spitting** Spitting is strictly forbidden on school property.

### **Transactions at School**

School is not a place for students to buy and sell articles, merchandise, etc. from other students. Therefore, transactions among students (except school fundraisers) are not allowed in school. Any student who buys or sells merchandise, etc. to or from another student will be in violation of school rules and will be subject to disciplinary action including suspension and/or expulsion.

### **Hallway and Stairway Traffic**

Halls and stairways are to be used for the movement of traffic. Courtesy in the halls should be observed at all times. There should be reasonable quietness in hallways and stairways. Stay on the right side as you move through the halls or the stairways. There is to be no running in the building.

### **Use of Tobacco**

Use or possession of tobacco of any kind, electronic Vaping devices, lighters or matches by students is not

permitted on the school grounds at any time either during the day or at school functions. Any tobacco products, electronic Vaping devices, lighters, matches brought to school by a student will be confiscated. Other penalties may also be assessed.

### **Inappropriate Media and Illustrations**

The possession or transmission of literature or illustrations which are obscene, vulgar or indecent, or which substantially disrupt the educational process is prohibited.

### **Disruptive, Vulgar or Indecent Expression**

Speech or other expressive conduct that is obscene, vulgar or indecent, or substantially interferes with the operation of the educational process or infringes the rights of others is prohibited.

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug 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. 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. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. 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. 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. 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. 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, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. 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. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. 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. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. 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. 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.

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.

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**

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 shall 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 shall 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.

### **Isolated Time Out, Time Out and Physical Restraint**

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

Corporal punishment 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.

## **Weapons**

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 (720 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.

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 theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.**

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

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

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

## **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.

## **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.

## **Suspension Procedures**

Public Act 100-0105 prohibits early care and education (ECE) providers from suspending or expelling young children (preschool) from their program because of the child’s behavior.

## **In-School Suspension**

The Superintendent, Principal or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.

3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### **Out-of-School Suspension**

The Superintendent, Principal or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
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. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii) Substantially disrupt, impede, or interfere with the operation of the school.
    - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

### **Expulsion Procedures**

The Superintendent, Principal or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:

- a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
  3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
  4. If the Board acts to expel the student, its written expulsion decision shall:
    - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
    - b. Provide a rationale for the specific duration of the recommended expulsion.
    - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
    - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
  5. Upon expulsion, the District may refer the student to appropriate and available support services.

### **Guidelines for Penalties**

The following disciplinary summary is designated to benefit both students and school personnel. Students are advised of potential penalties for initial and subsequent misconduct. School administrators have guidelines to relieve indecision as to the wishes of the Board of Education. This list is not meant to include all types of misconduct and subsequent penalties. The principal will use his discretion in areas not covered in this summary.

This list of misconduct and penalties is intended as a guideline. A Principal/Dean must consider all factors in making a disciplinary decision such as the seriousness of the misbehavior that occurred, previous conduct of the student, attitude of the student, age, health, maturity, academic placement of the student, etc. In severe cases in such areas as vandalism, theft, insubordination, fighting, drug or alcohol use at school, etc. the principal may move directly to a 10-day suspension and/or expulsion hearing.

### **Tardy to Class – Per Semester**

<u>Number</u>	<u>Penalty</u>
3-5	Detention (30 min.)
6-8	Detention (1 hr.)
9-12	Detention(at least 2 hours)
13 or more	Saturday Detention

### **Use of Tobacco Products**

#### **Penalty**

Detention or Saturday Detention. Repeated infractions could result in suspension and/or expulsion.

**Fighting**

**Penalty**-- Detention or Saturday Detention or Suspension.  
Repeated infractions could result in suspension or expulsion.

**Vandalism**

Defacing - damage not permanent and can be easily removed or repaired by student)

**Penalty**--Remove, repair or possible one-day suspension

Destruction or defacing - damage is permanent or not easily removed

**Penalty**

Payment--Possible Suspension

Repeated infractions could result in suspension and/or expulsion

**Drugs and Alcohol (including look-alike drugs)**

(Possession/under the influence at school or at any school activity)

If the student shows indications of drug use, a teacher, dean or principal may require the student to undergo testing.

**Penalty**

Required Drug Test—Failure to comply with the required drug test may result in an automatic 10-day suspension and possible expulsion; police may be notified.

(Sales) 10-day suspension and expulsion hearing; police notified

**Fire Alarm Discharge**

1–10-day suspension

**Theft**

Principal's/Dean's discretion (can suspend 1 day to 10 days)

(Expulsion via Board Decision is possible)

**Insubordination**

(Refusing to do as directed by staff)

Principals' discretion to include Detention or Saturday Detention

(Expulsion via Board Decision is possible)

**Calling a Teacher and Inappropriate name/Cussing at the Teacher**

Principal discretion to include Suspension

**Dress Code**

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school
  - Tank-tops with thin straps, shirts that expose bare midriffs, halter tops, short shorts, see-through clothing
- The length of shorts or skirts must be appropriate for the school environment
  - Shorts and skirts must be to the length of the student's fingertips unless the student is wearing leggings.



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

Any violation of these guidelines will result in the student being given appropriate clothing to wear or parents/guardians may be called to provide a change of clothing. For safety purposes, clogs, and/or any shoes with platform soles are not to be worn to school, close-toed shoes are expected at all times.

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

### **7:20 Harassment of Students**

#### **Prohibited Bullying, Intimidation, and Harassment Prohibited**

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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 conduct, or bullying whether verbal, physical, sexual, or visual, that affects the 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, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### **Sexual Harassment Prohibited**

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/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student

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

#### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. 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.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

#### **Nondiscrimination Coordinator:**

Jeff Waggener, Superintendent  
110 State St Franklin, IL 62638  
jwaggener@franklinhigh.com  
217-675-2395

### **Complaint Managers:**

Jeffrey Waggener  
110 State St, Franklin, IL 62638  
jwaggener@franklinhigh.com  
217-675-2395

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

### **Field Trip/Privileges**

Field trips, even when used as part of the curriculum, are a privilege for students. Trips are a reward for good behavior and accomplishments, both academic and social. Students who fail to meet the academic and/or social standards of Franklin Jr./Sr. High may be denied participation in field trips based upon staff recommendation.

Classes and/or organizations may take field trips if approved by the Principal and Superintendent. The teacher should submit requests at least two weeks before the planned event. The cafeteria employees and all teachers should be notified of the approved event preferably one week in advance. Students will be required to bring parental permission forms for all field trips. Students are required to obtain assignments or make other arrangements with the teachers before attending field trips. . Any parent/guardian or alternate planning to attend a field trip with their student or volunteer at the school must first participate in a background check through the district website.

Bus request forms shall be turned in one week in advance of the trip. Field trips and athletic trips are an extension of the classroom and Franklin Schools. Behavior/conduct must be the same as if the student is in the school. The supervisor will administer discipline and disciplinary measures accordingly.

### **Property Loss or Damage**

In the event that school property is lost or damaged, either accidentally or voluntarily, the student or parent/guardian will be expected to pay for the full repair or replacement of said lost or damaged item. School property includes, but is not limited to: buses, the school facilities and furniture, as well as all items used in the instructional process (books, electronics, etc.). Arrangements must be made with the district business office for any payment required.

### **Complaints and Concerns**

Students and parents/guardians have both the right and the responsibility to express school related complaints and/or concerns.

For the discussion and consideration of a complaint or concern, any student or group of students should request a meeting time and place with the building principal. One faculty member of the student's choice may be present at such meeting(s).

Parents/guardians should communicate any concerns in a timely manner and should use the following process to address those concerns:

- Contact the teacher/bus driver/coach etc. to discuss the issue.
- If the conflict is not resolved, the parent should contact the Principal.
- If the conflict is still not resolved, the parent should contact the district Superintendent.
- If the issue is not resolved after contacting the district Superintendent, the parents/guardians may bring the issue to the School Board. They must inform the Superintendent of their request to meet with the School Board at least 48 hours before the next scheduled meeting. Regular board meetings are held on the fourth Wednesday of the month unless otherwise posted.

## **Internet, Technology, and Publications**

### **Computer Use**

Computer users are responsible for appropriate behavior on the school's computers just as they are in any classroom or school activity. The use of the network is a privilege, not a right, and it may be revoked in the event of misuse or abuse of the Internet access, computer hardware or software, including the entering, changing, or deleting of any file on the system other than a student's own. Users are advised never to access, view, keep, or send anything they would not want their parent, teacher, or principal to see.

### **Library/Media Center**

The library/media center exists to provide a wide variety of materials and resources necessary to accomplish the goals and objectives of the school system and the many programs within the curriculum. The goals of the library/media center focus on student, and student work and the school's over-all goals. The library/media center's philosophy acknowledges the uniqueness of each student and that materials will be made available at various levels of learning. The library/media center will strive to provide for the independent study and personal reading of the students. A comfortable space with a conducive atmosphere is provided. Library/media center users are expected to be considerate and respectful of other user's rights. All school rules of conduct apply in the library/media center. Any disruptive behavior in the library/media center will result in the individuals involved losing all library privileges for a period of time, determined by the supervisor.

#### **Correct library/media center behavior:**

1. Be quiet.
2. You must have an official, individual pass and a purpose.
3. Sign in upon entering and exiting the library/media center.
4. NO food or drink!
5. Headsets must be checked out for sound use on the computer.
6. Be cooperative with the library/media center staff and other library/media center use.

A student may check out any reasonable number of materials; there is no specific limit. All books, magazines, and Xeroxed materials may be checked out for two weeks. These may be renewed for an additional two weeks. All materials checked out must be returned on the due date. All library materials removed from the library must be checked out. No reference materials may be checked out.

All overdue books must be returned, and all fines must be paid for students to receive their report cards or diplomas and before a student withdraws from school. A receipt for payment of fines or return of books must be given to the office to receive report cards after the issue date. Any student who has an overdue book or outstanding fines may not check out any materials until these obligations are taken care of.

Students may complete the necessary forms to borrow materials through the Alliance Library System when Franklin library does not have the information needed. The library rules for checking out, returning, and paying fines are the same for ALS items borrowed.

### **Student Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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

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

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

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

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

#### **Use of Email**

##### **The School District provides email to aid students as an education tool.**

- The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- Use of the School District's email system constitutes consent to these regulations.

#### **Limitation of Liability**

Franklin CUSD #1 will not be responsible for damage or harm to persons, files, data, or hardware.

When Franklin CUSD #1 employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Franklin CUSD #1 will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

#### **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

1. Suspension of network, technology or computer privilege
2. Notification of parents
3. Detention or suspension from school and school-related activities
4. Legal action and/or prosecution

#### **Cell Phones and Electronics**

- Students may have their cell phones on them throughout the day.
- In class, all students will be required to place their cell phone in a wall holder during class. The phone must be on silent and not vibrate.
- Teachers may authorize phone usage during class as part of the lesson.
- Students may take phones with them to the next class.
- Students may use phones during passing periods, at lunch and recess.

#### **Consequences:**

- 1<sup>st</sup> violation of the policy – Phone confiscated, and written warning given. Student may take phone home at the end of the school day.
- 2<sup>nd</sup> violation of the policy – Phone confiscated, and parents will need to pick up at school.
- 3<sup>rd</sup> violation of the policy – No phone at school for 2 weeks.
- 4<sup>th</sup> violation of the policy – No phone at school for the remainder of the quarter.
- 5<sup>th</sup> violation of the policy – No phone at school for the remainder of the semester.
- 6<sup>th</sup> violation of the policy – No phone at school for the remainder of the school year.

#### **Access to Non-School Sponsored Publications**

##### **Non-School Sponsored Publications Accessed or Distributed On Campus**

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students[1]; or
6. Incites students to violate any Board policies.

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

##### **Non-School Sponsored Publications Accessed or Distributed Off-Campus**

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

#### **Search and Seizure**

##### **Search and Seizure**

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of

the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

### **Students**

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

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

### **Seizure of Property**

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

### **Extracurriculars and Athletic Activities**

Following is a list of clubs and organizations available to students of Community Unit #1 Junior/Senior High School. Any student may be elected or appointed to president in any of these clubs, classes, or organizations. All students must follow the rules of eligibility in order to participate in any of the organization's activities.

#### **High School**

Future Farmers of America: Open to any student who is enrolled in at least one agricultural class per school year. Its purpose is to promote leadership, scholarship and agriculture through various activities.

E-Sports: Open to students working to compete in E-Sports competitions. Teams for matches will be selected based on performance in practice matches as well as in past interscholastic matches.

Student Council: Membership is made up of elected representatives from each of the four classes to serve as the student government. The organization sponsors several all-school activities during the year.

Varsity Club: Membership consists of cheerleaders, past and current, and students who have lettered in sports.

Scholastic Bowl Team: Open to students working to compete in Scholastic Bowl competitions. Teams for matches will be selected based on performance in practice matches as well as in past interscholastic matches.

SADD (Students Against Driving Drunk): Open to students who are interested in promoting safe driving through not driving drunk. Its main activities are an after-prom substance free party, assemblies and publicity concerning their goals.

Science Club: Open to any student interested in enhancing their study of science. The purpose is to give students a chance to learn more about science. Possible activities could include contests, field trips, guest speakers, and service projects.

National Honor Society: Available to sophomore, junior, and senior students on a selective basis. Scholarship (minimum 3.40 average), leadership, character, and service are criteria for membership candidacy. Membership is voted on by a committee of teachers.

#### **National Honor Society Dismissal Procedures**

1. If members do not maintain the standards of scholarship, leadership, service, and character that were used as the basis for their selection, they are liable for dismissal.
2. Limited warnings are allowed, but in the case of flagrant violation of school rules or civil law, a warning is not necessarily required.
3. A student who is dismissed or who resigns may never again become an Honor Society member.
4. The standing of members for compliance with society standards will be periodically reviewed by the chapter advisor.
5. The advisor shall inform the errant member in writing of the nature of the violation, the time period given for improvement, and the possible consequence of non-improvement.
6. If the student does not make the improvement in the specified time, that student is liable for whatever disciplinary measures are considered appropriate by the faculty council.
7. If the faculty council decides that dismissal may be warranted, the member will be allowed to present his or

her case before the faculty council. In the case of a flagrant violation of school rules or civil laws, a member does not necessarily have to be warned.

8. The faculty council shall investigate any case thoroughly before any action is taken.
9. If the council determines that the facts warrant consideration of dismissal, the member shall be notified in writing of the violation and the possibility of dismissal. The member shall then be allowed to appear before the faculty council and explain the situation.
10. If a member is dismissed, written notice of the decision shall be sent to the member, his or her parents, and the principal.
11. The member must then surrender the NH certificate, membership card and/or emblem to the chapter advisor. If the member is unwilling to do this, the matter shall be treated as a school disciplinary matter.
12. The dismissed member may appeal to the Superintendent and to the Board of Education.

### **Junior High School**

Junior High School Student Council: Membership is made up of elected representatives from the classes in the Junior High School to serve as the student government. The organization sponsors activities through the year.

Junior High Scholastic Bowl: Open to junior high students who are interested in competing in scholastic bowl competition. Teams for matches will be selected based on performance in practice matches as well as in past interscholastic matches.

Junior High SADD: Open to junior high students who are interested in promoting safe driving through not driving drunk.

In addition to these organizations, each class will organize, elect officers, and have money-making activities for their own goals.

### **Eligibility System**

All students must be academically eligible in order to participate in extracurricular activities. This includes athletics, drama, and music events, club-sponsored activities, school social events, work passes, and cooperative vocational education training, as well as any other school-sponsored events. Exceptions are made for graduation and related activities, cheerleading tryouts, play auditions, awards banquets, Jr. Sr. Prom, and assemblies/events approved in advance by the principal.

**Eligibility** Students must be academically eligible in all subjects in order to participate in athletics. **Eligibility is based on academic standing for the semester** and a student cannot be ineligible in a class until the class has met a minimum of 4 times. Teachers are required to submit their ineligible list to the office by 8:10 on Friday (or the last school day of the week). Eligibility will be posted on Friday and be in effect Monday through Saturday of the next week. Once a student is classified as being ineligible, **this classification remains until a new list is submitted**. The student eligibility list will reset at the end of each semester. (All students eligible). Students are responsible for checking the eligibility each week and repeated ineligibility during the sport season could result in dismissal from the team.

**Students are responsible for checking eligibility each week.**

### **School Activities**

Students who leave a school activity before its conclusion will not be permitted to return to the activity on the school grounds, unless they pay to get back in.

### **Sports**

The following interscholastic sports are offered to the students at Franklin High School: Sideline and Competitive Cheer, Cross Country, Boys' Basketball, and Girls' Volleyball. Junior High School sports offered are: Cross Country, Boys' Basketball, Girls' Volleyball, Girls Basketball and Girls' Softball.

Through a cooperative agreement with New Berlin, our high school students are able to participate in Boys' Football or Jr High and High School Baseball and Girls Softball at New Berlin. Through a cooperative with Springfield Lutheran, Boys' Soccer. Through a cooperative agreement with Waverly, our high school students are able to participate in Track, Golf and Girls Basketball and Jr High students participate in Sideline Competitive

Cheer at Waverly. Through a cooperative agreement with North Mac high school students may participate in Girls Soccer. Students participating at New Berlin, North Mac, Springfield Lutheran or Waverly will be governed by their procedures and rules.

It is necessary for any of the participants in these sports to present proof of having a recent physical examination by a doctor and have accident insurance, or a signed insurance waiver, prior to participating in any practice. There is also a participation fee charged for each sport that is to be paid by one week after the first practice.

### **IHSA / IESA Activities**

The following IHSA/IESA activities are offered to students of Franklin JR/SR High: Bass Fishing, Chess, Scholastic Bowl.

Students must be academically eligible in order to participate in sports and extracurricular activities. Copies of the I.H.S.A. and I.E.S.A. eligibility rules are attached near the back of this handbook.

<u>High School</u>		<u>Junior High</u>	
Boys' Basketball	\$20.00	Boys' Basketball	\$20.00
Cross Country	\$20.00	Cross Country	\$20.00
Girls' Volleyball	\$20.00	Girls' Volleyball	\$20.00
Cheerleaders	\$20.00	Cheerleaders	\$20.00
		Softball	\$20.00

Each participant would be required to pay the above amounts to participate in a given sport. The money received will help pay for the total program (uniforms, coach's salary, liability, energy, transportation, etc.)

1. If the entire year is paid on the registration date a 10% discount will be given on the rates. If a refund of a portion of the fee is requested at a later date, full price will be charged for the sports still being participated in by the student.
2. If more than one student from a family is paying participation fees a 10% discount will be given. If a refund of a portion of the fee is requested at a later date, full price will be charged for the student remaining in a sport.
3. If a student is participating in more than one sport a 10% discount will be given. If a refund of a portion of the fee is requested at a later date, full price will be charged for the sport(s) participated in by the student.
4. Students from Franklin participating on a New Berlin team will be assessed a participation fee for each sport in which they participate. This fee is separate from Franklin's participation fee policy.

### **Extra-curricular Participation**

To participate in any extra-curricular activities the student must be in attendance at school for the entire afternoon (3<sup>rd</sup> period, 4<sup>th</sup> period, and Homeroom) on the day of the event, unless special permission is granted by the administration. Attendance at school for this provision means that the student must attend his/her afternoon classes.

### **Athletic Contest Behavior**

Below are listed some rules for Franklin Junior/Senior High School students about behavior and requirements while in attendance at basketball/volleyball games in the gym (home or away).

1. Do not stomp on the bleachers.
2. During the National Anthem students are expected to show respect by standing quietly or singing the National Anthem.
3. Students must remain in the gym and in the bleachers during the game. Only concession workers may leave early to go to their work assignments, if necessary. The concession stand is not open when the game is going on.
4. No drinks are allowed in the gym.
5. NO WHISTLING - this is confusing to players and the referees and is very upsetting to the fans around you.
6. No booing - this is bad sportsmanship.
7. Running, sliding and horseplay in halls will not be tolerated.
8. **If you leave the building during a school activity, you must pay to get back in. If you have an emergency, talk to the person in charge of supervision**

The principals or game supervisors may ask you to leave the building and not return if you violate these rules.

Please be reminded that the principals and supervisors cannot always control the visiting crowd, but mostly the visitors will act according to the example we set.



## **Special Education**

### **Special Services**

#### **Right to Free Appropriate Public Education**

Franklin Community Unit School District #1, a member of the Four Rivers Special Education Cooperative, offers free, appropriate public education to all school age children, 3 through 21 years of age, residing in the district. Any child is eligible for special education services if he/she has one of the following disabilities: Cognitive Disability, Orthopedic Impairment, Specific Learning Disability, Visual Impairment, Deaf/Blind, Hearing Impairment, Speech and/or Language Impairment, Emotional Disability, Other Health Impairment, Developmental Delay, Deafness, Autism, Traumatic Brain Injury, Multiple Disabilities

Referrals for special education services may be made by school district personnel, the parent/guardian of the child, persons having primary care and custody of the child, community service agencies, other professional persons having knowledge of the child's problem, the child, or the Illinois State Board of Education, when there is reason to believe that a child may require special education services. Parents and other members of the community may review a copy of the *Rules and Regulations to Govern Special Education* at the Special Education Office or at each school office. Referrals may be made to the building principal.

Franklin Community Unit School District #1 provides programs for students who are eligible for special education and related services pursuant to the criteria established in the Individuals with Disabilities Education Act (IDEA), Article 14 of The Illinois School Code.

Franklin Community Unit School District has Board Policy addressing The Education of Children with Disabilities. Franklin Community Unit School District offers a full continuum of services for students who are eligible for special education and related services. Parents and/or guardians, who believe their child may require special services, may address their concerns with the building principal. Pre-Referral procedures will be followed to determine if a case study evaluation is appropriate. Parents and/or guardians must give consent to proceed with an evaluation, if deemed appropriate.

In accordance with state and federal regulations, the Franklin School District provides programs for students identified with *Cognitive Disability, Orthopedic Impairment, Specific Learning Disability, Visual Impairment, Hearing Impairment, Deafness, Deaf-Blindness, Speech/Language Impairment, Emotional Disability, Other Health Impairment, Multiple Disabilities, Autism, and Traumatic Brain Injury*.

#### **Transition from Early Intervention to Early Childhood Special Education**

Franklin Community Unit School District #1 participates in Child Find Activities for persons from Birth thru age 21. The District ensures that children moving from Early Interventions to Early Childhood Special Education at the age of 3 will experience a smooth and efficient transition. Eligible children exiting Early Interventions will have an Individualized Education Plan and services in place on the child's third birthday. A District representative will participate in Transition Planning Conferences. The District will provide information to the parents on the process, evaluation practices, and services available to eligible students.

### **Discipline of Student with Disabilities**

#### **Behavioral Interventions**

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

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

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

## **STUDENT RECORDS - THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parents or eligible students of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the parents or eligible student believes are inaccurate or misleading.

The parents or eligible students may ask the Franklin School District to amend records that they believe are inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, a supervisor, an instructor, or a support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, an auditor, a medical consultant, or a therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities.

Upon request, the District discloses education records without consent to officials of another school district in which a student intends to enroll.

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

The address of the Office that administers FERPA is:

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

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he/she does not want any or all of the directory information disclosed. Directory information may include the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, e-mail address, and photograph.

Pictures of students will be included in the yearbook, in newspaper articles, on school websites, and other school publications unless a parent has responded in writing that they do not want individual pictures of their

children included in these activities.

## **Student Privacy Protections**

### **Surveys**

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

### **Surveys by Third Parties**

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

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

### **Surveys Requesting Personal Information**

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

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

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

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

### **Prohibition on Selling or Marketing Students' Personal Information**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

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

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and

instructional materials used by elementary schools and secondary schools.

4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.

5. The sale by students of products or services to raise funds for school-related or education-related activities.

6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal. A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

## **Parental Rights and Notifications**

### **Budget**

The School District budget is adopted by the end of September each year and can be found on the District's website at: [www.franklinhigh.com](http://www.franklinhigh.com)

### **State Testing**

#### **IAR (Illinois Assessment of Readiness)**

IAR is the state-required series of tests given to students in grades 6-8. Tests are given in the areas of English Language Arts (ELA) and mathematics at all of these grade levels as well as science for 5<sup>th</sup> grade. All testing is completed electronically via computer. The results will show how well our schools and the district are doing in meeting the adopted Illinois Learning Standards, also known as the Common Core State Standards, for learning. Individual student results of the IAR assessments will be reported to parents, and school results will appear on the district report card.

### **English Language Learners**

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

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

For questions related to this program or to express input in the school's English Learners program, contact the Principal at 217-675-2395.

### **Title I**

Title I is a pullout program designed to provide supplemental instruction for those students in Grades K - 5 who are performing below grade level. Referrals are usually made by teachers, and/or administration.

### **Title IX Grievance Procedure**

Franklin Community Unit School District #1 does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinator (Mrs. Ronda Smith) or to the Office for Civil Rights of the United States Department of Education (OCR).

### **Parents Right - To - Know**

Parents/guardians of students in a Title I school have the right and may request information regarding the professional qualifications of their child's classroom teacher. This information includes, at a minimum, the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- 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.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

### **Protection of Pupil Rights**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Franklin C.U.S.D. #1 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

- Political affiliations or beliefs of the student or student's family;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

### **Homeless Child's Right to Education**

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

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For information regarding assistance and support for homeless families please contact:

Ronda Smith  
Homelessness Liaison  
217-675-2395

## **Asbestos**

The East Grade building contains asbestos materials. Most of this asbestos is non-friable and is contained within the floor tile. There is also some asbestos in the materials wrapped around some heat pipes. Occupants of this building are not to damage the pipe wrapping which could release asbestos fibers into the air. For additional information, or to report damage to asbestos containing material, please contact the superintendent's office. Inspections have been ongoing for several years and a trained inspector will continue to inspect every 6 months to ensure safety within the building.

## **Pest Management**

In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 48 hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits. Franklin C.U.S.D. #1 has, therefore, established a registry of people who wish to be notified. To be included in this registry, please contact the superintendent.

## **Sex offender and Violent Offender Information**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may access information regarding registered sex offenders through the Statewide Sex Offender Database at [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). Information on violent offenders is available through the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry at [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/). State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent or School Board. Anytime that a convicted child sex offender is present on school property – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.