

# CARMI-WHITE COUNTY JUNIOR HIGH SCHOOL



## PARENT/STUDENT HANDBOOK

2020-2021

Bart King  
PRINCIPAL  
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800 West Main  
Carmi, Illinois  
62821  
School Phone 382-4661  
[www.carmischools.org](http://www.carmischools.org)

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## **I. Part I – Introductory Information & General Notices**

**This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection through the District’s website ([www.carmischools.org](http://www.carmischools.org)) or located at the district office.**

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

Andy Acord, President  
Brent Hammell, Vice President  
Marcie Hoskins, Secretary  
Kelli Chapman  
Kent “Pete” Fulkerson  
Barbara Mitchell  
Thomas Scates

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

Brad Lee, Superintendent  
Bart King, Principal  
Todd Haley, Dean of Students  
Penny Gunter, Guidance Counselor  
Kurt Simon, Athletic Director

**The school is located and may be contacted at:**

**800 W. Main St.  
Carmi, IL 62821  
(618)382-4661**

### **OFFICE STAFF**

Mr. King ([bking@carmischools.org](mailto:bking@carmischools.org)) .....Principal  
Mr. Haley ([thaley@carmischools.org](mailto:thaley@carmischools.org)) .....Dean of Students  
Dr. Gunter ([pgunter@carmischools.org](mailto:pgunter@carmischools.org)).....Guidance Counselor  
Mrs. Millhorn ([hmillhorn@carmischools.org](mailto:hmillhorn@carmischools.org)) .....Secretary

## FACULTY

Mrs. Buchanan ( <a href="mailto:abuchanan@carmischools.org">abuchanan@carmischools.org</a> )	.....RTI
Mrs. Burzynski ( <a href="mailto:mburzynski@carmischools.org">mburzynski@carmischools.org</a> )	.....FCS
Mrs. Conner ( <a href="mailto:bconner@carmischools.org">bconner@carmischools.org</a> )	.....7 <sup>th</sup> Math
Mrs. Elliott ( <a href="mailto:aelliott@carmischools.org">aelliott@carmischools.org</a> )	.....PE
Mrs. Francis ( <a href="mailto:cfrancis@carmischools.org">cfrancis@carmischools.org</a> )	.....8 <sup>th</sup> Math
Mr. Lynn ( <a href="mailto:mlynn@carmischools.org">mlynn@carmischools.org</a> )	.....7 <sup>th</sup> /8 <sup>th</sup> Gr Science
Mr. Mason ( <a href="mailto:tmason@carmischools.org">tmason@carmischools.org</a> )	.....8th Comp./Tech
Mrs. Ochs ( <a href="mailto:aochs@carmischools.org">aochs@carmischools.org</a> )	.....7th Science/8th SS
Mrs. Owen ( <a href="mailto:kowen@carmischools.org">kowen@carmischools.org</a> )	.....7th Comp/8th LA
Mrs. Rumsey( <a href="mailto:frumsey@carmischools.org">frumsey@carmischools.org</a> )	.....Special Ed/RTI
Mr. Santos ( <a href="mailto:ssantos@carmischools.org">ssantos@carmischools.org</a> )	.....Band/Choir
Mr. Simmons ( <a href="mailto:jsimmons@carmischools.org">jsimmons@carmischools.org</a> )	.....P.E./8 <sup>th</sup> Gr SS
Mrs. Simmons ( <a href="mailto:ksimmons@carmischools.org">ksimmons@carmischools.org</a> )	.....Art/7th Comp
Mrs. Simon ( <a href="mailto:ssimon@carmischools.org">ssimon@carmischools.org</a> )	.....8 <sup>th</sup> Lang Arts/7 <sup>th</sup> Comp.
Mrs. Webb ( <a href="mailto:swebb@carmischools.org">swebb@carmischools.org</a> )	.....Special Ed.
Mrs. Williams ( <a href="mailto:jwilliams@carmischools.org">jwilliams@carmischools.org</a> )	...7th/8th Comp/7th SS

## PHILOSOPHY

The best interests of students must always be in the forefront when decisions are made concerning their education. Junior High Schools face a formidable transitional task, the significance of which cannot be overlooked. As a means of fulfilling this responsibility, junior highs should create an atmosphere where students can thrive during early adolescence. Students need direction and support to enable them to handle the changes they face during this critical time. We at Carmi-White County Junior High School will work toward establishing a safe and pleasant environment, fostering interpersonal relations, and promoting success.

## VISION STATEMENT CWCJHS

THIS WE BELIEVE:

OUR STUDENT-TEACHER COOPERATIVE PROGRAM WILL PROMOTE AND SUPPORT THE DEVELOPMENT OF EMOTIONAL, ACADEMIC, PHYSICAL, AND SOCIAL GROWTH IN EACH MIDDLE LEVEL STUDENT.

OUR PURPOSE IS TO ENHANCE THE LIVES OF THESE CHILDREN AND TO ASSIST THEM IN BECOMING RESPONSIBLE ADULTS AND CITIZENS.

## ***PRINCIPAL'S MESSAGE TO STUDENTS AND PARENTS***

*The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school. Each student should thoroughly read the handbook and keep it for future reference. Parents are encouraged to read it as well to become informed of activities and operational procedures. The handbook covers a variety of information and should help answer questions you might have. If you have any remaining questions, please do not hesitate to contact a teacher or administrator.*

Sincerely,  
Bart King, Principal

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### **DISCLAIMER**

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a property right.

This handbook cannot be, nor even presume to be, all-inclusive. Therefore, the principal, with his or her school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools to meet situations that may arise.

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### **GENERAL INFORMATION**

#### **DAILY ROUTINE**

The school day is divided into eight periods. It is hoped that, unless unavoidable circumstances occur, students do not arrive before 7:45 a.m. at the school building. If students must arrive before 8:00 a.m., they must report directly to the gym. At 7:45 a.m., breakfast is served. Students are **absolutely not to be in other areas of the building** unless directed by faculty and staff.

The school day begins with the first period. Roll and lunch count will be taken and those found to be tardy or absent will be reported to the office.

#### **CORE AND ENCORE PROGRAMS**

The curriculum is made up of the Core and Encore Programs. The Core academic programs include Language Arts, Composition, Mathematics, Science, and Social Studies. The Encore programs offer the opportunity to explore a wide variety of subjects, allowing students to recognize their own talents, identify their own interests, and prepare them to make informal decisions in high school and beyond.

#### **SEVENTH GRADE PROGRAM OFFERINGS**

CORE

ENCORE

Language Arts	Physical Education
Composition	Art Education (9 weeks)
Earth Science	Technology (9 weeks)
Mathematics	Family/Con. Science (9 weeks)
Social Science	Math Strategies (9 weeks)

### **EIGHTH GRADE PROGRAM OFFERINGS**

<b>CORE</b>	<b>ENCORE</b>
Language Arts	Physical Education
Composition	Family/Con. Science (9 weeks)
Physical Science	Technology (9 weeks)
Mathematics	Art Education (9 weeks)
Social Science	Math Strategies (9 weeks)

#### **P.E. DRESS**

Each student must have separate clothes to be worn for Physical Education class. This should include proper fitting gym shorts with elastic waistband, T-shirt, athletic socks, and shoes for the gym floor. (Maroon, white, grey, or black t-shirt and gym shorts) P.E. students must “dress” daily for class. Failure to comply with this requirement may result in a failing grade and/or suspension as determined by the administration.

#### **BAND/CHOIR**

7<sup>th</sup> and 8<sup>th</sup> Band meets Tuesday, Wednesday and Friday during P.E. Choir will be offered to 7<sup>th</sup> and 8<sup>th</sup> graders on Monday and Thursday during P.E.. Students will be assigned a grade for Band and Choir.

#### **CORRIDOR PASSES**

Students are not to leave their regularly scheduled class for any reason without the pass. It is the students’ responsibility to get the teacher’s initials recorded on the pass page. **DO NOT LEAVE CLASS WITHOUT A PASS.** Passes must bear the signature of the teacher, the time, and the date. The only pass to be used is the one included in the assignment book.

#### **LOCKERS**

All students are assigned lockers. **Locker assignments cannot be changed without permission from the office.**

All students are responsible for the contents of their lockers and **must keep a lock on their lockers.** Key locks are NOT permissible to use. All combination numbers must be on file in the office. All students will be provided a lock and will turn those back into the office at the end of the school year. Any student who loses a lock will be required to pay \$5.00 to replace it.

All students are responsible for keeping their lockers neat and clean. **Lockers should be cleaned thoroughly at least once each nine weeks. Lockers are school property and may be inspected at any time.** The school is not responsible for articles missing from lockers.

#### **BOOK BAGS**

Students are permitted to carry book bags to school. Bags must be kept in student lockers throughout the school day and will be used only for transporting books and materials to and from school. They are not allowed in the classroom.

#### **TELEPHONE CALLS**

Students are discouraged from making calls from school. **Some examples of unnecessary calls are snacks for class parties, physical education clothes, spending the night with a friend, or forgotten homework or class materials.** Transportation plans need to be made with students prior to the school day to avoid unnecessary calls.

Students or teachers will not be called from classes to answer the phone (except for emergency situations). Phone messages for students should only be emergencies. Please don't call the school if you see the number on Caller I.D. A message will be left if school personnel call or a follow-up call will be made.

### **ASSEMBLIES**

School assemblies are for students' entertainment and to enhance their education. Courtesy and respect must always be employed, even if a student does not particularly care for a certain program. Students will sit in their assigned seats unless otherwise instructed.

### **BICYCLES**

Students who ride bicycles to school shall observe safety rules and procedures for the use of bicycles. Bicycles brought to school must be stored in the bike racks at the west end of the building. Bicycles should be locked during school hours. A student may not borrow another student's bicycle.

Bicycle riding on school grounds is prohibited. Those students who do not exhibit cyclist courtesy or who do not follow safety rules shall be prohibited by the administration from bringing their bicycle to school. A letter will be sent from the administrator to the student's parent/guardian explaining the reasons for denial to the student of this privilege.

### **STUDENT INSURANCE**

The school district will offer an accident insurance policy to students at a reasonable cost. The policy, which may be purchased for "school-time" only protection or "24 hour" protection, is optional, EXCEPT for those students who are athletes or cheerleaders. They have two options: (1) They may purchase the "school-time" insurance; or (2) If they are part of a family-owned policy, they must provide a "certificate of insurability" prior to the beginning of school. The certificate may be obtained through your insurance agent.

It is the parents' responsibility to be sure that his/her child has protection against accidents.

### **LOST AND FOUND**

Students must mark their possessions clearly so that in the event of losing them, they may be identified. This applies to textbooks, notebooks, book bags, glasses, scarves, gloves, gym shoes, and gym clothes, to mention a few. All "found" items are to be turned in to the Main Office. Students are expected to check frequently with their teachers or the Lost and Found for articles or books that they have lost.

### **PERSONAL PROPERTY**

The school is not responsible for any personal property brought to school.

### **School Operations During a Pandemic or Other Health Emergency**

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and,

- if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
  3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
  4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
  5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
  6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
  7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
  8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
  9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
  10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
  11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
  12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety

### **Visitors**

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

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

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

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

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

#### **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure. Sex Equity No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the

State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8). Administrative Implementation The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

### **ANIMALS ON SCHOOL PROPERTY**

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

### **SCHOOL VOLUNTEERS**

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

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

### **PARTY INVITATIONS AND GIFTS**

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

### **SEVERE WEATHER CONDITIONS**

In the event of severe weather (heavy snowfall or ice), school may be closed due to hazardous road conditions. WROY Radio (1460 on your dial) will announce any such school closing or early dismissals. Also, the automated calling system will notify the primary phone number. Please DO NOT call teachers and administrators at home or the radio station to learn about school closings.

### **VIDIO AND AUDIO MONITORING SYSTEM**

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

### **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

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

### **STUDENTS WITH FOOD ALLERGIES**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 382-4661.

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

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

### **CARE FOR STUDENTS WITH DIABETES**

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

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

For further information, please contact the building principal.

### **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

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

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

## **Part II – Attendance and Promotion**

### **ATTENDANCE INFORMATION**

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.

### **REGULAR ATTENDANCE AND PARENT RESPONSIBILITY**

Regular attendance is essential to a student's success in school. Many subjects are taught in sequence, requiring an understanding of each concept in the order of its presentation.

Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Parents are, therefore, encouraged to work with the school in seeing that their children are in school each day when school is in session.

Student attendance will be monitored daily by the office. Any student acquiring **3 Unexcused Absences may be issued an In-School Suspension**. During that time work will be completed that should have been completed during the unexcused absent days. This does not mean that credit will be given for the work, but it will encourage students to work on missed homework so that they may learn the material for testing purposes. Additional unexcused absences will result in similar disciplinary actions. Once a student has reached a total of **17 Unexcused absences during a school year, retention is possible**.

#### **EXCUSED ABSENCE**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS , or other reason as approved by the building principal.

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.

Should a student be absent for one of the above reasons a parent must call the attendance office by 9:30 a.m. on the day of the absence. If it is impossible to call the office, then the student must submit an excuse to the office by 8:15 a.m. written by their parent on the day they return to school. Failure to call or write an excuse will result in an unexcused absence that is irrevocable.

An excuse from the parent does not assure a student of an excused absence if the student has been absent from school and then seen at other functions in the community during the same day or evening. The Administration will check closely with students who begin to show a pattern of absenteeism, even though parents are providing calls or notes of excuse. The Administration will rule on all excused absences. This is for the purpose of encouraging students to attend regularly and to provide support for families experiencing difficulty in getting their children to come to school.

In the event of excessive excused absences, a doctor's note may be required in order to obtain an excused absence.

Usually a student will have the opportunity to make up work following an excused absence. However, if a student is absent from class on the day of an ANNOUNCED test, quiz, assignment, or project, then he/she shall make up that test or turn in the assignment that was due on the same day that he/she returns to school.

#### **STUDENT ATTENDANCE POLICY FOR JUNIOR HIGH STUDENTS**

Any student who has surpassed a reasonable number of days absent, even though those days might be excused, may be considered for retention. A guideline of 7 days per quarter will be used. Therefore, any student who accumulates as many as 28 days of excused absences for an entire school year may be retained.

\*Attendance will help determine whether or not a student is permitted to attend the dances at the junior high school.

#### **UNEXCUSED ABSENCE**

All absences not classified as excused will be considered unexcused. Some reasons that are frequently used include oversleeping, babysitting, needed at home, and shopping. Whereas these types of reasons are sometimes

necessities, they are still not considered an excused absence. Sports physicals are also considered an unexcused absence.

The office will rule on unexcused absences. An unexcused absence means that work cannot be made up and an “F” will be given for each period or day missed.

#### **ADMIT SLIPS**

Students who are tardy or absent from school are required to present an admit slip to their teachers on the same day that they return to school, if the parent has NOT notified the office. An admit slip can only be given with a note from the parent stating a “legitimate” excuse.

The excused admit slip gives the student an opportunity to make up his or her work. (If the student fails to make up the work, certainly no credit should be given.) The unexcused slip admits the student back to class, but prevents him/her from getting any credit for making up work missed during this unexcused absence or tardiness.

#### **CHRONIC TRUANCY**

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

Students who miss 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 considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A 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.

#### **TARDINESS TO CLASS**

As a student, it is your responsibility to use a reasonable degree of judgment in regard to the time element that you have before school, between classes, and at noon. Adequate passing time is provided to get from one classroom to another in this building. **USE GOOD JUDGMENT – BE PROMPT.** If a student is tardy to any class, they are subject to discipline.

#### **LATE ARRIVAL TO SCHOOL**

If a student arrives at school any time after the 8:05 bell, he/she must report to the office to sign in.

#### **LEAVING SCHOOL**

If a student must leave school during the day, he/she must receive permission from the office and sign out before departing. Students need parental permission in order to be dismissed early. **Students who leave school without proper permission or procedures are subject to discipline.**

#### **REQUESTS FOR BOOKS AND ASSIGNMENTS**

If a student knows that he/she will be absent, all attempts should be made to take books and assignments home on his/her last day of attendance. The school will provide books and assignments for students who anticipate a prolonged absence. For two or more absences, parents may call the office for homework assignments. **A day's advance notice is needed for teachers to prepare an assignment sheet.**

**PREARRANGED ABSENCES**

After approval from administration, a prearranged absence slip will be issued to a student. Such requests must be held to a minimum and should be presented to the administration at least three school days before the absence.

Before this excuse is issued, the student is asked to return the pre-absence slip, fully initialed by his teachers, to the office. This is to be returned before the absence occurs.

**ATTENDANCE AND PARTICIPATION POLICY**

Students representing the school in activities or participating in school activity must be present the day of the activity unless they have a doctor's appointment. Students will be in classes the half-day preceding matinee performance. Unusual situations will be determined by the principal.

**WITHDRAWAL PROCEDURES**

The office should be informed at least one day in advance of departure. When possible, the office would like to have a forwarding address.

On the last day of attendance, a student should obtain a Student Withdrawal Form from the office. Each teacher will sign the form as the books and materials are returned. When all is completed, the form is to be returned to the office.

**MAKE-UP WORK**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. If a student desires school work to do when he is not able to be in class, he should make arrangements with the office to get assignments.

A student will be allowed time to make up work following an excused absence. However, if a student is absent from class on the day of an ANNOUNCED test, quiz, assignment, or project, then he/she shall make up that test or turn in the assignment that was due on the same day that he/she returns to school.

**Credit for Proficiency, Non-District Experiences and Course Substitutions**

The District does not grant graduation credit for learning experiences that an enrolled student does not complete through the District.

**GRADING SYSTEM**

PERCENTAGE	GRADE POINTS	GRADE POINT AVERAGE
A – Excellent (94% 100%)	4	3.6-4.0 = A
4.6-5.0 = A		

B - Very Good (86% 93%)  3.6-4.5 = B	-	3	2.6-3.5 = B
C – Average (78% 85%)  2.6-3.5 = C	-	2	1.6-2.5 = C
D – Below Average (70% 77%)  1.6-2.5 = D	-	1	0.6-1.5 = D
F – Failing (0% - 69% No Credit)		0	.5 below

An incomplete may be indicated by “Inc.”

Teachers calculate the students’ grade percentages for each quarter converting them to letter grades (A, B, C, D, and F). The letter grades are printed and distributed to students and parents as nine-week grade reports. At the end of the year, the four percentages are averaged to determine the final course grade. Example:  $92+85+70+80=82$  C

### HONOR ROLL

Students who receive a 3.5 grade point average for all subjects will be recognized as Honor Roll students. Points will be assigned and averaged according to the above Grading System.

The Encore Program consists of trimester courses (12 weeks). Encore teachers will work cooperatively to issue a final grade for the year.

### PROGRESS REPORTS

Progress Reports will be mailed or sent home to parents four (4) times yearly at mid-quarter. These reports may indicate failing or near-failing work and serve as a notice that classroom work needs improvement. We require that these are signed by the parent(s)/guardians and returned each quarter.

### GRADE REPORTS

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

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

### PROMOTION/RETENTION

The academic core teachers at each grade level will recommend promotion or retention for each student on an individual basis. If teachers recommend retention for a student, the principal, counselor, and parents will meet and review the core team’s recommendation and other factors, including age of student, achievement and cognitive test scores, local assessments, attendance, discipline reports, daily classroom work completed, self-concept, and family concerns and cooperation.

Social Promotion is outside the boundaries of Illinois State Law. Any student failing more than one of the core courses (composition, reading, science, social studies, and math) will be retained.

A completion and awards program is held at the end of the school year for eighth grade students who are being promoted to grade nine from Carmi-White County Junior High School. All students eligible to participate in

this program and to receive a completion certificate must have attended Carmi-White County Junior High School the fourth quarter and have received one grade report from CWCJHS. The principal and the eighth grade teachers will review student data and files to determine eligibility for participation in the promotion ceremony. Discipline reports, absenteeism, grades, payment of fines, etc., will be considered.

### **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, subject, ability and grade level.

### **INCOMPLETE GRADE**

Those students who receive an Incomplete grade at the end of a grading period will have a reasonable amount of time as determined by the teacher to complete their work. Work not completed will receive an "F." The teacher will average all "F" grades with grades for completed work to determine the student's nine weeks grade. Unusual situations will be determined by the principal.

### **EXEMPT FROM PE REQUIREMENT**

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

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30<sup>1</sup>.

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

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

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

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

### **MEDICAL EXCUSES FROM PHYSICAL EDUCATION**

Following are the guidelines for medical excuses from P.E.:

- A. The Principal will accept phone calls from parents who are requesting that their child be excused from P.E. due to illness or injury. He/she will then exercise his/her judgment in approving or denying this request and making it excused or unexcused. He/she may grant up to two (2) days without a doctor's excuse per semester. He/she will inform the parents that they must have a doctor's excuse beyond two days.
- B. The school nurse may issue excuses from P.E. for students based on observable diagnosis, such as temperature, blood pressure, swelling, redness, etc. This information is to be recorded and reported to the P.E. teacher. The nurse will follow up on her diagnosis with a phone call to the parents informing them of their child's condition and absence from P.E.

C. Students who have a doctor's excuse from P.E. should first report to their teacher. Based on the physical activity of that time in P.E. and the doctor's recommendation, the teacher will determine if the student will take limited P.E. or no P.E. at all. This decision must be made in accordance with the doctor's opinion. Should the student not be in P.E. at all, he must be sent to the office for a program change. The doctor's excuse will be put on file in the office only in the case of no P.E. In the case of limited P.E., the excuse will be kept on file by the teacher.

D. Any unusual or uncertain cases will be decided by the principal.

It is the responsibility of each student to remember to bring physical education clothes.

**\*STUDENTS ARE NOT ALLOWED TO CALL HOME FOR PHYSICAL EDUCATION CLOTHES.**

### **HOME AND HOSPITAL INSTRUCTION**

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

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

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

For information on home or hospital instruction, contact: Dr. Penny Gunter.

## **Part III – Student Fees and Meal Costs**

### **CAFETERIA INFORMATION**

Breakfast and lunch are served each day for a reasonable price. Students may purchase breakfast or milk from 7:45 to 8:00 a.m. and lunch during a 45-minute assigned lunch period. Students are permitted to bring their lunches to school, if they desire. Milk may be purchased at \$.50 per half-pint to drink with a lunch brought from home. Students may not bring sodas in glass bottles and may only bring canned sodas with a packed lunch.

**Parents are discouraged from bringing lunches from fast food restaurants.**

Costs:	Breakfast	\$1.50 regular
	Lunch	\$2.50 regular

(Many students may qualify for free or reduced prices for meals. Guidelines are distributed to all students at the beginning of the school year, or upon request.)

### **LUNCHESES AND PAYMENT**

Students are encouraged to purchase weekly lunches and breakfasts in their first hour class on Monday. Money will not be refunded to students. Students will NOT be issued tickets, but will be recorded in our student management system.

### **Fines, Fees, and Charges; Waiver of Student Fees**

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

### **CLOSED CAMPUS POLICY**

Carmi-White County Junior High School has a closed campus. Students are allowed to leave over the 44 minute lunch period only if one of the following conditions is met:

- A. Parents must have a note on file with the office stating that their child is going to his/her own home for lunch on a regular basis. Students who have a note on file to walk home for lunch are not allowed to take a friend(s) home with them.
- B. A parent may take his/her child and one other student, if the parent has sent a note with his/her child and the parent of the other student(s) has sent a note with his/her child. These notes must be delivered to the building office by 8:15 a.m. Parents must sign the student out.

Under **no circumstances** will students be allowed to go out to eat at a restaurant without being accompanied by an adult.

Students serving an In-School Suspension may not leave the building for lunch.

Any abuse of this privilege (leaving campus unauthorized, taking unauthorized persons home, returning to school late, etc.) will result in disciplinary action and forfeiture of privilege. This privilege may also be denied if the student is serving suspension time or has been a discipline problem.

## **Part IV – Transportation**

### **BUS TRANSPORTATION**

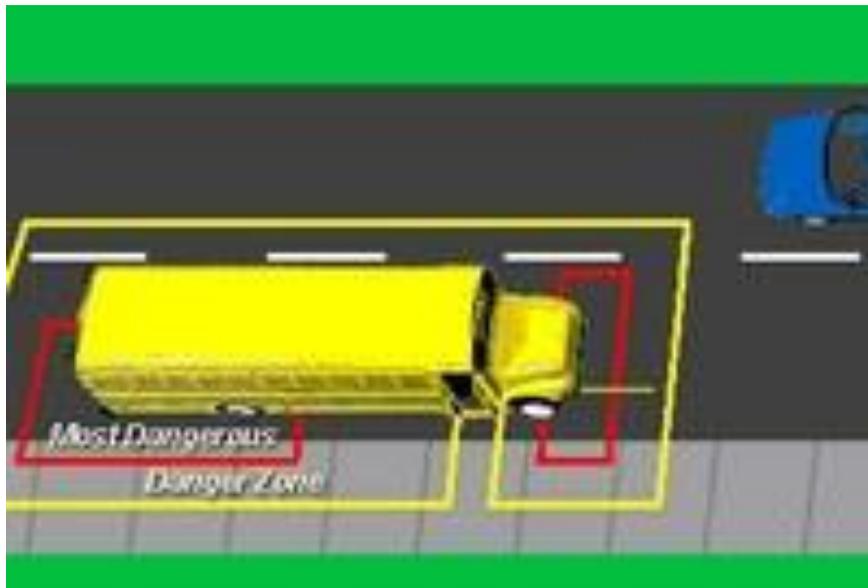
The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal and/or Transportation Director.

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

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

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

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



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

For questions regarding school transportation issues, contact: Transportation Director, Bart King.

### **BUS STUDENTS RULES AND REGULATIONS**

Students must be present at school in order to ride school transportation.

A non-bus rider is NOT eligible to ride the bus to and from school with another student due to transportation regulations. A “shuttle” bus rider is not eligible to ride a regular bus route.

1. Be on time at the designated school bus stop; help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop and the door has been opened.
4. Students must remain seated while the bus is moving.
5. Throwing objects on the bus is not allowed.
6. Inflated balloons are not permitted on the buses.
7. No eating, drinking, use of tobacco, or use of profane language.
8. Students are not allowed to extend any part of their body out of the windows of the bus at any time.
9. Loud talking and yelling on the bus is not permitted. Quiet talking is permitted, but when the noise level gets too high, it is unsafe and an accident could occur.
10. Be absolutely quiet when approaching a railroad crossing.
11. Assist in keeping the bus safe and clean at all times.
12. Keep books, packages, coats, and all other objects out of the aisles.
13. Be alert to a danger signal from the driver.
14. Remain in the bus in the event of a road emergency until instructions are given by the driver.
15. Older students should set an example for younger students.
16. Students shall not sell any item on the bus unless the item is a school or school club sponsored item. No undue pressure will be applied on a child to buy such an item, and the bus driver shall have the authority to disallow sales, if abused.
17. Only those students that are eligible may ride the bus to and from school. In some unusual cases, other students may be given permission by the Principal. A signed note from the parent is necessary.
18. Once a student gets on the bus, the driver must deliver him/her either to school or to his/her home. The only exception is those students who have a signed note from their parents or their Principal or Transportation Director.
19. Be courteous at all times and be safety conscious at all times. Students may be assigned seats by the driver if he/she feels that it is necessary.
20. Help the driver as much as possible when weather conditions are bad or whenever the driver should ask.
21. Be considerate of others and especially the driver, as your life is in his/her hands.
22. Keep your seat until the bus comes to a complete stop.
23. Cross the highway and road only when it is safe. When crossing in front of the bus, you must go ten (10) steps in front of the bus and wait for the driver to tell you when it is safe to cross.
24. Students riding the bus on field trips, sports events, music functions, and other extra-curricular activities must obey the rules as any other student who rides the bus regularly to and from school.
25. Chaperones on buses for extra-curricular activities along with the driver must see that students conduct themselves in an orderly fashion and to see that the noise level is maintained so that it does not distract the driver and cause a hazardous condition which could jeopardize the safety of all persons on the bus.
26. Any students riding a school owned vehicle may be suspended from riding the vehicle because of violation of the rules and regulations or due to any other behavior that cannot be tolerated while aboard a school owned vehicle. This applies to each school year.
  - a. First suspension may be for three days or six pickups and parents will be notified by the Principal of the school. The Principal will keep a written record of each suspension in his office.
  - b. Second and subsequent suspensions may result in the student not being allowed to ride for an indefinite period of time and parent(s) must come to the school for a conference in some cases. Action by the School Board may be necessary for reinstatement.
27. Students, when suspended, will have the right to hear the reasons for suspension, as well as a right to express his/her points of view.

## **Part V – Health and Safety**

### **ACCIDENTS OR ILLNESS**

If a child is hurt or becomes ill while at school, every effort will be made to contact the parent either at home or at work. Written information will be needed on what to do and who to contact if parents cannot be reached; therefore, parents will be asked to complete an emergency information sheet for each child.

**Any accident or injury that occurs during school hours or at any school activity must be reported to a teacher or to the office immediately. Any accident requires an accident report to be completed.**

### **Required Health Examinations and Immunizations**

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

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

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

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

### **Eye Examination**

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

### **Dental Examination**

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

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;

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

## **STUDENT MEDICATION**

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

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

### Self-Administration of Medication

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

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

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

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

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### Administration of Medical Cannabis

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

### Undesignated Medications

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

### Emergency Aid to Students

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

### **GUIDANCE SERVICES**

Carmi-White County Junior High School offers Guidance Services to all students. These services include counseling; conferences for students, parents, and teachers; testing, both individual and group; course selection; and career counseling and information. All students and parents are encouraged to visit the guidance counselor. It is the counselor's goal to help each student in school to reach his/her fullest potential. The Guidance Office is located within the main offices. Conferences may be arranged in advance at the request of parents by telephone or a note. She may also request a conference when the need is noted.

### **SAFETY DRILLS**

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

Tampering with fire alarm boxes, fire extinguishers, or AED boxes is a serious offense and will be dealt with harshly.

### **CRISIS MANAGEMENT**

Students, parents, and visitors to school district properties are advised that threats of violence toward district students, teachers, administrators, and employees or threats of destruction of school property will not be tolerated. The district reserves the right to exercise its discretion to immediately address any such threats by any persons to the full extent of the civil and criminal laws, as well as under the district's rules and regulations. Any such threats, to include statements or claims regarding the impending use of weapons, firearms, bombs, or other destructive devices on school property, **even if made in an allegedly joking manner**, will be taken seriously. Student violators of this policy will be subject to expulsion and criminal prosecution.

### **COMMUNICABLE DISEASES**

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

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

### **HEAD LICE**

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice. Infested children are prohibited from riding the bus to school to be checked for head lice.
5. Treatment of head lice should not require that a student be absent more than one day. Additional absences will be counted as "Unexcused."

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

## **Part VI – Discipline and Conduct**

### **General Building Conduct**

Students shall not arrive at school before 7:45 a.m. and classes begin at 8:05 a.m. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, mp3 players, CD players, cameras are permitted without permission from the principal.

### **CAFETERIA RULES**

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

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

### **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 display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols. Clothes with vulgar, distracting, or suggestive writing, pictures, or images, or tobacco or alcohol advertisements on them are inappropriate for school and may not be worn to school or to school functions.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. Jeans or pants shall not have holes above the knees.
- The length of shorts or skirts must be appropriate for the school environment. Skirts, dresses, and shorts must be modest in length. The suggested guideline is for these items to be no shorter than “fingertip” length. This length restriction is enforced regardless of what is being worn underneath the clothing (leggings, stockings, etc.)
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.
- All shirts for boys and girls must have sleeves. Bare midriff clothing, “see-through” attire, tank tops, undershirts, half shirts, split-side shirts, or low cut shirts cannot be worn by students.

Students may bring book bags, backpacks, and Physical Education/Athletic equipment bags, but they must go directly to the appropriate locker/locker room upon entering school. All purses and bags must remain in lockers during school and are not allowed in the classroom. Coats may be worn to school but must be placed in a locker upon arrival to school.

Because school time needs to be used effectively for learning, students are not allowed to draw or write on each other or themselves.

The principal has the right to screen any unusual violations of personal appearance. Students who are in violation of the dress standards may be sent home to change or asked to turn t-shirts inside out. Continued disregard of this policy may result in consequences. Parents must assume the responsibility of seeing that their child is appropriately clothed for school.

## **DETENTION POLICY**

The purposes of detention is to encourage students to think seriously about their actions, attitudes, and responsibilities. Detentions may be of two types: (1) lunch detention or (2) after school detention.

Detention may be assigned for:

1. Disruptive behavior.
2. Failure to do class work.
3. Being repeatedly tardy for school or class.
4. Violations of school rules.
5. Abusive or vulgar language to other students.
6. Disrespect for members of the staff – teachers, cooks, custodians, etc.
7. Coming to class without assignments.
8. Notewriting.
9. Disregard or violation of dress code.

10. Failure to keep lockers locked.
11. Cell phones.

Lunch detentions are assigned by detaining students in a classroom or in the office to make up time for misbehavior or incompletes. **All** students are permitted to eat lunch. After school detention periods are 30 minutes in length. The student serving the detention must report to the faculty member assigning the detention immediately after school is dismissed, unless otherwise instructed. **Detentions will be assigned with at least one day's notice to allow the student to inform his/her parents when possible. Some detentions may be served the same day as they are issued with parental agreement.**

Failure to serve an assigned detention will result in additional detentions being assigned. Repeated failure to serve detentions will result in the student being suspended from school. Students will be informed of the reasonable rules and regulations governing conduct. A positive atmosphere for learning will be maintained to the extent possible by school personnel. The contributions of students made toward this effort will be observed by the staff. Teachers may remove students from classrooms for disruptive behavior. Students shall be informed of the violations charged and shall be given an opportunity to explain their position on the matter(s).

Up-to-date records regarding teacher discipline referrals and student penalties shall be maintained. **(They are not part of the permanent record.)** The administration of discipline, as described in this policy, shall be uniformly applied throughout the district and shall comply with all state and federal requirements. The special needs of students shall be considered in the administration of disciplinary procedures. Inservice training activities provided for staff shall include techniques and strategies for achieving appropriate student discipline.

### **PROHIBITED STUDENT CONDUCT**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior

that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- 14. Entering school property or a school facility without proper authorization.
- 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- 16. Being absent without a recognized excuse.

17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

### **WHEN AND WHERE CONDUCT RULES APPLY**

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

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

### **DISCIPLINARY MEASURES**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline

before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

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

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

### **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.

### **CORPORAL PUNISHMENT**

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

## **WEAPONS PROHIBITED**

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

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

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

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

## **GANG & GANG ACTIVITY PROHIBITED**

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

## **RE-ENGAGEMENT OF RETURNING STUDENTS**

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

## **SEXUAL HARASSMENT PROHIBITED**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

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

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

### **TEEN DATING VIOLENCE PROHIBITED**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **MAKING A COMPLAINT; ENFORCEMENT**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

It is the policy of the junior high to provide students with an environment free of unwelcome sexual advances, either of a verbal or

Students who engage in such activity will be dealt with by the principal. Sexual harassment is a suspendable offense.

### **BULLYING**

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

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

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

### **Complaint Managers:**

**Bart King, Jr. High Principal/Transportation Director**  
**800 West Main St.**  
**Carmi, IL 62821**

**Dr. Amy Dixon, Director of Instruction**  
**800 West Main St.**  
**Carmi, IL 62821**

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

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

### **FIELD TRIPS**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

### **NOTIFICATION REGARDING STUDENT ACCOUNTS OR PROFILES ON SOCIAL NETWORKING WEBSITES**

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

### **CELL PHONES/MOBILE DEVICES**

Students may not have cell phones and/or mobile devices on or in their possession during school hours, including their lunch period. Cell phones may be kept in lockers for purposes of after school use and extra-curricular activities. Cell phones being used at inappropriate times will be confiscated and given to parents only.

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. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and in the student's locker unless: (a) permission is granted by an administrator, teacher or school

staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school.

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:<sup>2</sup>

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

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

## **SUBSTANCE USE/ABUSE POLICY**

### **Policy Statement**

The Board of Education recognizes that student use of drugs has no place in school. The use of such substances is detrimental to individual development and undermines effective education. Use of drugs diminishes the educational atmosphere and is contrary to the maintenance of discipline. This policy is adopted to establish the highest standards for learning in the classroom. The District recognizes these issues as legitimate concerns of the school and wishes to address these needs as part of a limited assistance and discipline program.

This program is based on maintaining a learning environment for each student within the system. Prevention will be attempted by promoting skills in decision making, by nurturing successful interpersonal relationships, by providing accurate information, and by setting clear institutional limits.

### **Rules of Conduct**

The possession, use, distribution, purchase, sale, or being under the influence of any drugs or alcohol is prohibited in any school context including, but not limited to, the school grounds, the regular school program, a school-sponsored activity including activities which occur away from school or in other context clearly related to school functions, such as activities which occur adjacent to school property or school-sponsored activities,

activity which occurs before or after school, or in the presence of students who have recently attended or will soon attend a school activity of any type. This policy applies to transportation services or any other activities related to maintenance of discipline in the school whether or not a school-sponsored activity. Any student found in violation of this policy will be suspended for ten (10) school days and will be subject to the additional disciplinary actions described later in this policy.

### **Definitions**

- A. **DRUGS.** Unless the context requires otherwise, the word "drugs" includes substances containing alcohol and/or mind-altering drugs and substances recognized as drugs in The Physicians' Desk Reference, Official United States Pharmacopeia, Official Homeopathic Pharmacopeia of the United States, or Official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for use by the student in the manner provided. The word "drugs" also includes the substances which are intended to alter the physical and/or mental condition, and any materials which are represented by the student or which the student believes to be any of the above substances regardless of their true nature or the appearance of the substance.
- B. **UNDER THE INFLUENCE OF DRUGS.** A student is under the influence of drugs if his behavior or character is modified in any degree as a result of the ingestion, inhalation, or other consumption of drugs. It shall not be necessary that a student be deemed "drunk" or "drugged" to be under the influence of drugs.
- C. **USING DRUGS.** A student is deemed to be using drugs when he/she ingests, inhales, injects, or otherwise consumes drugs or alcohol in any school context.

### **Education and Training**

Faculty and staff shall be generally trained at the building level in the recognition of symptoms and/or behavior of students who might or could be under the influence of drugs; and, also, in the general recognition of drugs which are frequently abused. Such training shall be in a form as the administration may prescribe, and may include written materials, inservice training, seminars, teacher institutes, or other activities, and may be provided through the District's own personnel, if qualified, or outside resources. The purpose of such training shall be to assist administration, faculty, and staff in recognizing symptoms and behavior which are typical of or indicative of the presence of drugs, and also, to educate such persons as to drugs and the patterns of drug abuse.

### **Responsibility of Staff**

Any member of the administration, faculty, or other staff who determines or believes that a student is violating this policy shall escort the student to the school office or principal, or his designee. If the student refuses, the staff member shall obtain the assistance of other certified staff members and shall notify the assistant principal immediately. Such employee shall state with particularity to the assistant principal or principal the specific reasons underlying his/her belief that the student has violated the District's substance abuse policy. Such information shall include, but not necessarily be limited to, the behavior of the student, behavior of other students with the student in question, drugs or paraphernalia observed, information learned from reliable and knowledgeable persons, information from someone with firsthand knowledge (including students), and other pertinent information. At the soonest reasonable opportunity, all such information shall be reduced to writing by the reporting staff member and delivered to the school office.

The purpose of such oral and written reports shall be to inform the principal or assistant principal of the situation, and to memorialize the same, and to provide a basis for the assistant principal or principal to make a determination as to whether there is reasonable suspicion based upon particularized objective facts that the particular student (and not a generalized group of students) is in violation of this policy.

The administrator shall make an independent determination as to whether or not the facts, as reported to him, constitute grounds for a reasonable suspicion that a particular student is in violation of this policy. Whether or not reasonable suspicion exists will depend upon the totality of the circumstances, including, but not limited to, information known about the student, the circumstances in which the information became available, the context (i.e. time, place, and manner) in which the information became available, and all other pertinent information. In

any case, however, reasonable suspicion cannot be found upon intuition, speculation, or hunch, but must be objective and articulable to others.

If the information is not, in the independent judgment of the administrator, sufficient to constitute reasonable suspicion, he shall immediately cause additional information to be gathered. Such information may include, but is not necessarily limited to, contact with other staff members, students, and the school nurse who may utilize a checklist of physical symptoms and interview to determine if the student is under the influence. All such efforts shall be directed toward determining whether there is reasonable suspicion to believe that the student is in violation of this policy.

If the administrator or the principal determines, as a result of the reports received by him or investigation conducted by him, that the student is in violation of this policy, he shall conduct an interview of the student. The purpose of this interview shall be to confront the student with the information known to the administrator and, in addition, if possible, to obtain further information.

If there is reason to suspect that a student may have drugs or other evidence on or about his/her person, he/she shall be directed to produce the same, and, if necessary, to empty his/her pockets, the contents of any bag or purse, and the like.

If the student refuses any reasonable directive concerning the presence of drugs or other evidence on his person, the assistant principal may cause the student to be "patted-down." However, any pat-down shall be conducted only by a certified employee of the same sex of the student. The purpose of the "pat-down" shall be to determine if there is reason to conduct a more thorough search. If the pat-down does not reveal the presence of the article suspected, and such article would be felt through a pat-down, no further search shall be conducted.

If the pat-down search reveals that the student has or may have drugs or other evidence upon his/her person, the student may be searched. In addition, a student may be searched if the substance would not be felt through a pat-down, and the risk of failure to find the substance is great. By way of example and not limitation, reasonable suspicion of the presence of LSD "tabs" might not be felt through a pat-down, but would justify a more intrusive search.

All searches of the student shall be conducted in a private area, shall be conducted exclusively by a certified employee and observed by another certified employee; and all such employees shall be the same sex as the student. If necessary, the student may be physically restrained to conduct the search, and the police may be called in to assist in the search. There shall be no strip searches.

The purpose of any search shall be to determine the presence of drugs or materials related to drugs and not for other purposes. It shall be deemed an independent act of gross disobedience or misconduct for a student to fail to submit to a search when reasonable suspicion exists that the student may have drugs or other evidence on or about his/her person, locker, or automobile.

If, as a result of any search, a substance believed to be drugs or alcohol is discovered, an inventory of the same shall be made by the administrator. The administrator shall contact local police authorities and inform them of discovery of any illegal substances.

### **Drugs Not on the Student's Person**

A. **LOCKERS.** If there is reasonable suspicion to believe that drugs or other evidence may be contained within a student's locker and that drugs are currently present in the student's locker, the administrator, or his designee, is directed to search the locker. If practicable, the search shall be conducted in the presence of the student, but outside the presence of other students.

B. **OTHER PERSONS.** The first staff member to come into contact with the indication of possession of drugs or alcohol by a person other than a student while on school property, shall document the facts surrounding the situation upon obtaining all information possible. Such information should include the person's name, location

of the building or grounds where the evidence of possession was discovered, and a brief summary of the facts surrounding the situation.

In the event the staff member has reasonable suspicion to believe that a person other than a student is in possession, delivering, or distributing drugs or alcohol while on school property, at a school-sponsored activity, or in or around school grounds, that person shall immediately contact the administrator who shall contact local police officials. That staff member shall additionally document the facts surrounding the situation, including, if possible, the name of the person, the location of the building or grounds where the evidence was discovered, and a brief summary of the facts surrounding the situation. The documentation shall be submitted as soon as possible to the principal or, if unavailable, to the assistant principal.

C. DRUG DOGS. The Carmi-White County Community Unit District No. 5 board of education supports the use of trained and certified search dogs as a prevention tool in the board's continued efforts to provide a safe, drug free environment for Unit 5 students. A search may be called any time at the discretion of the superintendent or his designee. Students will be held responsible for the contents of their lockers and vehicles as well as items on their person. Students found in violation will be held accountable to the provisions of this policy.

### **DISCIPLINARY ACTIONS AND PROCEDURES**

Those students found to have violated the school's substance use/abuse policy shall be subject to the following disciplinary actions and procedures under the direction of the principal or designated administrative staff.

#### **A. DISCIPLINARY ACTIONS FOR POSSESSION/UNDER THE INFLUENCE**

##### **1. First Offense**

- a. The student shall be suspended for ten school days.
- b. District personnel will offer to meet with the student and parents or guardians.
- c. The administration may, at its discretion, institute expulsion proceedings. However, within the discretion of the administration, the student and his parent or guardian may agree that the student be placed on probation.
- d. If the student is found to be in possession of drugs, he/she shall be reported to the police.

##### **2. Second Offense**

A second offense is one which occurs within three years of the first offense.

- a. The student shall be suspended for ten school days.
- b. District personnel will offer to meet with the student and parents or guardians.
- c. In determining whether expulsion proceedings shall be commenced, the administration shall consider whether a student and his parent/guardian will agree to probation.
- d. The parents shall be provided with information on qualified substance abuse treatment resources.
- e. The police shall be informed.

##### **3. Probation**

For the purposes of this policy and within the discretion of the administration, a student and his parents or guardians may agree that the student be placed on probation including, but not limited to, the following provisions:

- a. Upon the first offense, the administration is authorized to reduce the suspension to five days provided the student agrees to be screened by the District's Student Assistance Program and to follow in a meaningful way all terms, conditions, and recommendations set forth by the Student Assistance Program team. If the student fails to follow Student Assistance Program team recommendations, he/she shall be deemed to have committed a separate act of gross disobedience.

- b. Upon the second offense, the administration is authorized to allow the student to return to school following a suspension of ten days provided the student agrees to undergo assessment by a qualified substance abuse specialist and submit proof of an assessment by the specialist before being allowed to return to school. The student must agree to fulfill those recommendations made by the substance abuse specialist. Failure to undergo assessment by a qualified substance abuse specialist and to fulfill his/her recommendations will be considered a separate act of gross disobedience or misconduct.
- c. By agreeing to probation, the student admits the offense occurred.
- d. The terms and conditions of probation shall be established by the administration and shall be placed in writing and signed by the student and parent/guardian.
- e. If the student violates probation, the student may be punished for the offense for which he/she was placed on probation and for violating the probation.

#### 4. Third Offense

A third offense is one which occurs within three years of the first offense.

- a. The student shall be suspended for ten school days.
- b. Expulsion proceedings shall be initiated against the student.
- c. The police shall be informed.

### B. DISCIPLINARY ACTIONS FOR STUDENT ENGAGED IN SELLING OR DISTRIBUTING DRUGS OR ALCOHOL

#### 1. First Offense

- a. The student shall be suspended for ten school days.
- b. District personnel will offer to meet with the student and parents or guardians.
- c. The administration shall consider whether expulsion proceedings shall be commenced.
- d. In determining whether expulsion proceedings shall be commenced, the administration shall consider whether a student and his parents/guardians will agree to probation in the same fashion established in the section entitled "Disciplinary Actions for Possession/Under the Influence," Part A, of this policy except that no reduction in the length of suspension shall be offered to the student.
- e. The police shall be informed.

#### 2. Second Offense

A second offense is one which occurs within three years of the first offense.

- a. The student shall be suspended for ten school days.
- b. Expulsion proceedings shall be initiated against the student.
- c. The police shall be informed.

#### **Relation to Student Assistance Program Team**

Nothing herein shall require any member of the Student Assistance Program team to make a report as required herein based upon information learned from a student as a result of that student's participation in the Student Assistance Program. However, should any employee obtain information outside such program, or not as a result of information learned from that student as a result of such program, such employee shall make a report as required herein.

Students involved with alcohol or other drugs may seek help through the H.O.P.E. Team through a faculty member or other professional source prior to a reported violation. However, violation of the activity policy during or after participation with the H.O.P.E. Team will result in the same penalties as stated in the student athletic policy.

#### **Prescription Drugs**

All students are required to report to the office when in the possession of prescription drugs. All prescription drugs shall be maintained in the nurse's office and the taking of such drugs shall be monitored by the nurse or her designee. All prescription drugs shall be retained in the nurse's office for student use, and students shall be provided with passes so as to obtain drugs when necessary. It is the purpose of this policy to prevent theft or

loss of student medication and to preclude the carrying of illegal drugs in containers which appear to be, but are not, legitimate prescription containers.

### **Medical Attention for Students who Appear to be Under the Influence of Drugs**

In a situation where it appears that a student is under the influence of drugs and who appears to be in immediate need of medical attention, the school staff member shall report the situation to the principal or his designee by whatever means practicable; request medical aid to include a doctor, nurse, and/or ambulance, as the case may be; if feasible and safe to the student, place the student in a quiet and comfortable environment; apply or arrange for first aid as necessary; attempt to determine without force what drug was taken, by what method, and in what quantity; contact the student's parents or guardians immediately unless the principal or his designee indicates that such contact will be made by another member of the staff; and prepare a written statement of the situation and submit the same to the principal as soon as practicable.

## **Part VII – Internet, Technology, and Publications**

### **USE OF INTERNET**

#### *Authorization for Electronic Network Access*

**Each staff member must sign this *Authorization* as a condition for using the district's electronic network connection. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised access. Please read this document carefully before signing.**

All use of the Internet shall be consistent with the district's goals of promoting educational excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

#### *Terms and Conditions*

1. **ACCEPTABLE USE**  
Access to the district's electronic network must be: (a) for the purpose of education or research and be consistent with the district's educational objectives or (b) for a legitimate business use.
2. **PRIVILEGES**  
The use of the district's electronic networks is a privilege—not a right—and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time. His/her decision is final.
3. **UNACCEPTABLE USE**  
The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:

- A. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of any state or federal law;
- B. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
- C. Downloading copyrighted material for other than personal use;
- D. Using the network for private financial or commercial gain;
- E. Wastefully using resources, such as file space;
- F. Hacking or gaining unauthorized access to files, resources, or entities;
- G. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, including a photograph.
- H. Using another user's account or password;
- I. Posting material authored or created by another without his/her consent;
- J. Posting anonymous messages;
- K. Using the network for commercial or private advertising;
- L. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material; and
- M. Using the network while access privileges are suspended or revoked.

#### 4. NETWORK ETIQUETTE

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

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

#### 5. NO WARRANTIES

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

#### 6. INDEMNIFICATION

The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any violation of this authorization.

#### 7. SECURITY

Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.

#### 8. VANDALISM

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

9. TELEPHONE CHARGES

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

10. COPYRIGHT WEB PUBLISHING RULES

Copyright law and district policy prohibit the re-publishing of text or graphics found on the web or on district web sites or file servers, without explicit written permission.

- A. For each republication (on a web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- B. Students and staff engaged in producing web pages must provide library media specialists with e-mail or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the web site displaying the material may not be considered a source of permission.
- D. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- E. Student work may only be published if there is written permission from both the parent/guardian and student.

11. USE OF ELECTRONIC MAIL

The district’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the school district. The school district provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- A. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- B. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- C. Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet “domain. This domain name is a registered domain 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 this school district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- D. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- E. Use of the school district’s electronic mail system constitutes consent to these regulations.

*Internet Safety*

Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this authorization, and otherwise follow this authorization.

Staff members shall supervise students while students are using district Internet access to ensure that the students abide by the terms and conditions for Internet access contained in this authorization.

Each district computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the superintendent or designee.

The system administrator and building principals shall monitor student Internet access.

**Authorization for Electronic Network Access Form  
(SAMPLE)**

***Submit to Building Principal***

Students and their parent(s)/guardian(s) need only sign this *Authorization for Electronic Network Access* once while the student is enrolled in the school district.

Staff members need only sign this *Authorization for Electronic Network Access* once while employed by the school district.

Please check the appropriate box:

- Staff member
- Parent/guardian of student
- Student\*

I understand and will abide by the above Authorization for Electronic Network Access. I understand that the district and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the district's electronic network connection and having access to public networks, I hereby release the school district and its board members, employees, and agents from any claims and damages arising from my use of or inability to use the Internet.

DATE: \_\_\_\_\_

USER NAME (Please Print) \_\_\_\_\_

USER SIGNATURE \_\_\_\_\_

\*Students are required to have a parent/guardian read and agree to the following:

(Signature is Required Below if the User is a Student)

I have read this Authorization for Electronic Network Access. I understand that access is designed for educational purposes and that the district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or board members for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this authorization with my child. I hereby request that my child be allowed access to the district's Internet.

DATE: \_\_\_\_\_

PARENT/GUARDIAN NAME (Please Print) \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

## Vendors Under the Student Online Personal Protection Act

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

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

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

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

## **Part VIII – 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 Searches**

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website.

#### **Seizure of Property**

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

## **Questioning of Students Suspected of Committing Criminal Activity**

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

## **Part IX – Extracurricular and Athletic Activities**

### **CODES OF CONDUCT FOR ATHLETES AND EXTRACURRICULAR ACTIVITIES**

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

1. The student must meet the academic criteria set forth in Board policy 6:190, Extracurricular and Co-Curricular Activities.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The Pre-Participation Physical Examination Form, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
5. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, Student Athlete Concussions and Head Injuries. The Superintendent or designee is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, Equal Educational Opportunities, and shall maintain the necessary records to ensure student compliance with this policy.

### **Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.<sup>8</sup>

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

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

### **The student shall not:**

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

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

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

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

## **Tobacco/Drug and Alcohol Policy**

1. **The use, possession of, sale, distribution of, or the act of being under the influence of tobacco, alcohol and/or drugs** at any time will result in a suspension from competing in the following percentages of the contests scheduled allowable by the S.I.J.H.S.A.A.

Drug/Illegal Substances = 88%  
Alcohol = 44%

**POSSESSION MEANS THAT THE STUDENT HAS ACCEPTED ONE OF THE ABOVE MENTIONED SUBSTANCES FROM ANOTHER PERSON, EVEN THOUGH HE/SHE MIGHT HAVE PASSED IT ON TO ANOTHER STUDENT OR MIGHT HAVE THROWN IT AWAY.**

2. A student may have the suspension reduced by  $\frac{1}{2}$  if he/she agrees to be screened by the District's Student Assistance Program and to follow, in a meaningful way, all terms, conditions, and recommendations set forth by the Student Assistance Program Team. **The student must sign off on the agreement the day the plan is presented by the team representative.**
3. If the policy violation occurs during a school function, and the student is suspended out of school, he/she may not participate in the athletic program during the suspension period; however, if the violation occurs during a time that the student is not involved in a school-related event, the student will be expected to continue to participate in the athletic program but will not be allowed to dress for any athletic competitions during the suspension period.
4. **A parent conference must be held before a student is reinstated into the program.**

**Note: No reduction in the length of suspension shall be offered to a student who has sold or distributed a substance to others. (Distributing means handing out.)**

5. A repeat offense of #1 will result in a one calendar year suspension from the athletic program.
6. A third violation will result in expulsion from athletics for the remainder of the athlete's middle school career.
7. Appeal Process: Athletic Expulsion (Third Offense)

**An athlete who has committed a third violation may appeal expulsion if the following conditions are met:**

- a. The athlete completes a H.O.P.E. Team approved Drug/Alcohol Residential Rehabilitation Program.
  - b. The athlete receives a recommendation to reinstate from his/her Drug/Alcohol Counselor.
  - c. The appeal will be heard by an Appeals Committee consisting of the coaches involved, the Athletic Director, the Unit Five Substance Abuse Coordinator, the H.O.P.E. Team Mentor, and the Administration.
  - d. The Committee's decision is final.
  - e. Any athlete is allowed one appeal in his/her career. Another violation will result in an immediate expulsion.
  - f. All previous suspensions must be served in full before an appeal can be considered.
8. Any athlete present at a gathering without a parent or guardian where alcohol or drugs are present will receive a one-contest suspension. This policy is not cumulative and will be served each time an athlete is identified as being at a gathering where alcohol or drugs are present.
  9. All other school policies regarding alcohol, drugs, and tobacco use also apply.
  10. The cheerleading season is considered one season comprised of home seventh and eighth grade boys' and girls' basketball games, one game each of sixth grade boys' and girls' basketball games, and tournaments.
  11. Any suspension that cannot be completed in the course of a single season will be carried on to the next season the student participates in. All contest suspensions will be counted at the level of play the student last participated in that season or normally expected to participate in the upcoming season.

Individual tournaments (where an athlete represents the school as an individual) will count as two contests. This would apply to track participants.

Team tournaments will be counted by the actual number of contests the team participates in.

**A student who is absent from school due to illness or suspension cannot participate in any co-curricular activities, as a participant or spectator, during the day or evening of the absence. Students must be present at school by noon on the day of the contest to be eligible to compete that evening. Further, students who are consistently tardy or absent the day following a game may be removed from activity or suspended from school.**

**Athletes and their parents should understand that this code does not contain a complete list of inappropriate behavior. A coach has the right to establish and maintain additional criteria for participation in his/her sport.**

#### **ELIGIBILITY**

Students electing to participate in all extra-curricular activities are expected to maintain passing grades. **IN ORDER TO BE ELIGIBLE TO PARTICIPATE IN ATHLETICS, CHEERLEADING, MUSICAL PRODUCTIONS, STUDENT COUNCIL, ETC., STUDENTS CANNOT BE FAILING ANY SUBJECTS.** Each quarter will stand alone as grades accumulate. A two-week grace-period will be provided at the start of each 9-week period. The grades of these students will be checked every Monday. A student failing in any subject will be notified that he/she is ineligible that next week. The ineligible student will remain ineligible until the Monday academic check declares him/her eligible. Any student who is ineligible for three (3) weeks may not be permitted to participate for the remainder of that activity, sport season, etc.

#### **TRAVEL POLICY:**

When traveling to athletic events out of uniform, athletes are to wear nice clothes (collared shirts and no holes in pants). No hats and no alcohol or tobacco apparel will be allowed.

#### **DANCES**

Dances will be held throughout the school year. Students considered to have excessive absences will not be permitted to attend dances and/or other extra-curricular events. All fines must be paid to attend dances. Students who have been issued an ISS, OSS, or Alternate Suspension during intervals between dances are not permitted to attend the next dance. Parents need to be aware of specific times to pick up students and to plan ahead for a meeting place such as a nearby parking lot. This helps greatly with traffic congestion and dangerous situations.

#### **ATHLETIC EVENT CONDUCT**

All students should remember that they come to an athletic event to watch that event. Therefore, students should find a seat and remain in it until half-time or between games. Those students who insist on being a disruption to those who are watching will be asked to leave the building.

### **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

## **Part X – Special Education**

#### **SPECIAL EDUCATION**

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education

services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

For further information, please contact: Bart King, Jr. High School Principal. (618) 382-4661

### **Related Service Logs**

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

## **Part XI – Student Records and Privacy**

### **Student Privacy Protections**

#### **Surveys by Third Parties**

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

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

#### **Surveys Requesting Personal Information**

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

1. Political affiliations or beliefs of the student or the student’s parent/guardian.
2. Mental or psychological problems of the student or the student’s family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.

5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

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

### **Instructional Material**

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

### **Student Records**

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

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

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**  
 The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.<sup>1</sup>**  
 Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**  
 A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing

procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

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

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

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

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

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

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

7. • Name  
• Address  
• Grade level

- Birth date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.
8. **The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information without your prior written consent.**<sup>2</sup> Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students’ names, addresses, and telephone numbers, unless the student’s parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
  9. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.**
  10. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

U.S. Department of Education  
 Student Privacy Policy Office  
 400 Maryland Avenue, SW  
 Washington DC 20202-8520

### **Student Biometric Information**

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

## **Part XII – Notifications**

### **Teacher Qualifications**

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

## **Standardized Testing**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:<sup>1</sup>

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

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

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

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

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

For assistance and support for homeless families contact the guidance office.

## **English Learners**

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

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

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

## **School Visitation Rights**

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

### **Asbestos Plan**

An Asbestos Management Plan is available for inspection.

### **Pesticide Application Notice**

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

### **Mandated Reporter**

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

### **Unsafe School Choice Option**

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from building principal.

### **Student Privacy**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

### **Sex Offender Notification Law**

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

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – 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.

## **Violent Offender Community Notification**

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

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry,

[www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Questions Concerning Sex Offenders,

[www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

## **Parent Notices Required by the Every Student Succeeds Act**

### **I. Teacher Qualifications**

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

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

### **II. Testing Transparency**

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20 <sup>2</sup>

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

### **III. Annual Report Card**

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

### **IV. Parent & Family Engagement Compact <sup>4</sup>**

### **V. Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100. <sup>5</sup>

### **VI. Student Privacy**

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105. <sup>6</sup>

## VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60. <sup>7</sup>

## VIII. Homeless Students

For information on supports and services available to homeless students, see handbook procedure 12:30. <sup>8</sup>

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