

## La Harpe District 347 School Information

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

Bobi James, President	bjames@laharpeeagles.com
Dustin Detherage, Vice-President	ddetherage@laharpeeagles.com
Lacey Covert	lcovert@laharpeeagles.com
Jake Allen	jallen@laharpeeagles.com
Dana Blythe	dblythe@laharpeeagles.com
Ryan Johnson	ryanjohnson@laharpeeagles.com
Brian Brown	bbrown@laharpeeagles.com

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

Dr. Michelle Lee, Superintendent	mlee@laharpeeagles.com
Sara Ryner, Principal	sryner@laharpeeagles.com
Kendra Ruebush, Guidance Counselor	kruebush@laharpeeagles.com
Jason Finch, Athletic Director	jfinch@laharpeealges.com

The school is located and may be contacted at:  
404 West Main Street La Harpe, IL 61450  
(217)659-3713

### Central Office 659-7739

John Amschler, Secretary  
jamschler@laharpeeagles.com

Laura Claassen, Bookkeeper  
lclaassen@laharpeeagles.com

### Elementary/Junior High Office 659-3713

Kelly Lafferty, Secretary  
klafferty@laharpeeagles.com

### Faculty and Staff

Art	Ryan Kitch	rkitch@laharpeeagles.com
Health, 5 <sup>th</sup> & 7 <sup>th</sup> Social Studies	Joanna Sholl	jsholl@laharpeeagles.com
First Grade	Melissa Johnson	mjohnson@laharpeeagles.com
Fourth Grade	Karri Wallace	kwallace@laharpeeagles.com
Kindergarten	Jennifer Hensley	jhensley@laharpeeagles.com
Language Arts	Carrie Faul	cfaul@laharpeeagles.com
Librarian	Erin Neff	eneff@laharpeeagles.com
Math & 5 <sup>th</sup> grade	Grant Rogers	grogers@laharpeeagles.com
Music	Stephanie Mencil	smencil@laharpeeagles.com
PE	Ryan Hopper	rhopper@laharpeeagles.com
Pre-School	Carrie Finch	cfinch@laharpeeagles.com
Psychologist	Haley Humes	Hhumes@laharpeeagles.com
Science, 6 <sup>th</sup> & 8 <sup>th</sup> Social Studies	Leah Nickols	lnickols@laharpeeagles.com
Second Grade	Julie Garrison	jpgarrison@laharpeeagles.com
Social Worker	Gina Lanning	glanning@wcisec.org
Special Education	Jason Finch	jfinch@laharpeeagles.com
Special Education	Darcy Stonger	dstonger@laharpeeagles.com
Speech	Madison Mershon	mmershon@laharpeeagles.com
Third Grade	Ashley Cox	acox@laharpeeagles.com
Title I	Susan Bray	sbray@laharpeeagles.com

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**PREAMBLE:** La Harpe Community District #347 welcomes new and returning students to La Harpe Elementary and Junior High School. We are proud of the advantages and opportunities offered to our students. The mission of La Harpe schools is accomplished through the joint efforts of the School Board, Administration, Teachers, Parents, Community, and Students. We want the community to be proud of La Harpe and for our students to uphold the principles of our school. Along with the academic learning offered here, we hope the students will learn a sense of responsibility and justice so that their years at La Harpe School will be happy and successful and in their years beyond school they will be responsible citizens. This handbook is a statement of the policies, traditions, and practices governing La Harpe schools. This handbook of information is prepared for all students, teachers, and parents as a guide in matters which we must understand for good citizenship and efficiency in running the school. All handbook and school rules apply to all school-sponsored events. Many questions you may have can be answered by the information given here. Any situation not specifically covered in this

handbook is left to the discretion of the administration. We welcome the opportunity to help you at La Harpe Schools.

## **1.0 INTRODUCTORY INFORMATION**

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

*This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.*

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.

Cross Reference:

PRESS 4:180, *Pandemic Preparedness; Management; and Recovery*

**1.4 Visitors:** Visitors are welcome at La Harpe school. Please call ahead to arrange a visit with a particular class (as not to disrupt an activity such as a test). All visitors, including parents and siblings, are required to enter through the west 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 on 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 detectable, 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.

Cross Reference:

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

## **1.5 Equal Opportunity and Sex Equity**

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

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Cross Reference: PRESS 7:10, *Equal Educational Opportunities*  
PRESS 2:260, *Uniform Grievance Procedure*

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the principal, Sara Ryner at the office 217-659-3713 or Mr. Hopper, the physical education teacher.

**1.6 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 principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

**1.7 Volunteers:** Individual teachers make this decision. Teachers who desire volunteers will notify parents. For school wide volunteer opportunities please contact the principal. All school volunteers must complete the “Volunteer Information Form” and be approved by the building 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.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination. Cross-Reference: PRESS 6:250, *Community Resource Persons and Volunteers*

**1.8 Invitations and gifts:** Party invitations or gifts for classmates should not be brought to school to be distributed unless all classmates are invited. Items such as these are of a personal nature and if possible should be mailed. The office is unable to release addresses and phone numbers of students.

**1.85 Treats and Snacks:** Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks that require refrigeration are not allowed. There must be a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

**1.9 Emergency School Closing:** In cases of bad weather and other local emergencies, please listen to the All Call and KHQA-Ch.7, WGEM-Quincy-Ch.10, WQAD-Ch.8, KICK 97.9 FM Keokuk or WIUM 91.3/WIUW 89.5 Macomb to be advised of school closings or early dismissals. School closings for any reason will be announced if possible by 6 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically canceled. Cross-Reference: PRESS 4:170, *Safety*

**1.100 Video and audio monitoring systems:** A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. Cross-Reference: PRESS 4:110, *Transportation*

**1.10 Accommodating Individuals with Disabilities:** Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting. Cross Reference: PRESS 8:70, *Accommodating Individuals with Disabilities*

**1.12 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 (217) 659-3713.

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

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. Cross Reference: PRESS 7:285, *Food Allergy Management Program*

**1.13 Care of students with diabetes:** If you 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.

**1.14 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 the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

## **2.0 ATTENDANCE, PROMOTION & GRADUATION**

### **2.1 Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. Cross Reference: PRESS 7:70, *Attendance and Truancy*

### **2.15 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: Mrs. Sara Ryner Principal.

Cross Reference:

PRESS 6:150, *Home and Hospital Instruction*

**2.2 Absences:** 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 reasons 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.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. If a student misses more than 5 days during a school year, a doctor's excuse will be required for additional excused absences.

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

The following procedures apply to student absences:

#### **Absence with Prior Approval**

Students who know that they will be absent from school must have parental notification to the office one week in advance of the absences and receive prior approval from the principal before the absence or any part of it will be considered excused.

#### **Absence due to Extra-curricular Activity**

Any student excused from class due to participation in an extra-curricular activity or field trip should plan to turn in work due for that day prior to leaving. Participation in the activity does not excuse the student from completion of assignments made for the next day. All assignments should be given to students prior to departure by the teachers involved.

#### **Unexcused Absence**

- A student who has an unexcused absence will receive no extra time for completing any class work missed during this unexcused absence period.
- An unexcused absence with parent consent is just an unexcused absence, if determined by the school as stated above under attendance. An unexcused absence without parent consent will result in suspension.

#### **Vacations and Special Events during the school year**

- Parents are strongly encouraged to schedule family vacations with the school year in mind to ensure that students attend a maximum number of days.
- Requests by parents to have children excused from school for vacations and special events must be filed with the administration. Parents will be asked to fill out a "Parent/Guardian Consent-Vacation During School in Session" form. With the form on file, students will be marked "Absent-Excused". With no form on file, students will be marked "Absent-Unexcused".
- Prior to the student's departure, there is no requirement that a teacher will have work ready for the student, but teachers may provide work to do.
- Students will be expected to complete an "Independent Study Contract" before leaving in which activities will be due upon return.
- Students will be expected to turn in all work that was missed in addition to the activities chosen on the Independent Study Contract. All work will be made up within the time allotment (one day for each day gone) including homework, projects, quizzes, and tests. Work that is not made up or turned in on time will receive a "0" score.

#### **Activity Eligibility**

- In order to be eligible to participate in an extra-curricular activity (including practices) students must be in attendance at least ½ of the day of an activity and arrive no later than 11:15am.
- On School Improvement Days they must be in attendance by 10:15am.
- Any person whose absence is excused for any reason other than illness or injury for any portion of the day may participate in any activity at the discretion of the principal.

## Leaving School During the Day

- **Appointments:** Appointments should be made with the student's schedule in mind. Appointments should be made so that students will miss a minimum amount of school time. The procedure to be followed is:
  - Students who have appointments during the school day should have a note from a parent stating what time they will be picked up, the doctor's or dentist's name, time, date and location of the appointment.
  - All students must sign out in the office and receive permission to leave from the principal or her designee.
  - Students are expected to return to school as soon as the appointment has concluded and report to the office.
  
- **Illness:** Students, who becomes ill during the school day, must follow the procedure below:
  - Students must be checked out in the principal's office by their parent or guardian.
  - Students who leave the school building without following the above guidelines will be considered unexcused and may receive a suspension.
  - A phone call after the student has left without permission will not suffice.

## Tardies

After the 3<sup>rd</sup> unexcused tardy in a class, students will be given a detention by the teacher. Each successive unexcused tardy will result in another detention.

In the event of any absence, the student's parent/guardian is required to call the school at (217) 659-3713 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

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

**2.21 Hunting** Students wanting to hunt need to turn into the office a copy of their permit and complete a "Request to be absent" form. If a teacher does not sign their form, due to failing or low grades in the class, students will not be excused from that class period.

**2.3 Release time for religious instruction and observance:** A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

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

**2.4 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. Cross Reference: PRESS 7:70, *Attendance and Truancy*

**2.5 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 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. Cross Reference: PRESS 7:70, *Attendance and Truancy*

**2.6 Grading and Promotions:** School report cards are issued to students every quarter with is about nine weeks. Midterm reports are sent home during the 5th week for students with a grade of D or lower. Some teachers may send home low C notices. Grades are based on a 4.0 scale (A=4.0, B=3.0, C=2.0, D=1.0, F=0). Cumulative grades are averaged each quarter. The following scale is used for letter grades:

98-100	A+	88-89	B+	78-79	C+	68-69	D+	0-59	F
93-97	A	83-87	B	73-77	C	63-67	D		
90-92	A-	80-82	B-	70-72	C-	60-62	D-		

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 reasons not related to academic performance. Cross Reference: PRESS 6:280, *Grading & Promotion*

**2.61 Honor Roll:** 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade students will be recognized in the following manner at the end of each nine-week grading period:

- High Honors: Students must have a GPA of 3.85 or higher.
- Honors: Students must have a GPA of 3.50 – 3.84.
- Honorable Mention: Students must have a GPA of 3.25-3.49.

(Students may have no grade lower than a “C” to be eligible for Honor Roll)

Grades received in all classes (Math, Social Studies, Science, Language Arts, Health, Computers, PE, Chorus, Band, and Art will be used to calculate GPA.

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

1. Late homework-Teachers may deduct points from homework at their discretion.
2. Students with missing assignments will serve one evening detention during the week of the missed work. Homework will be completed during detention. If homework is done, the student must quietly read. Detentions will be on **Wednesdays** with parent transportation required. Students will need to be picked up by 4:30.
3. Homework completed in detention will be scored at the teachers' discretion. Detentions will be scheduled with families by the principal, once per week. After 3 missing assignments students will be subject to further disciplinary action. Teachers may give coupons for missed assignments at their discretion. These free homework passes may also be used as a PBIS incentive. Passes may only be used with the teachers who gifted them to students. Teachers may choose to do their own detentions outside of the evening detention at their own discretion.
4. Chronic failure to turn in assignments will result in detentions, and/or parent conferences.

**2.8 Exemption 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.

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

1. He or she (a) is in grades 3-8, (b) his or her IEP or 504 plan requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

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.

Cross Reference: PRESS 7:260, Exemption from Physical Education

### 3.0 STUDENT FEES & MEAL COSTS

**3.1 Fees, Fines and Charges; Waiver for 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.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites are met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student’s family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Student’s Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Cross-references:

PRESS 4:110, *Transportation*

PRESS 4:140, *Waiver of Student Fees*

PRESS 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*

PRESS 4:140-E1, *Application for Fee Waivers*

PRESS 4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

<b>3.2 School Lunch Program: Breakfast</b>	All Students - \$1.90	Adults - \$2.20
	Reduced \$.30	
<b>Lunch</b>	All Students \$2.70	Adults - \$3.30
	Reduced \$.40	

**Al La Carte** \$1.50 Second helping                      Milk .40

Breakfast is served every school day from 7:30 a.m. to 7:55 a.m.

Free or reduced price meals are available for qualifying students. For an application, contact the building principal. Cross Reference: PRESS 7:70, *Attendance and Truancy*

#### **4.0 TRANSPORTATION & PARKING**

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

**4.15 Bus conduct:** 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.

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

1. Be nice to the bus driver.
2. Be nice to other students on the bus.
3. Stay in your seat at all times.
4. Be quiet at railroad crossings.
5. No loud talking, laughing, yelling or swearing.
6. No loud technology. Silence devices or use headphones if the driver allows use.
7. Do not throw items on the bus.
8. Keep the center aisle clean.
9. Do what your bus driver tells you to do.
10. No arms or hands out the windows at any time.

A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

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

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

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

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: social or behavioral concerns or questions Principal, Sara Ryner (217)659-3713 logistical concerns Transportation Director, Jeanne Clayton (217)659-7739 Cross-references: PRESS 4:110, *Transportation* PRESS 7:220, *Bus Conduct*

**4.2 Parking:** The school has specified locations available for school visitor parking.

Those dropping off and picking up children may park in the north parking lot between 7:45am-3:00pm.

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

## **5.0 HEALTH & SAFETY**

### **5.1 Immunizations, Health, Eye and Dental:** Required Health Examinations and Immunizations

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

- Entering kindergarten or the first grade;
- Entering the sixth and ninth grades; and
- 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. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

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. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

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.

#### **5.11 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. Cross Reference:

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

## 5.12 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.**

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

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

**Self-Administration of Medication** A student may possess an epinephrine injector (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.

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

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

**Administration of Medical Cannabis:** In accordance with the Compassionate Use of Medical Cannabis ~~Pilot~~ 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 required 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.

Cross-References:

PRESS 7:270, *Administering Medicines to Students*

PRESS 7:270-AP, *Dispensing Medication*

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

**5.3 Guidance and Counseling:** The school provides a guidance and counseling program for students. The school's counselor is available to those students who require additional assistance. Cross-reference:

PRESS 6:270, *Guidance and Counseling Programs*

**5.4 Safety drills 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. Cross-References:

PRESS 4:170, *Safety*

PRESS 4:170-AP1, *Comprehensive Safety and Crisis Program*

**5.41 Fire Drills-**Fire drills will be held at various times throughout the year. When the fire alarm sounds, all people must vacate the building immediately. Each room will have an assigned route out of the building. This route will be posted by the door in each room. These will be rehearsed. Be sure to know the route in each of your classrooms. Never go back into the building before the all-clear signal is given. Your personal belongings can be replaced but you can't.

Specific rules:

1. BE QUIET during an evacuation. You must be able to hear any directions that are given.
2. STAY CALM during a fire evacuation as this is most important to your safety.
3. EXIT ROUTES designated for your room must be followed. Know the regular routes.
4. SINGLE LINES: Students should leave the room in single file and remain so while in the hallways. NEVER push or shove those in front.
5. BE SURE: The last person to leave the room shall be sure the lights are turned off and the classroom door is closed.
6. HALLWAY: While walking in the hallways, stay near the wall and in single file. BE ABSOLUTELY QUIET!!!
7. STAY IN GROUP: Each teacher shall stay with their group. Make sure that all your students are safely out of the building. Men teachers are to check boys' restrooms and women teachers are to check girls' restrooms.
8. 300 FEET: After leaving, the leader of each group shall continue walking until everyone can be at least 300 feet from the building. Stay in single file after emerging from the building. DO NOT GO BACK INTO THE BUILDING!!!!!!
9. ALL CLEAR SIGNAL: After you leave the building, stay outside until you hear the all-clear signal. Do not re-enter until given specific directions to do so from your teacher.
10. STAY QUIET: When you return to the building, remain silent as you go directly to the room that you left at the time the alarm sounded.

**5.42 Tornado and Disaster Drills-** In the event of a tornado, severe storm, or other disaster, the emergency signal will be sounded over the intercom, followed by any special instructions. All students and faculty are to proceed at once to the designated shelter areas of the building.

Specific rules:

1. BE QUIET during an evacuation. You must be able to hear any directions that are given.
2. STAY CALM during an evacuation as this is most important to your safety.
3. ROUTE TO SHELTER: Know the route your class is to follow to the designated area.
4. STAY AWAY from outside walls, doors and windows.
5. CLASSROOM PREPARATION: Leave windows on the east side of the building slightly open. Turn off the lights. Leave the classroom door open.
6. HALLWAYS: While walking in the hallways and on the stairs, stay near the wall and maintain a single file line.
7. PROTECTIVE POSTURE: Upon reaching the shelter area, each student shall sit down and face the interior wall. Leave a passageway through the center of the hallway. When danger is imminent, the commands for assuming the protective posture will be given: EVERYBODY DOWN! CROUCH ON ELBOWS AND KNEES! HANDS OVER the BACK OF HEAD! IT IS ESSENTIAL THAT THESE COMMANDS BE UNDERSTOOD AND OBEYED. STAY QUIET!!!
8. ALL CLEAR: When the drill is ended, you will proceed directly back to the room that you were in when the alarm sounded. Go quietly and in single file.

**5.5 Communicable Disease:** 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.

The following guidelines apply:

- **Chicken Pox:** Exclusion for at least six days after the onset of skin eruption
- **Mumps:** Exclusion for nine days after the onset of swelling and until all swelling is gone.
- **Strep Infection:** Exclusion until the child has been on antibiotic therapy for at least 24 hours.
- **Pink-Eye (Conjunctivitis):** Exclusion until diagnosed by a physician. If bacterial, antibiotic treatment for at least 24 hours and the eye is clear before the child returns to school. If viral, child may return to school with a written statement from a physician that the condition is not contagious.
- **Skin Rashes, and Eruptions:** Exclusion until the condition clears or the parent presents a written statement from a physician that the child's condition is not contagious.
- **Infectious Mononucleosis, Meningitis, and Hepatitis:** Exclusion until the parent presents a written release from a physician. Cross-References:

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

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

### **5.51 Blood Borne Pathogen Policy**

District #347 has a blood borne pathogen exposure plan. The purpose of this plan is to protect employees against potentially infectious materials including blood. The plan provides for protective equipment such as rubber gloves, absorbent materials, plastic bags, germicidal soap, sharps and sharps containers. The plan also mandates Hepatitis B vaccinations for specific job classifications and makes it optional for all other school employees.

### **5.6 Head Lice**

The school will observe the following procedures regarding head lice.

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

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

### **5.7 Asbestos Notification**

The following is provided in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and Policies of the Board of Education of the District. This notification has the intent to inform workers, building occupants and their legal guardians of activities related to asbestos containing building materials in the school. Copies of the inspection reports and the management plans are available for inspection during normal office hours in each school in the District. Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the buildings. The District will continue its efforts to maintain all asbestos containing materials remaining in an intact state and undamaged condition. School maintenance and custodial personnel have received the required asbestos awareness training.

## **6.0 DISCIPLINE & CONDUCT**

### **6.10 – General Building Conduct**

Students shall not arrive at school before 7:30 a.m. and classes begin at 8:00 a.m. and students are dismissed at 3:00 p.m. each day. 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.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras or wireless speakers are permitted without permission from the principal.

### **6.20 – School Dress Code & Student Appearance**

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, and violent behavior, vape stores, drinking establishments or other inappropriate images.

- Student dress (including accessories) may not display sexual innuendo, lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips or tears above the knee require tights or leggings underneath. Clothing that is otherwise poorly fitting showing skin above the knee and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Low rise shorts, skirts, pants or jeans will not be permitted.
- Shirts, tops, and dresses - Straps on tank tops must be at least one inch wide. Necklines must be high enough to cover cleavage. The stomach and back need to be covered when seated and bending over. Strapless, sheer and halter-type shirts are not permitted.

- Tops/shirts are to be worn at all times including Physical Education and athletic practice. Cut up shirts with large arm holes are not allowed at any time.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- 8th grade graduates will wear robes for graduation.

#### Dress for Recess

Mittens and/or gloves and hats need to be brought to school along with boots or other appropriate warm shoes for outside recess in the cold. Students will go outside unless it is raining or muddy or extremely cold.

Cross-references: PRESS 7:160, *Student Appearance*

### **6.30 – Student Behavior**

#### **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, jewels 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:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - 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.
  - 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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - 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.

- “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.
- 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.
- 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 lockers, desks, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

### **When and Where Conduct Rules Apply**

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

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

### **6.31 Study Hall Regulations**

1. Come to study hall prepared with something to study. Do not ask to go to your locker; come with the materials needed to do your work in the first place. However, if a teacher feels that conditions warrant, he/she may issue a hall pass indicating his/her permission has been granted for you to be at your locker.
2. Be seated and ready to work when the final bell rings.
3. No pop, drinks, food, personal electronic devices, cell phones, playing cards or games in study hall unless students have earned a reward and the teacher has requested permission to have a “reward day”.
4. Students may get a pass from a teacher to come to their room during study hall to get extra help, take a test, etc. The student should check in with their study hall teacher first before going to the other teacher’s room.
5. The entire study hall shall be used as a quiet time for studying. When homework is finished students should practice sustained silent reading. Students needing to do group work must ask teacher permission.
6. Each individual teacher may have additional rules and stipulations to be followed.

### **6.32 Playground and Recess Rules**

Recess is a privilege. Students who misbehave at recess or when outside of the classroom will be given a verbal warning, limitation of the activity, or continued misbehavior will result in a teacher or office referral. Obey the supervisors and be respectful. All students are expected to participate in recess activities unless a note is sent from a parent or guardian stating otherwise and giving the reason.

- When the whistle sounds, stop and listen for directions.
- Stay in the designated area for play. Do not leave the playground without permission from the supervisor.
- Use the playground equipment as it was designed to be used. Do not climb up the slides. Swing straight. Watch for people running by.
- Treat other people with respect and care.
- Do not wrestle, fight, or play karate-type games. Do not shove other students.
- Do not spit or use curse words.
- Do not bully or threaten other students.
- Play games safely and use good sportsmanship.
- No throwing of snowballs, rocks, dirt or wood chips.
- Only school-supplied equipment is to be brought out to the playground. (Personal toys/athletic equipment should be left at home.)

### **6.33 Public Displays of Affection**

Intimately expressing physical attraction at school is inappropriate. Keep hands and feet to yourself at all times.

### **6.34 Passing Time Rules:**

No student cell phone use.

Always walk and use the right side of the hallway.

### **6.35 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. Detentions-Students will be assigned after school detentions for minor discipline problems, missing assignments and tardiness. The detention will be supervised by a faculty member of the office that shall have full supervisory authority. Times to serve detention will have to be arranged with the supervising teacher or office. Students will be required to report for the detention with study or reading material in hand and to use these materials for the duration of the detention, unless other work is assigned by the supervising teacher. Idleness will not be tolerated. Detentions will be served within a week of receiving them, unless extenuating circumstances do not allow them to be served within that time frame. Detentions will not be scheduled around athletic games or practices, jobs, family obligations, or other events as long as one day notification is given in advance. Failure to serve an after school detention could result in suspension.
8. 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.)
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. 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.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. 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 Prohibition**

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

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.

Prior to suspension the principal shall:

Give the student the right to a conference with the suspending school official. If the charges are denied, students shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.

Notify the student's parents immediately by phone, letter, or in person that their child has been suspended, reasons for the suspension and the length of the suspension.

Suspensions will be assigned the next school day following the incident and any investigation deemed necessary by the principal or designee.

Allow the parents the right to request a hearing before the Board of Education. The parents must request such a hearing within 24 hours of suspension notification.

Prior notice and hearing, as stated above, may not be required and a student immediately suspended, when a student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.

Upon request of the parents or guardian, a hearing shall be conducted by the Board, or a hearing officer appointed by it, to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

**Expulsion** The Board of Education is authorized to expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board. A student and/or parent shall be due the following procedural protection:

1. Prior to expulsion, a student shall be provided written notice of the charges and the time and place of the hearing. If the charges are denied, the student shall have an opportunity for a hearing at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by the Board. If a hearing officer is appointed by the Board, he/she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. The Board shall provide written notice to the parents or guardian of the time, place and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.
3. During the expulsion hearing, the student and his/her parents or guardian may be represented by counsel, present witnesses and other evidence on his/her behalf, and cross examine adverse witnesses. The expulsion hearing shall be a bifurcated proceeding. First, the Board or hearing officer shall hear the evidence on the issue of whether the student is guilty of gross disobedience or misconduct charges. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.

**Due Process** The students, parents, or legal guardian may appeal any disciplinary action by sending a written notice of appeal within two (2) school days to the building principal. Upon receipt of the appeal, the principal will set up a meeting with the parents or legal guardian within two (2) days. The parent/guardian may further appeal to the Superintendent within two (2) days of the meeting with the principal. The parent/guardian may appeal the Superintendent's decision to the Board of Education at the next scheduled Board of Education meeting. The decision of the Board of Education will be final.

### **Behavior Intervention Guidelines**

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

A fundamental principle is that positive, nonaversive interventions designed to develop and strengthen desirable student behavior should be used, whenever possible. Undesirable behavior should be reduced by developing, strengthening or generalizing desirable behavior to displace the undesirable behavior.

While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be approached with caution. The use of restrictive interventions for students with disabilities should be based on assessment, planning, supervision, evaluation, documentation, and protective measures. The use of restrictive interventions should maintain respect for human dignity and personal privacy and adhere to professionally accepted instructional practices.

District #347 must establish and maintain a committee to develop policies and procedures on the use of behavioral interventions for students with disabilities who require behavioral interventions.

The use of positive behavioral interventions will be promoted and include, but are not limited to, the following components:

- A. Behavior Intervention Committee; Committee chair - Counselor Kendra Ruebush, RTIB Elementary - Karrie Wallace, Carrie Finch, Amanda Byers and Junior High - Jason Finch, Grant Rogers, Ryan Hopper, Carrie Faul
- B. Designation of behavioral interventions by level of restrictiveness;
- C. Identification of behavioral intervention consultant;
- D. Procedures for the development of behavioral management plans for students with disabilities having significant behavioral and/or emotional needs and for such students requiring restrictive interventions;
- E. Procedures for the documentation of emergency use of restrictive interventions;
- F. Provisions for parent involvement;
- G. Provisions for staff training and professional development.

These identified components shall be detailed in District Behavioral Guidelines for Students with Disabilities.

District #347 Board shall (I) furnish a copy of its local policies and procedures to parents and guardians of all students with individualized education plans within 15 days after the policies and procedures have been adopted by the School Board or at the time an individualized education plan is first implemented for the student and at the beginning of each school year thereafter, and require that each school inform its students of the existence of the policies and procedures annually.

Cross-references:

PRESS 7:190, *Student Discipline*

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

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

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

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

1. During any school-sponsored education program or activity.

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

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

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

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

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

Nondiscrimination Coordinator: Dr. Michelle Lee, Superintendent, 404 West Main Street, La Harpe IL 61450  
217-659-7739

Complaint managers:

Sara Ryner, Principal, 404 West Main Street, La Harpe IL 61450

Ryan Hopper, Physical Education Teacher, 404 West Main Street, La Harpe IL 61450

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. Cross-references: PRESS 7:20, *Harassment of Students Prohibited* PRESS 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment* PRESS 7:190, *Student Discipline* PRESS 2:260, *Uniform Grievance Procedure*

## **6.45 – Sexual Harassment & Teen Dating Violence 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.

Nondiscrimination Coordinator: Dr. Michelle Lee, Superintendent, 404 West Main Street La Harpe IL 61450  
(217)659-7739

Complaint Managers:

Sara Ryner, Principal, 404 West Main Street La Harpe IL 61450 (217)659-3713

Ryan Hopper, Physical Education Teacher, 404 West Main Street La Harpe, IL 61450 (217)659-3713 Cross-references: PRESS 7:20, *Harassment of Students Prohibited* PRESS 7:185, *Teen Dating Violence Prohibited*

## **6.50 – Cafeteria Rules - Breakfast is from 7:30-7:55.**

1. Students shall not save seats for other students.
2. Students may bring a sack lunch to be stored in the cafeteria. It must have their name on it.

3. Students shall enter through the designated door and WALK to lunch and shall be orderly and quiet during lunch.
4. Students who need to use the microwave should be able to prepare and reheat their lunch without adult assistance.
5. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
6. Loud talking, yelling, screaming, and other disruptions are prohibited.
7. Students not eating, or bringing their lunch should check in with the cafeteria supervisor.
8. Students shall not throw food, milk cartons or other items.
9. Students should use good manners and clean up their area before leaving the table.
10. Students shall not trade food.
11. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
12. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
13. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
14. Students shall report spills and broken containers to cafeteria staff immediately.
15. Students shall be dismissed from the cafeteria by the lunchroom supervisor.
16. Students who live in town may walk home for lunch every day with parent permission in writing.

Misbehavior will result in disciplinary action according to disciplinary procedures.

## **6.6 Field trips**

Field trips are a privilege for students. Field trips can be class field trips (an extension of the school day) or reward field trips (behavioral incentives). Students who do not behave on reward trips may not be allowed to go on field trips. 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.

Sponsors will wait until all students have been picked up when returning from trips after the school day is over. Students will be allowed to use cell phones on the return trip to inform their parents/guardians of the time of their return.

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

Cross-References: PRESS 6:240, *Field Trips* PRESS 6:240-AP, *Field Trip Guidelines*

## **6.70 – Access to Student Social Networking Passwords & Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school

disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Cross References: PRESS 7:140, *Search and Seizure* PRESS 7:190-AP7, *E1 Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting*

## **6.80 – Student Use of Electronic Devices**

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

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), Ipod®, Ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

Starting at 7:55, during instructional time, which includes class periods and passing periods, personal electronic devices must be kept powered-off and placed in the hall 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 504 plan; 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. Listening to songs with inappropriate language on personal electronic devices is prohibited on school grounds.

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).

**All calls home to guardians for important messages need to be made through the office.**

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

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

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. 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. Cross-references: PRESS 7:190-AP5, Student Handbook, Electronic Devices

## **7.0 INTERNET, TECHNOLOGY & PUBLICATIONS**

### **7.10 – Internet Acceptable Use**

All students will be required to sign an internet contract prior to using the internet. Failure to comply with the contract specifications will result in loss of privileges for the remainder of the current semester.

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

**Acceptable Use** – Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District’s educational objectives, or (b) for legitimate business use.

**Privileges** – The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. 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;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. 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;
8. Using another user’s account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;

12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

**Network Etiquette** – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. 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.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

**No Warranties** – The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

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

**Security** – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

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

**Copyright Web Publishing Rules** – Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (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.
2. Students 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.

3. 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.
4. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of E-Mail** – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The school and 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 email account is strictly prohibited.
2. 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.
3. 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 the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
5. Use of the School District’s email system constitutes consent to these regulations.

Cross Reference: PRESS 6:235, *Access to Electronic Networks*

## **7.20 – Guidelines of Student Distribution of Non-School Publications/Websites**

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities
  2. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  3. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
  4. Is reasonably viewed as promoting illegal drug use; or
  5. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
  8. Whenever these guidelines require written notification, the principal may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with 4, 5, 6, and 7 above. Cross Reference: PRESS 7:310, *Restrictions on Publications*

## **8.10 – SEARCH & 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.

Cross-reference:

PRESS 7:140, *Search and Seizure*

## 9.0 EXTRACURRICULAR ACTIVITIES

### La Harpe Community District #347 HANDBOOK ATHLETICS AND EXTRA-CURRICULAR SECTION

La Harpe 5/6 Grade and 7/8 Grade Athletic Teams are in a Cooperative Agreement with Dallas City. Sports offered are 6/7/8 Baseball, 5/6 Girls Basketball, 7/8 Girls Basketball, 5/6 Boys Basketball, 7/8 Boys Basketball, 5/6 Volleyball, 7/8 Volleyball, 5-8 Girls Track, and 5-8 Boys Track, and Cross Country 5-8.

**Inclement Weather:** If school is cancelled due to weather conditions, all athletic and extra-curricular activities will be cancelled. If weather conditions worsen on a Saturday or later in an evening, the decision to cancel will be made by the athletic director or administrator. Coaches, parents, and media will be notified of the cancellation.

**Non-participants at practice:** Only athletes who are members of the team are to be present at practice. There should not be any younger siblings, friends, or parents of athletes present.

**Athletic Council:** The athletic council shall exist of the principal, athletic director, and all head coaches. The athletic council deals with readmission to a sport or activity after dismissal, ejections from games, and other instances as needed.

### Athletic Prices

<b><u>Admission:</u></b>	Students, Senior Citizens (55 or older)	\$2.00
	Adults	\$3.00

### Athletic Rules & Code of Conduct

This extracurricular and athletic activities code of conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

## Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
2. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

## 9.1 Code of Conduct

**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; (*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: Placing the student or students in reasonable fear of harm to the student's or students' person or property; Causing a detrimental effect on the student's or students' physical or mental health; Interfering with the student's or students' academic performance; or 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.
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; including any behavior which disrupts the appropriate conduct of a school program or activity.
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.

**Absence from School on Day of Activity:** An athlete who is absent from school after 11:15 (regular school day) and 10:15 (SIP day) on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. An athlete who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials. 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.

**Care of Equipment:** If students neglect or do not take proper care of their uniform, including lost items, students are responsible for the cost of replacing the uniform. It is also recommended that all student-owned clothing be marked with the owner's name with a permanent marker.

**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.

**Drugs, Alcohol and Tobacco:** Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

**Dual-Activity Participation:** If a conflict arises between two activities, students are to participate in the competition rather than the practice. If two competitions are conflicting, a conference with the athletic director, coaches, parents, and students involved will be held to decide. If there is a conflict between a school sport and a traveling team, the student must attend the school sport event or there will be a penalty of sitting the next game or match (whatever is missed).

**Eligibility:** La Harpe Junior High is a member of the Illinois Elementary School Association, the Sand Valley Conference, and the Hancock County Junior High Athletic Organization. In order to represent La Harpe Elementary/ Junior High, students must meet eligibility rules of the IESA. In addition, the following rules and regulations must be met prior to and during athletic participation:

Be in attendance at least ½ day the day of the game. This can be waived with extenuating circumstances by the principal.

Proof of a physical examination must be on file prior to participation in any sport including practices.

Students serving a school suspension are not eligible to play during their suspension.

Students must be passing all subjects. Grades are cumulative throughout the grading period. **Eligibility is turned in Wednesday afternoon of each week for the following week (Monday through Saturday).**

Coaches, students, and parents are notified of ineligibility.

Students who are ineligible may not participate in games but are expected to be at practices and attend all athletic events. The athlete is to sit on the bench with the team, not in uniform, and remain with the team throughout the game.

Students who are ineligible for three weeks may be in danger of being dismissed from the team. The athletic council will make the determination.

Students must use their legal name when participating in athletic or extra-curricular activities.

**Grievance Procedure:** Whenever a problem or grievance develops in an athletic activity, the following chain of command is to be followed by the person with the grievance:

As soon as practical, the person must first attempt to solve the problem with the coach/sponsor involved. This process shall be completed in a prompt and timely manner. The student should try to appropriately communicate his/her concerns with the coach/sponsor first before the parents step in on behalf of their child.

Parents should talk to the coach/sponsor if the student/coach conversation does not resolve the issue.

If the situation is not resolved, the participant may appeal to the athletic director or principal.

If there is still a grievance, the participant may discuss the issue with the superintendent.

If the grievance cannot be resolved after the above steps, the final decision regarding the grievance shall be with the Board of Education for District #347. It is the responsibility of the party in grievance to appropriately contact the coach/sponsor first and then to follow the chain of command.

**Rules in Effect:** The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of practice in the first sport in which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

**Travel:** Sponsors/Coaches will be in charge of students from the time they leave school until they return. All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation unless other arrangements have been approved by the coach/sponsor and administration. At the request of an athlete's parent or guardian athletes may ride home with the parent or guardian (the student must be signed out with the coach by the parent). Parents may give permission, by note or phone call to the coach, for their child to ride home with another responsible adult. Due to the Coop, students may be dropped off at school with no coach on the bus, therefore, it is really important for parents to be at the school when the bus arrives. Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

**Interscholastic Philosophy Statement/Guidelines:** We believe interscholastic athletics and extra-curricular activities are an integral part of the total curriculum of the school. It is believed the following statements reflect our philosophy:

Activities must be for all boys and girls who are physically able to participate.

Athletics and extra-curricular activities must be educational and contain learning experiences that fit into the overall educational program; be controlled by school authorities, both local and state; and have leadership by regular members of the school staff or those who have been duly appointed by the School Board.

At the 5<sup>th</sup>/6<sup>th</sup> grade level, the emphasis will be on fun, physical development, skills, social experience, and good sportsmanship. Coaches will strive to have equal playing time for all students on the team.

At the 7<sup>th</sup>/8<sup>th</sup> grade level, the emphasis will be placed on achieving team goals, therefore, students will participate in games according to the competition level of each individual game, fielding the most qualified and skilled players on the team, at the discretion of the coaches. Playing time will be determined by game situations and coaches discretion.

Students will play at their grade level unless circumstances (such as number of players, skill level, respectful attitude, level of competition, eligibility, work ethic, post-season IESA series) warrant a move to a higher level.

**Responsibilities of Participants:** Participation in extra-curricular programs is available to all eligible students, providing they are willing to assume certain responsibilities. All students have a right to participate in an activity or sport but actual participation is a privilege and must be earned. Therefore, students are required to: Display high standards of social behavior at school, at games/events, and on social media sites.

Display outstanding sportsmanship.

Remember that they are students first, and athletes or participants second.

Pay proper respect to our flag, officials, and opponents.

Notify the coach of their legal name for the roster.

Be at practice and give his/her best at practice.

Abide by handbook policies.

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

**Training Rules:** Participants are expected to set a good example in regard to conduct. Rules are in effect from the beginning of practice or the beginning of the school year, whichever comes first, until the end of the school year. The following rules and consequences will be followed:

Any student who has an unexcused absence for **practice** or games will receive:

First Infraction-Extra conditioning/practice as determined by the coach.

Second Infraction-Above + missing one game.

Third Infraction-Dismissal from the team.

Any student who has an unexcused absence for **games** will receive:

First Infraction-Suspension of next game/match/event.

Second Infraction-Suspension of next two games/events/matches.

Third Infraction-Dismissal from the team.

Any student who violates curfew (unless with parent or guardian) will receive:

First Infraction-Conference with the coach

Second Infraction-Sit on the bench with the team for one game

Third Infraction-Dismissal from the team, no participation in other activities

Any student who acts disrespectfully or displays flagrant misconduct such as habitual swearing or unsportsmanlike conduct as called by an official and determined as such by the coach.

First Infraction-Immediately removed from play for the remainder of the game/match. If necessary, the student may be removed from the bench (coach decision). As soon as possible, a conference with the coach, principal, and athletic director will be held to discuss the situation. First Infraction- Extra conditioning will be given.

Second Infraction- Immediate dismissal from the team for a period of time to be determined by the Athletic Council. No participation in other activities during the time of the dismissal.

Third Infraction-Denial of further participation in activities.

Any student who commits acts of disobedience or gross misconduct will receive:

First Infraction-Conference with principal and coach, extra conditioning, and discipline as set forth by school discipline policy.

Second Infraction-Immediate dismissal from the team, no other participation in other activities during the period of dismissal.

Third Infraction-Denial of further participation in activities.

Any student who is disciplined for possession, use, distribution, purchase, or sale of any contraband, alcoholic beverages, tobacco or tobacco products, controlled substance, look alike drugs, or any other illicit drugs or drug paraphernalia, or weapons of any type will receive:

First Infraction-Immediate dismissal from the team, no participation in other activities during the time of dismissal.

Second Infraction-Denial of further participation in activities.

Each coach will have specific rules to follow for their sport that may not be listed in the handbook. These rules will be explained at a parent meeting at the beginning of the season.

Practice may be started at 3:10 if coaches are available for individual skill building. Coaches will work with La Harpe players on individual skills while waiting for the Dallas City players to arrive. La Harpe students may be dismissed from practice early while the coach works with Dallas City players on individual skills. Practice format will be: individual skills (with La Harpe students); team skills (everyone); individual skills (with Dallas City students).

### Extra Curricular

Student Council Grades 6-8. Four students from each grade level (6-8)—will be selected by their classmates for student council. They will work with the student council advisor in planning activities for the junior high.

Band and/or Chorus Grades 5-8. Students will be participating in programs and IESA contests.

\*Students in 6-8 are not required to take Band or Chorus. Since these courses are electives, it is assumed that the students want to be there. Students will not be allowed to drop the courses once they have started until the end of the semester.

\*5<sup>th</sup> Grade Band-Please keep in mind that it exciting to begin band and then, when it requires a little work and effort, the enthusiasm wears off. Students who stay with their instrument throughout the year see a great improvement for their efforts. Playing the instrument becomes enjoyable and rewarding to a child's self-esteem and feelings of accomplishment. Because of this, we hope parents will encourage their children to remain in band for the entire year and show pride in their accomplishments as they attempt to learn a new skill. Students will be allowed to drop band, with written parent permission, up until the end of the 1<sup>st</sup> quarter or the end of the rental period for their instrument, whichever is longer. Following that drop period, students who drop will receive a grade of "F" for each of the remaining quarters of the school year. We feel it is important for students to learn that once they make a commitment for a certain time period (the rest of the school year) they should honor this or accept the consequences.

Cross-References: PRESS 6:190, *Extracurricular and Co-Curricular Activities* PRESS 6:190-AP, *Eligibility for Participation in Extracurricular Activities* PRESS 7:240, *Conduct Code for Participants in Extracurricular Activities* PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

## 9.2 Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as similar in age to the students from the school.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials.
2. Use, possess, distribute, purchase, or sell alcoholic beverages.
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon.
5. Vandalize or steal;
6. Haze other students;
7. Behave in a manner that is detrimental to the good of the school; or
8. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code. Cross-References: PRESS 6:190, *Extracurricular and Co-Curricular Activities*

PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

**9.3 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 Elementary 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.

Cross-References: PRESS 7:305, *Student Athlete Concussions and Head Injuries*

## **10.0 SPECIAL EDUCATION**

### **10.10 – Education of Children with Disabilities**

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

The 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.

Cross Reference: PRESS 6:120, Education of Children with Disabilities PRESS 6:120-API,E1 – Exhibit – Notice to Parents/Guardians Regarding Section 504 Rights

For further information, please contact:

Sara Ryner, Principal (217)659-3713 404 West Main Street, La Harpe, IL 61450

### **10.20 – Discipline of Students with Disabilities**

#### **Behavioral Interventions**

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

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

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Cross Reference: PRESS 7:230, *Misconduct by Students with Disabilities*

### **10.30 – Exemption From PE Requirement**

#### Exemption from PE Requirement

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program. Cross Reference: PRESS 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions*

### **10.50 – Access to Classroom for Special Education Observation or Evaluation**

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

For further information, please contact the building principal. Cross Reference: PRESS 6:120, *Education of Children with Disabilities* PRESS 6:120-AP2,E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes*

### **10.60 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.

Cross Reference:

PRESS 7:340-AP1, *School Student Records*

## **11.0 STUDENT RECORDS & PRIVACY**

### **11.10 – Student Privacy Protections**

#### Surveys by Third Parties

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

a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

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

### **Surveys Requesting Personal Information**

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

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

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

### **Instructional Material**

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

### **Selling or Marketing Students' Personal Information Is Prohibited**

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

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions. Cross-References: PRESS 7:15, *Student and Family Privacy Rights* PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

### **11.20 – Student Records**

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

- Name
  - Address
  - Grade level
  - Birth date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

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

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

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

The name and address of the Office that administers FERPA is: U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

Cross-References:

PRESS 7:340, *Student Records*

### 11.30 – Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan. Cross-References: PRESS 7:340, *Student Records*

## 12.0 PARENTAL RIGHTS NOTIFICATION

## 12.20 – Standardized Testing

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

IAR  
MAP  
Aimsweb Plus

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.

Cross-Reference: PRESS 6:340, *Student Testing and Assessment Programs*

## 12.30 – Homeless Child's Right to Education

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

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

Assistance and support for homeless families includes:

Food bank and meal programs: Christian Church Food Pantry

Food for Thought: See Susan Bray, Title teacher or Kelly Lafferty, Office

Local service organizations: Goodwill 1522 East Carroll Street Macomb 309-421-0595

Salvation Army 505 North Randolph Street Macomb 309837-4824

Family shelters: Genesis Garden 307 East Carroll St. Macomb, IL 309-326-3075

Medical services: Hancock County Health Department - 217-357-2171 Cross-References: PRESS 6:140,

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

## 12.40 – Family Life & Sex Education Classes

Request to Examine Instructional Material: A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please notify the teacher within 5 days.

Students will not be required to take or participate in any class or courses in comprehensive sex education; family life instruction; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

Cross-References:

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

PRESS 6:60-E1, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

## **12.60 – English Learners**

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

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

Cross Reference: 6:160, *English Learners*

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

Sara Ryner, Principal 217-659-3713.

## **12.70 – School Visitation Rights**

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

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

PRESS 8:95-E2, *Verification of School Visitation*

## **12.80 – Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Grant James (217) 659-3713

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

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

## **12.90 – 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.

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

## **12.100 – 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. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

Cross-References: PRESS 4:170, *Safety*

## **12.105 – 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.

Cross-References: PRESS 6:170-AP2, *Notice to Parents Required by ESSA, McKinney-Vento Homeless Assistance Act and Protection of Pupil Rights Act*

## **12.110 – Sex Offender Notification Law**

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

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

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

Anytime that a convicted child sex offender is present on school property 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. Cross-References: PRESS 4:170-AP2, *Criminal Offender Notification Laws*

## **12.120 – Sex Offender & Violent Offender Community Notification Laws**

Date: 08/01/19

To: Parent(s)/Guardian(s)

Re: Offender Community Notification Laws

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) New May of 2018 from Model Handbook

## **12.130 – 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 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

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.LaHarpeeagles.org](http://www.LaHarpeeagles.org).

## IV. Parent & Family Engagement Compact

## 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. 5

## VI. Student Privacy

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

## 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. 7

## VIII. Homeless Students

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

For further information on any of the above matters, please contact the building principal. Cross-References: PRESS 6:170-AP2, *Notice to Parents Required by ESSA*, *McKinney-Vento Homeless Assistance Act*, and *the Protection of Pupil Rights Act*