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*Parents are encouraged to contact teachers and staff with any issues or concerns. Parents may contact teachers by using the office phone number or through email. School issued email addresses are established as the teacher’s first initial and last name @spoonrivervalley.us. For example Mrs. Collier may be reached via email at jcollier@spoonrivervalley.us.

VISION STATEMENT

Spoon River Valley CUSD#4 will partner with our community to preserve the district, our rural values, and the benefits of our small school environment. We will create a safe, secure, nurturing, and educationally challenging environment where each student has the opportunity to achieve his or her individual potential.

SPECIAL NOTE TO PARENTS AND STUDENTS

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and code of conduct. Membership or participation in a school-sanctioned activity is a privilege and not a property right. The principal may establish additional rules, procedures, and regulations not contained within this handbook. Such rules and regulations shall be consistent with those established by the Board of Education and Superintendent of Schools. Since no handbook or disciplinary code can cover every action that interferes with fellow students or disrupts the educational process, the administration reserves the right to take disciplinary action when necessary, even though the offense is not specifically referred to in the student handbook. This handbook is only a summary of board policies governing the district. Board policies are available to the public at the district office. This handbook may be amended during the year without notice. This handbook contains information that needs to be known

by all students and parents. It provides the current practices, procedures and policies of Spoon River Valley Jr./Sr. High School. This document is superseded by District Board Policy and State Statute should there be a discrepancy.

If there are any questions or concerns during the year, we hope you will use the following procedures to try to resolve the situation. First, call the teacher directly involved. If this contact does not produce the hoped for results, then the counselor or the principal should be contacted. The office is always open during the school day for assistance to parents and students.

School Operations During a Pandemic or Other Health Emergency

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

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

Additionally, please note the following:

*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.

*If the district must move to alternative learning, parents are responsible for assuring the participation of their child. Students who do not participate will be considered truant.

*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.

*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.

*During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.

*School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.

*During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

*Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

*Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Pupil-Teacher-Parent Conferences - Notification of student progress is given through the report card, deficiency reports and personal contacts by teachers. If there is a question, please call the school for an appointment with the teacher, counselor or principal. Students or parents may request a conference with a teacher before or after school, or at a time convenient to both during the school day. Teachers may also request conferences with a student and/or parent.

Accidents and illness - The school will make every effort to inform the parents of any accidents or illness occurring at school that may need care or observation at home. No student will be sent home during the school day unless an adult listed on the emergency form gives consent. For this reason, it is vital that the office have an up-to-date, fully completed emergency form on file.

Health - Although a physical examination for each student is not required before entering school each year, it is desirable. A child's immunization must be kept up-to-date as recommended by the family's physician. **A ninth grade physical examination is required by the state of Illinois before a student is allowed in school** A dental examination, while not required, is strongly recommended.

Drug-Free Statement - Alcohol and other drug abuse impair education and disrupt the learning environment. Drug dependency is a treatable illness. Consumption of mood-altering chemicals (alcohol and other drugs) adversely affects a student's health, safety and ability to perform. The district encourages early identification, communication with parents, and referral to counseling agencies.

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.

For further information, please contact:

Chris Janssen, Superintendent
35265 N. IL 97, London Mills, IL 61544
309-778-2201

Jody Collier, Principal
35265 N IL 97, London Mills, IL 61544
309-778-2201

Cross Reference:
PRESS 6:120, *Education of Children with Disabilities*
PRESS 6:120-AP1,E1 – *Exhibit – Notice to Parents/Guardians Regarding Section 504 Rights*

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*

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*

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a discrimination grievance by using the Uniform Grievance Procedure (see Appendix A).

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

Chris Janssen, Superintendent
35265 N. IL 97, London Mills, IL 61544
309-778-2201

Jody Collier, Principal
35265 N IL 97, London Mills, IL 61544
309-778-2201

Administrative Implementation: The Superintendent shall appoint the District's Guidance Counselor as the Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

DISCLAIMER

This handbook, while hoped to be comprehensive, is only a summary of the Spoon River Valley C.U.S.D. #4's policies. Copies of the district's policies are available to the public at the District Administrative offices. Provisions in this

handbook may be changed at any time during the school year without notice.

GUIDANCE STATEMENT FOR EFFECTIVE PARENT INVOLVEMENT

Question: As a parent how do I help my child reach their maximum potential as a student at Spoon River Valley?

Spoon River Valley School District #4 values parental involvement that is constructive and promotes both student and district program achievement. Parents are encouraged to regularly examine online grades that are posted on the parent connect system on a regular basis and to engage student instructors by means of email in a similar manner. Parents must understand that teachers will make every effort to respond to parent inquiries within a 24 hour timeframe. Unless specified by RtI programmatic intervention or an Individualized Educational Program (IEP) provides for specific interventions. With-in the 24 hour period following the parent's phone message, the teacher will contact the parent to schedule a meeting at the teacher's earliest convenience.

Parents are encouraged to address the following questions prior to scheduling a meeting with any teacher:

- Have you talked to your child about his/her class?
- Have you emailed the teacher about the issue?
- Have you checked your child's attendance?
- Have you checked your child's grade in SDS/ Parent Connect?

Parent calls will not be sent to the classroom while the teacher is in class. A message will be taken that will include the parent's name, phone number, and a brief message about what they would like to discuss with the teacher. The teacher will make every effort to return the call at his/her earliest convenience. In this manner the number of classroom distractions will be minimized and student engagement maximized.

At the formal parent teacher conferences it is the district expectation that a degree of civility be exhibited by all parties that are involved in discussions involving student matters. While parties involved may respectfully disagree regarding a particular student, the use of profanity, adult bullying, mental or physical abuse directed at staff or other students will not be tolerated. In the event such situations occur the conference will be immediately terminated, administration informed, and additional actions taken if needed as the situation warrants.

-Approved by the board of education February 2015

ACADEMIC INFORMATION

STUDENT RESPONSIBILITY

Students must remember that they are going to be held to high academic, behavioral, and dress-code standards. It is the

student's responsibility to make every effort to have a successful school year. Your education is important to everyone associated with Spoon River Valley; it needs to be important to you.

ACADEMIC LETTERS PROGRAM

Full credit academic course grades are computed into semester grade point averages using the weighted grading scale. Points are assigned at the end of each semester, based on the grade point average each semester. The following point system will be used:

Semester Grade Point Average	Academic Points
4.0	4 pts.
3.5 to 3.99	3 pts.
3.25 to 3.49	2 pts.
3.0 to 3.24	1 pt.

An academic patch is awarded when a student earns 6 academic points. A letter is awarded for 12 points. Pins are awarded after a student receives a letter and accumulates 15, 18, 21, 24, 27, and 30 points.

WEIGHTED CLASSES

REGULAR COURSES: an A=4, B=3, C=2, D=1, F=0
MERIT COURSES: an A=5, B=4, C=3, D=2, F=0

Weighted classes are calculated on a 5 point scale, while other classes are calculated on a 4 point scale.

Weighted Courses are Algebra II, Trigonometry/Pre-Calculus, Calculus, Spanish III, Spanish IV, Anatomy & Physiology, Chemistry, Physics, English III (CP) and College Credit Classes declared to count for dual credit.

CHEATING/PLAGIARISM

Giving or receiving information on an examination, quiz, or assignment is cheating which will result in a zero for the exam/quiz/assignment and possible referral to the office. Using another's ideas or words as your own is a practice that will not be tolerated. Referrals for cheating and plagiarism will be dealt with the same as disorderly conduct.

CURRICULUM

School districts are authorized to provide curricular offerings in areas identified by the State Code and the State Board rules. To meet minimum curriculum requirements, Junior High Schools must provide: language arts; communication skills; science; mathematics; conservation of natural resources; social studies and U.S. history; career education; music; art; physical education; health education; safety education; the Holocaust; black history; history of women in America; prevention and avoidance of drug and substance abuse; prevention and avoidance of abduction; prevention

and avoidance of sexual abuse; and American patriotism and principles of representative government. Sr. high school provides the same curricular areas with the addition of driver's education and foreign language. Most classes at Valley High School are intended to be taken as first semester and second semester courses. Students are expected to stay in a full year class for the entire year. Only under extreme circumstances could an exception be made. Dropping a class at the semester requires permission from the principal through the appropriate paperwork.

DRIVER'S EDUCATION

The district makes every effort to schedule students into driver's education in such a manner that the student will complete the course prior to his/her 16th birthday. However, with state requirements being such that the student must hold their permit for 9 months, a driver's license by the 16th birthday may not be possible. At minimum, each student will be offered Driver's Education in such a manner that they will be able to complete the course during the semester of their 16th birthday. When numbers warrant, a summer driver's education program will be offered. Students otherwise eligible to take driver's education must receive a passing grade in at least 8 classes during the previous 2 semesters of school before being allowed to enroll in driver's education.

DUAL CREDIT

Dual credit opportunities allow students to earn both high school and college credit for the course. In order to be eligible for dual credit for a course that is offered, all procedures must be followed and forms must be completed by the established deadlines. All dual credit courses must be approved in advance and a student may NOT take a course for dual credit that we offer here unless given approval from the board after the appropriate request has been made. College tuition charges are through an arrangement directly between the student/parent and the college. Spoon River Valley High School has no involvement in the tuition process. If students take dual credit above and beyond the seven period day, they must declare up front which course they want to count for high school credit and grade point.

EARLY GRADUATION

Students who wish to graduate from Spoon River Valley High School in less than four years may do so based on the merit of each individual case. Students must contact the guidance office no later than the end of their sophomore year so a completed plan of study may be presented to the board of education.

EXAMINATIONS

Teachers may administer tests in their classes at their discretion during the school year. Tests, quizzes, term papers, and major assignments handed in by students will be corrected and returned by the teacher. This may not be the case with semester examinations.

FINAL EXAMINATIONS

All courses at the high school level will give a final exam at the end of each semester during the scheduled days for final exams. Semester exams are mandatory for those academic classes to which they may apply. Students taking final exams must remain in attendance on finals days until they sign out for the remainder of the day. Students may NOT leave and then return. Students must be in attendance for the final exams unless they are exempt by the criteria below. If a student misses first semester exams due to illness, the student will make up his/her exams during the teacher in-service day before school begins again in January. If a student misses second semester exams due to illness, the student will make up his/her exams during the teacher in-service day following the exam days. If a student does not take the exam during the regular scheduled time or during the make-up time, he/she will receive a zero on the final exam. Medical documentation of having seen a doctor is the only excuse for missing finals that will be accepted. Parent excuses are not valid for missing finals.

FINAL EXAM EXEMPTIONS

All students will take the final exam in all dual credit and online courses. For weighted and nonweighted courses, if a student has an A or B for the semester grade by the cut-off date and has not had more than 3 first hour tardies, more than 3 homeroom parent excuses, or more than 3 absences, that student will be exempt from taking that final. The grade used to determine is the actual grade in the course (if class is weighted, the non weighted grade will be used). The exemption does not apply to college courses. Any student that received an in-school or out of school suspension will be required to take final examinations in all courses that semester.

Any student who is exempt may choose to take the final exam. In this case, the final exam should not lower the semester grade.

EXTRA HELP

Students may arrange a conference with teachers during homeroom, before and after school or at a time convenient to both student and teacher during the day. A teacher will sometimes request that a student stay after school if it is apparent that the student is having difficulty with his/her work.

JR. HIGH RETENTION POLICY

Students will be retained if they fail to pass 4 out of the 5 required yearlong classes (Language Arts, Social Studies, Science, Math, and PE). The principal shall examine the grades of the rotational classes, elective classes, and test scores, such as the IAR, to determine if a borderline student is retained.

GRADUATION CEREMONY

Students meeting all requirements for graduation are invited to participate in the graduation ceremony held each year in May. Students must meet ALL requirements prior to the ceremony in order to participate in the ceremony. Those students participating in the ceremony are required to purchase all of the appropriate ceremony regalia through the supply company chosen by the school for such purposes.

GRADING

Grades are an evaluation of what the student has learned. They become part of a permanent record that lasts as long as he/she lives. Institutions of higher learning, potential employers, and the career military services are all interested in a student's high school records.

Grades A, B, C, and D, are passing. "A" indicates exceptionally fine work; "B" represents better than average work; "C" indicates average work; "D" indicates poor work. The grade of "F" indicates failure. At the high school, the grade given at the end of the semester is a cumulative grade for that semester and is the one that is recorded. "W/F" is applied to a high school student withdrawing from a class after the drop deadline each semester. In the junior high, required year-long classes will be given a final grade, which is the cumulative grade from each of the four quarters. Grades shall be determined as follows:

Jr. High - each nine weeks period will count as 25% of the yearly grade.

High School - each nine weeks period will count 40%; the semester exam will count 20%; grades will be averaged by percentages.

Grading Scale:

A=	90 - 100
B =	80 - 89
C =	70 - 79
D =	60 - 69
F =	0 - 59

Progress Reports: Current grades are available online. Reports may be sent to you whenever a teacher has a concern or wishes to call attention to outstanding work or a marked improvement in a particular area. If you have a concern over your child's progress, please contact the teacher to discuss the matter or arrange for a conference.

Report Cards: Report cards are issued every nine weeks. The primary purpose of the report card is to give a progress report on your child's achievement, effort, and behavior.

GRADUATION REQUIREMENTS

Spoon River Valley High School is a state approved high school meeting the requirements of and abiding by the regulations

of the Illinois State Board of Education. 26 credits must be accumulated in order to graduate. Students must meet both state and district requirements to graduate.

High School Graduation Requirements¹

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

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

State Mandated Graduation Requirements

*Four years of language arts.

*Two years of writing intensive courses, one of which must be English and the other of which may be English or any other. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.

*Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.

*Two years of science.

*Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American Within the two years of social studies requirement, one semester of civics is required.

*One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).

*One semester of health education.

*Physical education classes 4 years

*A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.

*Nine weeks of consumer education.

*For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

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

for Federal Student Aid (FAFSA) Graduation Requirement ***As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following: (1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid. (2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application. Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement. **A

school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver. Cross Reference: PRESS 6:300, Graduation Requirements

Each student should check with the counselor on a regular basis to make sure that he/she is making satisfactory progress toward meeting his/her graduation requirements.

Correspondence classes and online classes are only accepted for credit at Spoon River Valley High School upon prior approval. Alternative credits may be obtained by attending summer school, taking online courses, or taking college courses upon prior approval.

CLASS STANDING

In order that students might constantly be aware of where they are in relation to graduation, each student is placed in a

homeroom based on the number of classes that they have successfully completed.

0-6.0 Credits	Freshman standing and Homeroom
6.5 – 12.5 Credits	Sophomore standing and Homeroom
13.0 – 19.0 Credits	Junior standing and Homeroom
19.5 Credits	Senior standing and Homeroom

HOMEWORK POLICY

Homework is a standard and necessary part of most classes. Homework reinforces newly learned skills while helping to administer knowledge of information previously introduced. Initiative, independence, responsibility, self-confidence, and self-discipline are developed when a child is given independent home study. Homework also provides skill practice, enriches learning, and allows for activities not possible in class.

The teachers plan homework that is productive and accomplishes at least one of the following goals:

1. Further reinforces skills already learned at school.
2. Motivates the student, with or without parent involvement to extend learning that has occurred at school.
3. Develops and strengthens the student's individual interest.
4. Helps develop independence in study skills as well as a sense of individual responsibility.
5. Helps the student prepare for future lessons.

Whenever possible, individual needs and differences are considered when planning a homework program. Since no two students are alike, they may require different amounts of time to complete the same assignment.

HONOR ROLL

Students that earn NO Ds or Fs will be considered for the various honor rolls. HS honor rolls are based on semester grades. JH honor rolls are based on quarter grades. Students that earn a D in a weighted course can be considered for the honor roll. Honor roll is based on the following GPAs

PERFECT HONORS	4.00 or Above
HIGH HONORS	3.50 to 3.999
HONORS	3.00 TO 3.499

NATIONAL HONOR SOCIETY

To be eligible for membership in the Valley chapter of the National Honor Society, a student must have completed 5 semesters of high school work and have a cumulative grade point average of 3.50.

Students who meet the academic requirement will then be asked to submit a Student Activity Information Form detailing their service, leadership and character. Students will also be required to sign a packet with the Society's By-Laws.

Faculty evaluations (of students who return their forms) are used to support the strength of a student's candidacy in the areas of service, leadership and character.

The Faculty Council reviews the Student Activity Information Forms along with the faculty evaluations and then selects students for membership. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership and character. A periodic review of NHS members will be conducted by the Faculty Council.

Graduation Recognition

Students will be recognized according to the following standards:

4.0 and above-Summa Cum Laude and will be the Valedictorian(s) (No limit on number) Cord: Orange and Black
3.75-3.99-Magna Cum Laude Cord Color: Silver
3.5-3.74-Cum Laude Cord Color: Bronze

Cords will be presented as students walk across the stage at graduation. Students in the National Honor Society will also receive blue and gold cords.

Levels will be determined at the end of a student's senior year

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.

Students who have an excused absence may be required to make up work missed in each class. The work should take approximately the same amount of time as the time missed from class. In most cases, the student will be allowed one(1) day for every day missed to complete the work (up to a maximum of 2 weeks). The first day back counts as the first day. Tests, quizzes, projects, etc that were due on a day a student was absent, are due upon their return. A one-day absence does not excuse a student from the responsibility for all assignments on the day of his/her return to school. Work not made up within the allotted time will be assigned a grade of zero. In all cases, all work must be completed within 2 weeks of the end of the grading period, except in emergency situations. Students suspended out of school are allowed to make up work. **Students with an unexcused absence not cleared within a week of absence, will NOT be allowed to turn in work for credit and will receive a zero on any homework, class work and exams for that day.**

It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain make-up work is not an excuse for failing to complete the missed work. Field Trips or school events are

not considered an absence, so the homework assigned in a class that is missed due to a field trip or school event is due the same as if you were present for the class. **Students are eligible to make up work missed during a suspension, however, that work is due the first day the student returns to classes.**

NON PARTICIPATION DUE TO RELIGIOUS BELIEFS

Students who have moral objections to dissecting or vivisectioning animals or sex education will be excused from classroom attendance without penalty during times when such activities are taking place. The classroom teacher, with the building principal's approval, shall arrange alternative instructional activities and alternative classroom attendance. All students under the age of 18 must have these objections presented by their parents/guardians in writing.

SCHEDULE CHANGES

All students are required to attend the first day of classes as scheduled. All schedule changes need to be made by the 5th day of student attendance. Schedule changes will only be made if:

1. The student completes the appropriate class change form with the required signatures.
2. The change is possible in terms of existing schedule and it will not overload a particular class.
3. The change results in a reasonable program of studies in terms of the established curriculum.
4. The principal/counselor approves the change after consultation with the teacher.

ATTENDANCE

Good attendance is an indicator of responsibility in school and work. Many prospective employers call the high school for references and ask about attendance. It is important to make every effort to attend classes. Many activities in a classroom cannot be made up by a student who misses that class. The School Code of Illinois clearly states, under Chapter 105, Article 26, the compulsory attendance laws which Illinois schools are obligated to follow. Parents or guardians are charged with the responsibility to ensure that their children attend school.

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.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or

mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

ILLNESS

While regular attendance is essential for a child's continuing progress in school, a child should stay home for **24 hours fever free without medication**. If a child has symptoms such as these, please keep them home: Fever or Chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headaches, Loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, and/or Diarrhea.

ABSENCE PROCEDURE

The parent/guardian should call the office at 778-2201 between 7:30 AM and 9:00 AM each day a student is absent from school. If the parent/guardian does not call the school, an attempt will be made to contact him/her to verify the student's absence. This call will be made utilizing telephone numbers provided on the emergency form.

Upon returning to school after an absence, students should check in at the building office. An unexcused absence will result in a zero for all work that day.

Students who have been absent over five (5) consecutive days because of illness must have a physician's release to re-enter school.

A student is allowed five written excused absences from parents per semester. After the 5th written excuse, the student must have documentation from a physician, dentist, court official, or college representative to excuse the absence. Absences after five will count as unexcused unless documented by a physician, dentist, court official or college representative. **In order for a doctor's excuse to count as a doctor's excuse, the student must be seen by the doctor.** All other absences will be treated as parent excused. All students who are absent **MUST** have a written excuse upon returning to school. The student has five school days to turn in the written excuse. All notes for excusal from school must have a beginning and end date and not to exceed 5 days for parent excuses or 20 days for doctor excuses. Any portion of the day the student is released by a parent excuse, the absence will be treated as a half or full day parent excused. If the student

has used all of their parent excused days, the absence will be unexcused. 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. **Students need to stay home if they are ill. If your child shows any signs of illness in general, you will be notified immediately to come and pick up your student.**

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

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS1, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.²

All other absences are considered unexcused. Pre-arranged

excused absences must be approved by the building principal.

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

In the event of any absence, the student's parent/guardian is required to call the school at [phone number] 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.

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

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

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

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

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.³

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.⁴

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

ATTENDANCE AT SCHOOL FUNCTIONS

To participate in or spectate at an after-school practice, rehearsal, or activity, students must be in attendance for half the school day. Exceptions are field trips, college visits, doctor's appointments, or court appointments. These must be documented. A prearranged absence form must be turned in ahead of time when appropriate. The administration also reserves discretion for events that may be beyond the scope listed here. If attending or participating in an event after missing more than a half day of school, the student will be asked to leave and will be issued a level II consequence for insubordination.

CLOSED CAMPUS

Spoon River Valley Jr./Sr. High School operates under a closed campus policy. This means that a student is to be on campus (in the school building) in the designated areas from the beginning of his/her first class until the end of the school day. Visitors are not allowed to be with students throughout the building. Any student violating this policy will be considered truant.

COLLEGE VISIT DAYS

Making a decision on education or training after you finish at Spoon River Valley High School is not an easy decision. We understand that sometimes a personal visit to the college or university is necessary to help in that decision. However, it is also our hope that every effort will be made to take care of these visitations on days when school is not in session. College visit days must be approved ahead of time through the principal. Students missing school for college visits must fill out the appropriate college visit form for approval BEFORE going on the visit and also return a form signed by the admissions office of the college that they are visiting indicating the date(s) they were at the college. Failure to provide this form will result in the absence being considered unexcused. Students are allowed a total of 6 college visit days during high school.

EARLY / EMERGENCY DISMISSALS / SCHOOL CANCELLATIONS

There will be several 11:30 dismissals scheduled for half-day teacher workshops (see district calendar which is posted on the website). Notification of school closings, delayed starts, or unscheduled early dismissals due to inclement weather or other emergencies will be broadcast on the following radio stations:

WBYS - Canton	FM 107.9
WJEQ - Macomb	FM 102.7
WAAG - Galesburg	FM 94.9
WAIK - Galesburg	AM 1590
WKAI - Macomb	FM 100.1

Please do not call the school. Telephone lines must be kept

open for emergencies.

LEAVING DURING SCHOOL HOURS

UNDER NO CIRCUMSTANCE IS A STUDENT TO LEAVE SCHOOL BEFORE THE END OF SCHOOL WITHOUT PRIOR PERMISSION AND SIGNING OUT IN THE OFFICE.

When it is necessary for a student to leave school during the day, the student must have prior permission from the office and must sign out. If a student becomes ill at school, he/she should report to the office. A parent or other authorized person (as listed on the Emergency Form) will be contacted before granting permission to leave. If an emergency arises, only the office phone is to be used to contact parents. Students leaving class or school without permission are truant. See consequences for truancy. Students may NOT leave and return to school the same day unless it is a school event, documented medical appointment or documented court appointment.

LEAVING SCHOOL DURING SCHOOL HOURS OR SCHOOL EVENT FOR MEDICAL EMERGENCY

When a student has a medical emergency during school hours or at a school event, all effort will be made to contact parents or guardians and apprise them of the situation and get direction. Emergency personnel may be contacted as appropriate and appropriate action taken accordingly. If a student has a medical emergency during school hours or at a school event, the administration may require a doctor's clearance before a student is allowed to return to school or the activity.

NON-ATTENDANCE POLICY

Out-of-school suspensions will count and be used in reporting the total number of student absences. Students under the age of 17 with excessive absences will be reported to Project Stay (the Fulton County Truancy Program).

The student and his/her parents will be notified of the attendance problem and possible consequences. Notification will include letters home, conferences with the administrator or the counselor, and a certified letter warning of possible removal of student from school. If supportive services have failed to remedy the attendance issue, the student will have an opportunity for a due process hearing before the board of education who may then take action that may include expulsion.

Cross Reference:

105 ILCS 5/26-2a 105 ILCS 5/26-12 105 ILCS 5/10-22.6

PASS PRIVILEGES

Students need to be in their assigned classes in order to learn. In addition, our Safe School plan mandates that each student must:

1. Be in their assigned classroom when the class period begins
2. Always have a pass to be in the hall or in an unassigned area during class or homeroom.
3. Be going directly to, staying in, or returning directly from the location indicated on the pass.

A student who is found in the halls without a pass or who abuses the use of hall passes will be placed on the No Pass List. Time spent on the No Pass List will be minimally as follows:

FIRST OFFENSE:	2 week
SECOND OFFENSE:	4 weeks
THIRD OFFENSE:	6 weeks
FOURTH OFFENSE:	8 weeks
REPEATED OFFENSES:	may result in suspension

A student on the No Pass List is not to accept a pass if offered one, and must have a designated escort to leave or return to his/her class.

PHYSICAL EDUCATION ABSENCES

If a student is to be excused from a physical education class for a day due to illness or injury, the student must bring a written note from home to the P.E. instructor. This will excuse him/her from physical education class for one day only. To be excused for 3 or more days, he/she must have a note from his/her doctor.

P.E. uniforms are required, grades 7-12. The official uniform consists of PE shorts and a gray Valley PE shirt with appropriate shoes.

PHYSICAL EDUCATION WAIVER

In accordance with state statute, all students must be enrolled in a Physical Education course. Juniors and Seniors may file for approval of a waiver if the student is active in two interscholastic sports for the entire semester. To be eligible for a waiver, a student must be in a fall and winter sport for the first semester and a winter and spring sport for the second semester. Students must fill out a waiver form and have administrative approval within the first five days of the semester. Students that waive the PE requirement, will not be required to take PE that semester, and will not receive credit for PE.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

- Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);As per state statute
- Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

- The student’s parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services,
- The student’s Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program; or
- The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student’s parent or guardian documents this participation.

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*

ANTICIPATED ABSENCES

In the event a student must be absent from school for reasons other than illness, death in the family, or family emergency, the student is to make arrangements with the administration at least two (2) days in advance of the absence.

Arrangements for make-up work must be made prior to leaving. The student must make up any missed work within two days of their return to school. Any student who does not follow this procedure will have the absence treated as an unexcused absence. **Students missing school for college visits must return a form signed by the admissions office of the college that they are visiting indicating the date(s) that they were at the college. Failure to provide this form will result in the absence being considered unexcused.**

STATE TESTING

Students will be tested in accordance with the mandates set for by the State of Illinois as set out in state statute. Currently

that involves the IAR test for all students in grades 6,7,8, PSAT for 9th and 10th grades and SAT for 11th grade.

TARDIES

All students are expected to arrive in the classroom with needed materials before the tardy bell rings. Students have three (3) minutes between classes.

When a student accumulates 5 tardies (a tardy being defined as arriving to class after the bell without a pass from a staff member) the student will be issued a 1 hour after school detention. When a student accumulates 10 total tardies the student will be issued an in-school suspension. Each accumulation of 5 will result in progressive discipline measures.

At the beginning of the 2nd semester the tardy count starts over.

Students tardy to 1st hour will receive a lunch detention after the first tardy, after 5 1st hour tardies, an after school detention will be assigned, after 10 the result will be an in school suspension.

Procedure to follow if tardy to class:

A student should report, with or without a pass, directly to the assigned class. Tardies will be unexcused unless a student has a pass from a staff member. Students with three (3) tardies to a particular class will be given a teacher detention.

Procedure to follow if arriving late to school:

If a student arrives at school after 8:10 AM,(8:00 during 2:00 dismissal times) he/she **MUST** immediately report to the office, sign in and secure a tardy slip for class. If a student arrives between class periods, he/she must still sign in. Students that are late to school will be issued a lunch detention that day. If a student fails to serve the lunch detention that day, an after school detention will be issued. Students will be given one tardy per semester to account for situations that are out of the student’s control. Once that one pass is used, all others no matter the situation will result in a ardy and a lunch detention.

TRUANCY

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

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. 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 parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Cross-references:

PRESS 7:70, *Attendance and Truancy*

As noted in Chapter 105, Article 26 of the State Code of Illinois a student subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or any portion of the school day is considered truant. Valid cause for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and such other situations beyond the control of the student as determined by the Board of Education or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

There may be certain absences that are acceptable only if previously approved by the building principal. District #4 must enforce the state laws of Illinois regarding pupil attendance. Therefore, the following truancy policy has been established.

Consequences for truancy:

FIRST OFFENSE: Level II Consequences

SECOND OFFENSE & THIRD OFFENSE

Level II Consequences

REPEATED OFFENSES

1. One or more days of -school suspension.
2. Referral to the Attendance Assistance Program. A hearing before the Board of Education of District #4 for possible expulsion.

If a student leaves school without permission, the penalty is an automatic one-day suspension. Multiple violations will result in multi-day suspension.

Students who skip a class (or portion of a class period) will be assigned an in or out of school suspension. The student may be assigned one day per period missed.

WITHDRAWAL FROM SCHOOL

A student wishing to withdraw from school must obtain and complete a withdrawal form from the office and must first obtain a parent signature authorizing withdrawal from school. Students 18 or older may submit the form on their own. The student must then check out with all of his/her teachers and return all books, locks, and other materials as well as pay any outstanding debts.

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: Jody Collier at 309-788-2201.

Cross Reference: PRESS 6:150, *Home and Hospital Instruction*

MISCELLANEOUS INFORMATION

ACCIDENTS

It is the responsibility of the student to report to the teacher or coach in charge all facts pertaining to an injury at the time of the occurrence. The staff member will complete reports for accidents that happen on school property and/or during travel to and from school. Witnesses need to be listed on the report. The faculty member and the student should report all accidents and injuries to the administration. If any injury requires medical attention and you are covered by student insurance, your claim must be filed within 90 days of the occurrence.

ANNOUNCEMENTS AND BULLETINS

All notices of club meetings, athletics and social events, general information for the day and specific instructions are

placed in the daily announcements. All announcements must be on the appropriate form, legible, and approved by the principal. Announcements are read each day at 8:10 and posted outside the main office. Announcements not turned in prior to 8 a.m. may be delayed until the end of the day.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, stamping of feet, and booing are discourteous. Chromebooks, cell phones, and other forms of technology are not allowed at assemblies unless permission is given for an event.

BEFORE SCHOOL/AFTER SCHOOL

Students are not to be in the building before 7:55 AM unless directly supervised by a teacher or a coach. The doors will not be opened until this time so students should dress appropriately for the weather.

No student should be in the building after 3:30 PM unless supervised by a teacher or participating in a supervised activity. The office, academic doors, and exterior doors close daily at this time. Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the next day. Students in violation of this policy are subject to disciplinary action.

BOOK AND MATERIAL FEES

Spoon River Valley Jr./Sr. High School charges a book and material fee for all students. IVHS students pay an additional prorated amount. Students are encouraged to pay the total amount during registration days. 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. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

**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

**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: [1]

*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 Students' 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.[2]

BOOK BAGS

As per the Spoon River Valley C.U.S.D. #4 School Safety Plan, book bags should be secured in lockers at the beginning of the day. They will not be permitted in the halls, classrooms or other areas during the school day without permission. Such permission must be received from the building Principal. Purses are also considered bags and must be kept in the student's locker during the school day.

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of

the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal and/or Dean of Students. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.

2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.

3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.

4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.

6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.

7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or

bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.

8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.

11. Never run back to the bus, even if you dropped or forgot something.

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

For questions regarding school transportation issues, contact: Matt Harrison at 309-778-2201..

Cross-references:

PRESS 4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

PRESS 4:170-AP3, *School Bus Safety Rules*

PRESS 7:220, *Bus Conduct*

PRESS 7:220-AP, *Electronic Recordings on School Buses*

BUS CONDUCT

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

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in

excess of 10 days for safety reasons.

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

CHANGE OF ADDRESS

The office should be informed immediately if a student changes his/her address or telephone number, or if there are any changes in telephone numbers on the Emergency Form.

CIVIL EMERGENCIES

What parents can do in an emergency:

1. Keep telephone lines open for emergency calls. DO NOT PHONE THE SCHOOL.
2. Keep civilian cars out of the area. Keep streets clear for emergency vehicles - police, ambulance, fire department.
3. Tune to WAAG FM 94.9 (Galesburg), WBYS FM 107.9 (Canton) or WKAI FM 100.1 (Macomb) for local information.

COMPUTER LABS

The building houses two computer labs. One lab is located in the business department and is used for specific classes. The other lab is located in the Library. This lab is available to teachers to use with classes, or for students to use with appropriate written permission (a pass from a teacher). Internet access is available to all students. A signed Acceptable Use Agreement must be on file for a student to be allowed use of the computers.

COURTESY

Courtesy to teachers, school employees, other students, and visitors in and out of school is a tradition and an expectation at Spoon River Valley Jr./Sr. High School. Students should treat all adult employees of the school with courtesy and follow any request or direction given by them. This includes bus drivers, custodians, cafeteria workers, and office personnel. Rudeness will result in disciplinary action for insubordination.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other

drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

DRESS/GROOMING

Parents should provide guidance for their student in their dress and grooming. Students are required to dress in a way that does not distract or disrupt the educational environment of the school and also in a way that will not compromise the individual safety of the student. Therefore, students may not wear anything that distracts such as short shorts, mini-skirts, undergarments worn as outer garments, undergarments that are clearly visible through the outer garments, garments that show excess cleavage, no shirts that show mid drift, caps or hats, see-through clothing or fish nets, shirts with messages that are obscene or suggestive in nature, clothing which advertises illegal substances or activities (i.e., tobacco, alcohol, or drug usage), slippers or clothing with excessive or obscene rips or tears. Pants must be worn with the belt at the waistline. Shirts with sleeves removed will not be allowed (Factory seams only). Common sense and cleanliness are the guidelines for all dress.

Outerwear (coats, gloves, hats, and jackets) is to be left in one's locker during school hours except at a teacher's discretion. Hats or any form of head covering are not to be worn inside the building during normal school hours. Footwear must be worn at all times. Tinted glasses worn indoors cause eyestrain and are therefore prohibited. If students must wear tinted glasses, they are to obtain a note from the principal.

The principal or his/her designee has the final determination as to what is appropriate dress and grooming. The first violation will result in a directive to change the attire before returning to classes. Any further violation may be interpreted as insubordination. If announced, these guidelines may be altered for special days such as Homecoming.

Remember, while some clothing may be fashionable, it may not be appropriate for school. Shorts must be long enough so when the student places their arms at their side, the bottom of the shorts extend down the leg farther than the finger tips. All tops must have straps a minimum of an inch wide.

No chains of any kind are allowed to be hanging from any article of clothing.

EXTRA-CURRICULAR ACTIVITIES & DANCES

1. Each student is urged to participate in extra-curricular activities, to be a "doer" and not a "watcher". There are activities that interest all

students.

2. A student owes his/her best efforts to each club and activity in which he/she participates.
3. If the student falls behind in his/her schoolwork, after school help takes precedence over any extra-curricular activity, and they may be requested to drop extra activities.
4. Obligations at home, church, and in the community should be considered in arriving at decisions on just how many extra-class activities should be joined.
5. Once a student has entered the building for an evening activity, he/she may not leave and return (Special permission to return after leaving may be obtained from the principal or faculty member in charge if the principal is absent) Remember, to obtain permission before leaving.
6. Who may attend dances:
 - a. Presently enrolled Spoon River Jr./Sr. High School students. (9-12 for high school dances and 6-8 for jr. high dances) Ineligibility does NOT affect whether a high school student can attend a dance. A junior high student MUST be eligible to attend a dance.
 - b. Friends and dates accompanied by other students. No student below 9th grade will be allowed to attend any high school dance. A student who requests to bring a friend who does not attend Valley High School must have the appropriate guest form filled out and approved by the established deadline. The form requires the signature of an administrator of the guest's school or similar identification of the guest. A student's guest cannot be 21 years old or older or in junior high
 - c. To attend the junior/senior prom, a student must be of junior status as stated on page 8 by the end of the first semester or be invited to the prom by another Valley student who does have junior or senior standing.
7. If a chaperone asks someone to leave the dance, that person will not be allowed back that evening and possible disciplinary action may follow.
8. Anyone leaving the building at any time during the dance will not be allowed to return to the building or the dance without permission.
9. All monies of extra-curricular activities shall be deposited in the activity fund with the Principal. A deposit slip will be given to each activity for monies deposited. An activity account request form shall be issued for expenditures issued by each organization.
10. All money earned (or property purchased with money earned) as a result of organized fundraising becomes the property of District #4.

11. No student can enter into a contract with an outside agency for the purpose of purchasing or providing funds or services on behalf of Unit 4.
12. The treasurer of each organization shall keep a record of the finances, which will be checked with the record of the principal at the end of the month.
13. The secretary of each organization shall keep a record of each meeting.
14. Class meetings and club meetings will be arranged with the office.
15. Only the organization's sponsor may request account balance information from the school secretary.

FUND RAISING

The principal must approve all fund-raising projects. Students that participate in a fundraiser accept the responsibility to promptly pay for all items ordered. Projects that involve selling merchandise to residents of our community are not allowed without special permission. Tickets or articles of any kind, other than those associated with school-sponsored activities are not to be sold on school property by students or outside organizations. All fundraisers must be approved in accordance with the district fundraising policy.

HALLWAY PROCEDURE

1. Pass through corridors quietly to insure future pass privileges. Be considerate of others.
2. Discard trash in the containers provided. Please keep our school clean by picking up paper from the floors.
3. All students in the hallways during the class period MUST have a pass or signed agenda issued by a staff member.

HIGH SCHOOL PROM

Each year the Junior class will organize and hold Prom. Students inviting guests that do not attend Spoon River Valley High School must turn the proper paperwork into the office. All rules in the section regarding Extra-Curricular Activities and Dances will apply. In order to attend Prom, students must have all fees and fines paid in full prior to the event. A student may NOT attend Prom if they have more than five unexcused absences that semester.

HOMEROOM

Homerooms meet the end-of the school day. The purpose of homeroom is to allow time for group meetings, pep assemblies and other activities that would normally take time away from the academic day. If a student is not participating in a group activity, they are expected to be in their homerooms and quiet. Students who are found wandering the halls will be subject to disciplinary action. Students who miss homeroom will be subject to discipline contained in the truancy section of this handbook. An incentive homeroom policy will be in place for the 2020-2021 school year. See

policy for details. Students who do not follow the policy will waive their right to participate in the incentive program.

INSURANCE

All students attending Spoon River Valley Schools will be able to purchase insurance through American Youth Student and Sports Insurance. Brochures describing the insurance coverage and rates will be provided at registration time. The following coverage may be purchased: School-time coverage, 24 hour coverage during the school year, football coverage for grades 9-12, optional accident and sickness coverage, and 24-hour summer vacation only coverage. Before a student can participate in any school sports, they must show proof of insurance.

LIBRARY

The library is provided for the student's use in the areas of reading, study, research, and the use of audio-visual materials. It is open during the entire day and a short time after school. Our library is not a student lounge and students are expected to use the library for study purposes.

Books, computers, audio-visual materials, periodicals, newspapers, and other equipment are available for the student's use. Students must present a student ID in order to check out materials. Materials checked out from the library should be returned to the book drop at the circulation center.

Students are responsible for fines on material that is overdue and for any damage that is done to any materials checked out to that person. It is wise for a person to make sure that no damage has been done prior to material checkout. In order to maintain an atmosphere in which students can study, it is necessary to require students to have a specific purpose for coming to the library.

LOCKERS

A student's school locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and outdoor garments. Each student will be assigned a locker. Students are to use only lockers assigned to them. Do not tamper with another locker or give the combination to another person. Students are advised that school officials may search lockers at any time, with or without the student's knowledge or consent. Students are not to use tape of any kind to attach signs to lockers. Only "Fun Tack" or its equivalent may be used to attach items to lockers.

LOITERING / TRESPASSING

Loitering on school property is not permitted. Infractions may result in suspension, expulsion, or arrest. Trespassers will be escorted off of school property and/or referred to the police.

LOST AND FOUND

Students who find lost articles are asked to take them to the Lost and Found in the office. Lost articles, which are not claimed within a reasonable time, will be given to a charitable organization or thrown away. Lost or stolen items should be reported to the office immediately and the proper form completed.

Student Medication

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

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

Self-Administration of Medication

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

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

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

Students may self-administer (but not possess on their person) other medications required under a qualified plan,

provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

PRESS 7:270-E, School Medication Authorization Form

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

Administration of Medical Cannabis

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

Undesignated Medications

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

Emergency Aid to Students

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

Cross-References:

PRESS 7:270, Administering Medicines to Students

PRESS 7:270-AP, Dispensing Medication

Prevention of Anaphylaxis

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

PRESS 7:285, Anaphylaxis Prevention, Response, and Management Program

PRESS 7:285-AP, Administrative Procedure – Anaphylaxis Prevention, Response, and Management Program

NON-SCHOOL ORGANIZATIONS

This school does not and cannot give recognition to any fraternity or sorority nor approve of pledging, hazing, or any activities they may initiate. Because this is a public, tax supported school, and because these organizations are not open to all in membership or under school supervision, they are asked to keep their activities entirely off school property.

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to

help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.

2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Cross Reference:

PRESS 8:90, *Parent Organizations and Booster Clubs*

PARENTAL INVOLVEMENT

Parent-Teacher Communication: Very often an issue regarding something at school will arise that will cause parents to raise questions. The resolution of an issue is important to the parent, child, and the school. The first step in resolving such a problem is to contact the teacher involved. If the problem cannot be resolved, the principal is the next person to contact either by telephone or in person at the

school. The superintendent of schools may be contacted if a solution cannot be agreed upon, but the superintendent and then the school board should be the last steps in the resolution process.

Parent-Teacher Conferences: Formal parent/teacher conferences are held in the fall of the year. This is a good opportunity for parents to find out about their child's progress and to ask any questions concerning the educational program. Parents will be contacted as to the date and time for the conference.

Other conferences may be held during the year at parent or teacher request. Please call the office to arrange an appointment if you desire a conference with a teacher. Parents are encouraged to visit the classroom. It is often helpful to see your child at work and at play with his/her peers. Please contact the school office to arrange a time to visit your student's classroom(s), and then stop by the office to pick up a visitor's badge before going to the classroom.

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-References PRESS 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights* PRESS 8:95-E2, *Verification of School Visitation*

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

Visitors

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

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is 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

PARKING

Students may park their vehicles in the front lot. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action. All student vehicles are expected to display the appropriate parking permit. If the permit is not displayed, the student may be subject to disciplinary action.

The north lot is for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

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

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to,

expulsion from school.

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

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

PESTICIDE APPLICATION

The supervisor of each district building will notify students and employees in their building as well as the parent(s)/guardian(s) of students at least 2 business days before a pesticide application in or on school buildings or grounds.

PHYSICAL EXAMINATIONS

State law demands a complete physical examination for all incoming freshmen. They will not be allowed to attend school until a school physical has been completed. Physical examinations are required for each year of participation in athletics. The only exceptions to these requirements may be granted for medical or religious reasons and then written statements must be submitted to school authorities. If laws should change, you will be informed.

PICKING UP OR DROPPING OFF STUDENTS

Those individuals dropping off or picking up students before or after school should do so in the parking lot at the front of the building. The bus pick-up area is not to be used to pick up, drop off, or wait for students.

POSTERS

All posters or announcements to be displayed anywhere in the building must be approved by the office. Approved items must be attached with "Fun Tape" to surfaces that will not be marred by it. It is understood that all signs posted will be taken down after a reasonable length of time by the person(s) who put them up.

PUBLIC DISPLAY OF AFFECTION

Students are to refrain from any display of public affection at school or school sponsored activities. Public Displays of Affection are considered disorderly conduct and as such are subject to disciplinary action.

RESTROOMS

Students are expected to keep restrooms clean. Students are not to loiter, write on the walls, or damage the facilities in any way. If a student is feeling ill, he/she is to report to the office; and is not to remain in the restroom

Search and Seizure

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

Students Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Cross-reference: PRESS 7:140, *Search and Seizure*

Access to Student Social Networking Passwords & Website

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*

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such

2. conduct a condition of a student's academic status or has the purpose or effect of:
 - a. substantially interfering with a student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits, services, or treatment; or
 - d. making submission to or rejection of such unwelcome 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 unwelcome 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. Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator, building Principal or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action. The district's current Nondiscrimination Coordinator and Complaint Managers are:

Nondiscrimination Coordinator:
Chris Janssen, Superintendent
35265 N. IL 97, London Mills, IL 61544
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Complaint Managers:
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The Superintendent shall also use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment. Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false

accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

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.

Cross-Reference:

PRESS 7:290, *Suicide and Depression Awareness and Prevention*

CELL PHONES, AND ELECTRONIC DEVICES

The office telephone is a business telephone and should be used by students for **EMERGENCIES** only after receiving office permission. Students are allowed two (2) non-emergency phone calls per semester.

Student Use of Electronic Devices[1]

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 watches, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device.

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

During instructional time, which includes class periods, HS students will be asked to place their cell phones, earbuds, and smart watches in a numbered pouch within the room. Phones and watches must be kept there until the bell rings to dismiss. Phones and watches can not be taken when a student leaves the room to use the restroom or get help from another teacher. Junior high students must keep their cell phones and smart watches in their lockers during class times. All students are allowed to have their phones and watches during non-instructional time which is defined by: passing periods, lunch, and before and after school. This rule applies unless: (a) permission is granted by an administrator, teacher or school

staff member for instructional purposes; (b) use of the device is provided in a student's individualized education program (IEP) or 504 for medical use; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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

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

Students in violation of this procedure are subject to the following consequences:[4]

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.
 - if you are found to be using a decoy device, you will not be allowed to bring your devices for the next 10 days.

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*

Yearbook activities and other teacher –assigned projects are an exception to this policy.

ELECTRONIC SIGNALING DEVICES

Students may not use or possess electronic paging devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

VALUABLES

Students are cautioned not to bring large amounts of money or valuables to school. Any valuables brought to school are at your own risk. Students, not the school, are responsible for their personal property.

VISITORS

Student visitors must have a visitor's pass from the Principal's office. Students from neighboring schools will not be allowed to visit for social reasons, however, graduates or former students may be permitted to visit faculty members. Student exchanges, foreign visitors, or relatives visiting families who are genuinely interested in the academic aspect of school are examples of legitimate reasons for visiting. To avoid disappointment and possible inconvenience, requests for visitors should be made to the Principal at least a day in advance. This is done by a student bringing a parent note requesting that he/she be allowed to have a visitor (name) on a specific day and time.

1. The student must accompany his/her guest throughout the day and will be responsible for his/her conduct. You are to present the pass to each teacher at the beginning of each period.
2. No visitors are allowed on exam days or "special" days such as prevention day. Visitors are also not allowed if they are incurring absence from another school in the area or if prior arrangements have not been made. Don't embarrass guests by bringing them unannounced.
3. Teachers and other employees may request that any person on school property identify himself/herself and the purpose of his/her entry. A person who refuses to provide such information is guilty of a misdemeanor and may be referred to the police.
4. Parents wishing to visit the school are always

welcome. However, a visiting parent should obtain permission from the principal's office for the day. Each visitor must have a pass from the office to present to the classroom teacher at the beginning of each period.

CONDUCT AND DISCIPLINE

SAFE SCHOOL ZONE AND THE LAW

The Illinois General Assembly passed the "Safe School Zone" act in an effort to enact criminal legislation specifically aimed at combating gang crime and making our schools a safe place to learn. Under the legislation, laws increased penalties for the sale, distribution, and manufacture of illegal drugs on any school campus and within 1,000 feet of school property. These laws also increased penalties for possession of weapons, violations committed on school property, and gang activity and recruitment. State law also was changed so that minors aged 15 and older found in possession of a weapon in school will be tried as adults.

Any unlawful act taking place on school grounds, buses, or during school sponsored activities not only makes the student subject to penalties which the courts may prescribe but also may result in suspension or dismissal from school.

Reciprocal Reporting of Criminal Offenses Committed by Students: District #4 and Law Enforcement are legally obligated to report to each other the following activities:

- o cases involving illegal or controlled substances (including alcohol)
- o cases involving weapons of any type
- o cases involving criminal gang activity
- o cases involving a serious crime or felony
- o all other criminal offenses committed by a student as per state laws.

DISCIPLINE POLICY

The goal of the District #4 Discipline Policy is to help develop student responsibility and self-discipline. It provides consequences for unacceptable behaviors, which are meant to promote remediation. Gross disobedience or misconduct may lead to suspension or expulsion.

PROHIBITED STUDENT CONDUCT

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

- Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
- Using, possessing, distributing, purchasing, or selling

alcoholic beverages.

- Using, possessing, distributing, purchasing, or selling:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
 - Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - 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.
 - "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
 - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
- Using, possessing, controlling or transferring a firearm or "look alike," 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.
- Using or possessing an electronic paging device.
- 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. All cell phones, smartphones and similar 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- 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.
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person

through the use of a computer, electronic communication device, smartphone or cellular phone.

- Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.¹
- 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.
- For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.
- 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.
- 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:
 - On, or within sight of, school grounds before, during, or after school hours or at any time;
 - Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
 - Traveling to or from school or a school activity, function, or event; or
 - Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be

considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

DISCIPLINARY MEASURES

Disciplinary measures may include:

- Disciplinary conference.
- Withholding of privileges.
- Seizure of contraband.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Suspension of bus riding privileges.
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
- Notifying parents/guardians.
- Temporary removal from the classroom.
- In-school detention for a period not to exceed 5 school days.
- After-school study or Saturday study provided the student's parent/guardian has been notified.

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.

FIREARMS, KNIVES, BRASS KNUCKLES & OTHER OBJECTS USED OR ATTEMPTED TO BE USED TO CAUSE HARM

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:

(1) A firearm. For the purposes of this Section, “firearm” means 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

“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 nonverbal 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.

Cross-references:

PRESS 7:190, *Student Discipline*

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

In making a decision relative to the type of punishment that should occur for non conformance to rules and regulations, the administration will consider the following:

1. The cause of the misbehavior
2. The severity of the offense
3. The history of the student

There are circumstances under which any repeated offense, when considered in the context of the circumstances surrounding their occurrence and/or the student’s past behavior record, may lead to a recommendation for expulsion from school.

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

On, or within sight of, school grounds before, during or after school hours or at any other time when school groups are using the school.

Off school grounds at a school-sponsored activity or event or any event or activity which bears a reasonable relationship to school.

Traveling to or from school or a school activity.

Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with the school purposes or an educational function.

FIRST OFFENSE consequences will range from a Saturday Detention to a five day suspension and referral to legal authorities.

CLASSROOM DISRUPTION

Classroom disruption is any behavior that interferes with student learning. Teachers have the right to define classroom expectations as part of their professional expertise and will provide consequences for students who disrupt the class. Students who do not consequently correct their behavior may be referred to the office. Discipline referrals will be considered on a per class basis and may lead to:

FIRST OFFENSE consequence will range from a Level I Consequence to a five day suspension

DISORDERLY CONDUCT

Disorderly Conduct to Include Profanity and Obscene Behavior: This includes conduct and/or behavior that are disruptive to the orderly educational procedure of school.

FIRST OFFENSE consequence will range from a Level II to a five day suspension and possible referral to legal authorities.

DRUGS (including alcohol)

To be under the influence, using, or in the possession of illicit drugs including alcohol and nicotine is prohibited. All drugs present health risks to the user. Therefore, they are addressed in the Discipline Code with some special provisions for an alternative to suspension that includes education and parent involvement. A report will be filed with legal authorities concerning any questionable drug-related activity. This applies to all school sponsored activities as well as to the regular school day.

Advertising of drugs, including alcohol/ nicotine/and vaping, will be prohibited because the use it encourages poses a health hazard. (See Dress/Grooming)

Prescription medication and over-the-counter medication

(such as aspirin, Tylenol and asthma inhalants) are to be left in the office with a permission slip so their use may be monitored. Prescription medication must have a doctor's note. Possession of such legal drugs may be treated the same as the possession of illicit drugs. Their possession may create a situation in which these legal drugs are misused. (See Medication)

Possession, Solicitation, Under the Influence, or Use of Drugs, including Alcohol/ Inhalants/Vaping: This includes possessing, soliciting, being under the influence, and/or using illegal drugs, look-alike drugs or alcohol in any form on school property, on school buses, at school functions, and/or at WACS. This includes improper usage of prescription or over-the-counter drugs and possession of drug paraphernalia.

FIRST OFFENSE a student will be suspended for 10 days and may be recommended for expulsion for this violation and a report will be made to the legal authorities. In all cases, the parents/guardians will be encouraged to have their child complete a substance abuse assessment and follow the subsequent recommendations. The cost will be the responsibility of the family and not the District.

Sale, Purchase, or Giving Away or Receiving of Drugs, Including Alcohol and Inhalants:

This includes the sale, purchase, giving away or receiving of illegal drugs and/or look-alike drugs or alcohol in any form on school property, school buses, at school functions and/or WACS.

FIRST OFFENSE a student will be suspended for 10 days and may be recommended for expulsion for this violation and a report will be made to the legal authorities. In all cases, the parents/guardians will be encouraged to have their child complete a substance abuse assessment and follow the subsequent recommendations. The cost will be the responsibility of the family and not the District.

FALSE ALARM

Turning in a False Fire Alarm or Bomb Threat or Calling 911:

The reporting of any fire or bomb threat to the school (including the engaging of a school fire alarm) when no such emergency exists or making a call to 911.

FIRST OFFENSE consequence will range from a three to a five-day out-of-school suspension and will be reported to legal authorities.

FIGHTING

Schools are places where positive interaction with different people is considered an important aspect of learning good citizenship.

FIGHTING IS UNACCEPTABLE. If a student is attacked, he/she may use self-defense that is defined as protecting oneself in a

manner that does not escalate the fight. When possible, students are encouraged to prevent fights by seeking assistance whenever they are unable to solve conflicts. Counselors may offer help in mediating conflicts before they escalate into violence. Students who ignore this are liable, as are their parents, for any injuries they might cause to other students.

Fighting: Students who engage in physical contact for the purpose of inflicting harm on the other person.

FIRST OFFENSE consequence will range from a Level II Consequence to a ten-day out-of-school suspension and possible report to legal authorities.

Physical Assault: Physical attacks by one person, or a group of persons, upon another who does not wish to engage in the conflict and who has not provoked the attack. A person who finds himself/herself the victim of an assault has the right to defend himself/herself against the attack in such a manner as to safeguard his/her person.

Physical assault on any certified or support staff member for which a complaint is filed is to be reported by the Superintendent to the local law enforcement agency (Section 10-21.7 of the Illinois School Code).

FIRST OFFENSE consequences will range from a Level II Consequence to a five-day out-of school suspension and possible report to legal authorities.

FORGERY / ALTERING DOCUMENTS

Forgery: Writing and using the signature or initials of another person. This includes falsely representing one's identity.

Altering Documents: Changing information on any school district materials. This includes both computer records and printed material

FIRST OFFENSE consequence will range from a Level II Consequence to a five day suspension

GAMBLING/EXTORTION

Playing cards, flipping or matching coins, betting, and rolling dice for money are strictly prohibited. Teachers will confiscate any money or material and refer all students involved to the office.

Gambling: Participating in games of chance for the express purpose of exchanging money.

Extortion: The solicitation of money, or something of value, whether overt or implied, from another student, regardless of amount, in return for protection, or in connection with a threat to inflict harm.

FIRST OFFENSE consequence will range from a Saturday Detention to a five day suspension

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

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

Bullying includes cyber-bullying 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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, nondiscrimination coordinator, 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.

Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity[1];

gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

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 Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

[1] Some school districts have policies with modified protections regarding gender and gender identity. Please assure alignment with your school district's policy manual.

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Complaint Managers:

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.²

Cross-References:

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:180, *Preventing Bullying, Intimidation, and Harassment*

PRESS 7:190, *Student Discipline*

PRESS 2:260, *Uniform Grievance Procedure*

Access to Student Social Networking Passwords & Website

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*

INSUBORDINATION

Students are expected to behave in a courteous and mature manner. Staff members are charged with the responsibilities of students' safety and instruction; therefore they have been provided with authority to direct and restrain students in their actions. It is expected and required that students comply with directions from staff members.

Insubordination/Defiance of School Personnel's Authority:
This includes the refusal to comply with reasonable requests of school personnel.

FIRST OFFENSE consequence will range from a Level II Consequence to a three day suspension.

PROHIBITED ITEMS

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with school procedure. Such items that serve no educational purpose may be impounded and returned only to the parent at his/her request.

FIRECRACKERS

Firecrackers are illegal and dangerous. Possession or detonation of any type of explosive is cause for suspension or expulsion and possible report to legal authorities.

PARAPHERNALIA

Items that may be associated with the use of drugs will be confiscated, and reported to parents and legal authorities. The possession of paraphernalia may be dealt with as possession of the drug with which they are associated.

THEFT

Theft is stealing school, personal, or district property. Breaking and entering buildings, lockers, locker rooms, classrooms, teacher's desks/cabinets, or offices can be considered attempted theft. Altering or stealing computer hardware or software is also theft.

STOLEN OR LOST PROPERTY MUST BE REPORTED TO THE OFFICE IMMEDIATELY.

Theft or Possession of Stolen Property: The taking of property not belonging to the student.

FIRST OFFENSE consequence will range from a Level II Consequence to a five-day suspension and possible report to legal authorities.

TOBACCO

Possession or Use of Tobacco, Tobacco Products, or Vaping Supplies: The possession or use of tobacco, tobacco products (to include snuff, chew, etc.), or Vaping Supplies on school property, school buses, at school functions, and/or WACS are prohibited.

FIRST OFFENSE consequence will be a 1 day in school suspension.

UNAUTHORIZED ENTRANCE/PRESENCE

Students shall not be in areas for which they do not have explicit permission either during school hours or after school hours. This includes classrooms, lockers and offices. Infractions may result in detention, suspension or expulsion; depending upon the seriousness of the incident.

VANDALISM

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who damage school property or private property on school grounds will be required to pay for the damage, face possible suspension, expulsion, and referred to authorities.

Any damage or harm done in or out of school to a staff member or his/her personal property may result in suspension and possible criminal charges.

Destruction or Defacement of School Property or Private Property on School Property: The destroying or mutilating of objects or materials. Restitution or repair will be made by the offending student.

FIRST OFFENSE consequence will range from a three to a five-day suspension, possible report to legal authorities, and payment up to three times the amount of the damage.

VEHICLES

Students who use cars or other motor vehicles for transportation to and from school are expected to comply with the laws of the State of Illinois, as well as those of Spoon River Valley Jr./Sr. High School as listed below.

- All vehicles must be registered with the Spoon River Valley School District and display a valid parking permit.
- Students are to park their vehicles in the student parking area only.
- Vehicles should be parked in parking spaces as lined.
- Sitting in vehicles is prohibited. Students must leave their vehicles immediately upon arrival. This applies

to school and extracurricular activities (games, plays, etc.)

- Driving on or from campus during school hours is not permitted without the approval of the office.
- Unauthorized motor vehicles of any type are not allowed on school premises. (Example: snowmobiles)
- Spoon River Valley Jr./Sr. High School assumes no responsibility or liability for any private vehicles operated or parked on the campus.
- Students are not allowed to ride in the back of a pickup truck on school property
- Students, staff and visitors are to use the appropriate entrances and exits to the school grounds.

Penalties:

FIRST OFFENSE:	5-day suspension of driving and parking privileges on campus
SECOND OFFENSE:	2-week suspension of driving and parking privileges
THIRD OFFENSE:	9 week suspension of driving and parking privilege
FOURTH OFFENSE:	Suspension of driving and parking privilege for the remainder of the school year

Improper Use of Vehicle on School Property: This includes speeding, failure to obey signs, and general disregard for safe driving practices.

FIRST OFFENSE 5-day suspension of driving and parking privileges on campus and possible report to legal authorities.

VERBAL ABUSE

Verbal Abuse of Teachers (in or out of school) or Students.

Verbal comments that are degrading, disrespectful, derogatory, or otherwise hurtful.

FIRST OFFENSE consequence will range from a Level II Consequence to a five day suspension.

Threatening a staff member: Verbally or physically threatening a staff member with bodily harm.

FIRST OFFENSE consequence will range from a five to ten day suspension from school, possible recommendation for expulsion and possible report to legal authorities.

Threatening a student: Verbally threatening a student with bodily harm.

FIRST OFFENSE consequence will be a Level II consequence.

WEAPONS

A student, who uses, possesses, controls, or transfers a

weapon, or any object that can reasonably be considered, or looks like, a weapon, may be expelled for at least one calendar year. The expulsion period may, however, be modified by the superintendent, and the superintendent's determination may be modified by the board, on a case-by-case basis. In no case may the expulsion exceed 2 calendar years. A "weapon" means (1) possession, use control, or transfer of any gun, rifle, shotgun, a weapon as defined by the Firearms Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any object if used or attempted or intended to be used to cause bodily harm, including, but not limited to, knives, brass knuckles, billy clubs, or (3)" look-alikes" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens, may be considered weapons if used or attempted to be used to cause bodily harm. The building principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school

DISCIPLINARY ACTIONS

REMOVAL FROM CLASS

Immediate removal from the classroom setting may occur when a student displays disruptive behavior. A disruptive student may be placed in the hall or sent to the office at the teacher's discretion. Students who become angry and lose control are always to be sent to the office. A teacher may use reasonable force as needed to maintain safety for other students and remove the disruptive student from the classroom. Removal from class may result in an unexcused absence.

DETENTION

Students may be assigned detentions with their teacher or the office for misconduct or disciplinary problems. A student will be given 24 hour notice to serve the detention (the student may waive this notice if they choose to do so). The detention may be of varying lengths of time (depending on the teacher and incident of misconduct), but will not go past 4 p.m. A written notice of the detention will be given to the student with a copy going to the office. Administration reserves the right to assign discipline consequences based on frequency and severity of discipline incident. Additional office consequences may result as follows:

Number of Detentions/Office Referrals	Range of Consequences
3	Office Detentions/Saturday School Detention
4-7	Saturday School Detention/In-school Suspension (1-3 days)

Failure to serve an after-school office detention will result in more serious discipline measures such as one day of Saturday School or In-school suspension.

IN SCHOOL DETENTION REGULATIONS

Students must report on time and on the date(s) assigned. Students are to bring schoolwork with them to detention. NO food or drink will be consumed during detention. Students are responsible for arranging their own transportation after detention. Failure to serve an after school detention will result in the following action:

FIRST OFFENSE:	Assignment to a 1/2 Saturday detention.
SECOND OFFENSE:	Assignment of a full Saturday detention.
3RD AND SUBSEQUENT OFFENSES:	1 day of out-of-school suspension.

SATURDAY DETENTION

Saturday Detentions are an alternative to suspension. Students assigned a 1/2 or full Saturday detention will be given written notification (given to the student) no later than the end of school on the Thursday before the detention. A detention given to a student after the end of school on Thursday will be served the following week. This allows time for the student and parent to make arrangements to serve the detention.

SATURDAY DETENTION GUIDELINES

- o Time:
 - 1/2 day Saturday detentions are from 8:00 AM - 10:00 a.m.
 - Full day Saturday detentions are from 8:00 - 12:00 p.m.
 - No student will be admitted late
 - All students must be picked up within 15 minutes of the conclusion of their detention or face further disciplinary measures.
- o No food will be allowed
- o One washroom break, for 1/2 day detention, 2 washroom breaks for full day detentions.
- o No trips to lockers or any other areas.
- o The supervisor will assign seats.
- o Student’s families are responsible for their transportation to and from school.
- o Students are expected to work on school assignments and/or read quietly with appropriate school material.
- o One warning will be issued for misbehavior; a second reprimand may result in immediate dismissal and will lead to a one-day out-of-school suspension. (Any dismissed student must leave the building

and property immediately).

- o Failure to serve any Saturday detention will result in a one-day in or out-of-school suspension.

SUSPENSIONS

Violation of school regulations may be cause for suspension from school or internally from daily activities. In all cases of suspension, the principal or his/her designee will contact the parents as soon as possible using the information provided on the emergency form completed and returned by the parents. A letter is sent stating the rule violated and the action taken. Any suspension may be appealed to the school hearing officer.

OUT-OF SCHOOL SUSPENSION

Out-of-school suspension is the temporary removal of a student from classes not to exceed ten (10) days per infraction. During an out-of-school suspension a student will not be allowed on the school grounds. Students serving out-of-school suspension may not attend or participate in any school-sponsored activities until after their suspension is concluded. Conclusion of out-of-school suspension is at midnight of the last day of the suspension. All work must be submitted upon the first day of the return to class. *Student work is due immediately upon return (noting certain scheduling requirements are at the discretion of the teacher)

IN SCHOOL SUSPENSIONS

In school suspension is a temporary removal of the student from daily activities. A student will be assigned to a supervised area and will do all school work in this area. Students will also eat lunch in the supervised area away from everyday activities. Students will receive credit for assignments completed during an internal suspension. All work must be submitted upon the first day of the return to class. An in-school suspension will conclude at the end of a school day. Students may be allowed to use technology at the discretion of the principal to complete work during the suspension, but will NOT be allowed to use headphones during the suspension.

PROBATION

After a student has been suspended for a total of ten days in a school year, he/she may be placed on probation. Once a student has been placed on probation, a letter to this effect will be mailed home to his/her parents stating that the next suspendable offense may result in a recommendation to the Board of Education for expulsion. This letter will also include a list of previous offenses and suspensions.

EXPULSION

A student may be expelled from the high school for a series of incidents or a single severe incident. In such case, the administration will hold a hearing before the Board of

Education for expulsion. At the hearing, the student or his/her representative will have the opportunity to provide his/her defense. Parents and all concerned parties will be notified in writing of the board's decision. The maximum expulsion period is 180 school days. Gross misconduct seriously threatening any student or staff member is grounds for expulsion and/or legal recourse.

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. **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 in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Suspension and Expulsion:

The following procedures shall be used when a student with a disability is alleged to have engaged in disobedience or misconduct:

- I. Suspension for a Cumulative Period Not to Exceed 10 Days in Any School Year
- II. The District's regular suspension procedures shall be used to suspend a student with a disability, as long as the District does not invoke a series of suspensions creating a pattern of constituting a change in placement.
- III. Suspension Beyond 10 days, or Expulsion

- A. The District shall promptly notify the student's parent(s)/guardian(s) of the disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:
 - B. 1. That the multidisciplinary conference (MDC) team shall meet as soon as possible, but at least 10 calendar
 - C. days after this notice was sent, unless such 10- day notice is waived by the parent(s)/guardian(s), to
 - D. determine whether a causal relationship exists between the student's disabling condition and the student's
 - E. alleged disobedience or misconduct; and
- IV. That the student's parent(s)/guardian(s) are requested to attend the multidisciplinary team meeting and
 - A. the date, time and location of the meeting.
 - B. MDR Determination:
 - C. The IEP team may determine that the student's disobedience or misconduct is not causally related to the student's disabling condition and, therefore, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures involving any alteration of the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.
 - D. The Board may not expel a disabled student if the IEP team determines that the student's gross disobedience or misconduct is causally related to the student's disabling condition. The IEP team is responsible to address placement changes that may be appropriate in light of misconduct, which is found to be disability- related.

If the parent(s)/guardian(s) object to a proposed change in their child's educational placement, and the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek a court order to change the student's placement or to suspend the student for more than 10 days.

Possession of a Firearm:

In accordance with the above procedures, the Board may take one or more of the following steps when a student with a disability brings a firearm to school:

1. Suspend the student from school for 10 school days or less.
2. Convene an MDC team to consider placement in an interim alternative education setting for up to 45 calendar days. If the parent(s)/guardian(s) disagree with the alternative educational placement or with the District-proposed placement, and the parent(s)/guardian(s) initiate a due process hearing, the student must remain in the alternative educational setting during the authorized review proceedings, unless the parent(s)/guardian(s) and the District agree on another placement.
3. Convene an MDC team to determine whether or not the bringing of a firearm to school was a manifestation of the student's disability. If the student's conduct is a manifestation of the student's disability, the District may initiate a change in placement. If the student's conduct is not a manifestation of the student's disability, the District may expel the student under the District's discipline policy.
4. Seek a court order to remove the student from school to change the student's current educational placement if the District believes that the student's continued presence in the classroom is substantially likely to result in injury to the student or to others.

STUDENT SERVICES

BUS TRANSPORTATION

Bus Behavior

1. All school rules apply to the bus.
2. Respect the bus driver and your fellow riders.
3. Remain in your assigned once you board the bus and remain in your seat until you exit the bus at your bus stop.
4. Follow the directions of the bus driver.
5. Keep hands, feet, and objects to yourself and inside the bus at all times. Keep everything out of the aisles. Do not throw anything out of the bus windows
6. Radios, CD players, electronic games, glass containers, and items of excessive size are not permitted on the bus without the driver's permission.
7. Animals are not permitted on the bus.
8. Eating or drinking on the school bus is not permitted without the driver's permission.
9. Do not litter, write on, or vandalize the bus in any way.

10. For your own safety so not distract the driver through misbehavior, loud talking, noise making, or roughhousing.
11. Observe safety rules when you get on and off the bus. When you must cross a highway, go at least ten feet in front of the bus on the right shoulder where you can see traffic coming from both directions. Wait for a signal from the bus driver permitting you to cross.
12. Do not ask the driver to stop at places other than the regular bus stop.
13. Be on time at the designated bus stop and wait for the bus in an orderly fashion.
14. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.

Consequences

The bus driver will first verbally warn the student about the rules infraction.

After the verbal warning, if the activity persists (or in the event of severe violations) the student will be referred to the building principal. Consequences will be progressive and follow the steps listed below.

- Step 1 – Conference, Parent Contact and Office Detention
- Step 2 – Detention
- Step 3 – Saturday School or School Suspension
- Step 4 – School Suspension

If the violation warrants it, a bus suspension is an additional consequence that may be received. Steps may be skipped depending on the severity of the behavior. For severe violations, multi-week suspensions could be incurred. A student can lose bus privileges for the school year, with School Board action. All written notices will be mailed to parents. Bus suspension is not an excused absence from school therefore, his/her parent(s) will be required to arrange transportation to and from school during the affected period.

All buses to games or field trips are scheduled by the school, and each bus is under the direction of a faculty member. Each student is required to return to the school on the assigned bus unless special arrangements have been made by parents and given in writing to the staff member in charge. Special arrangements for students, not returning home on the bus, will be limited to students riding home with parents or other responsible adults, such as the parents of another student. Reasonable dress and conduct appropriate to the situation are expected. 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.

FOOD SERVICES

Under our closed campus policy, students must eat their lunch at school. Everyone must eat in the designated area whether they eat a hot lunch or a sack lunch. Breakfast is made available from 7:55 AM to 8:07 AM only. Students will be allowed to charge two lunches before an alternative lunch is offered. Ala carte items may NOT be charged. Peanut butter sandwiches will be provided for those who do not have money in their lunch account.

Students will be given a lunch card at the start of the school year. Students may request a replacement card from the office. The cost of each replacement card will be \$5.00. Students who do not have their card will be required to stand at the end of the serving line.

Students at Spoon River Valley Jr./Sr. High School take pride in their school. Students clean up after eating and depositing all waste in the trash receptacles. Food and drink are to be consumed in the Commons only. Food or beverage items found outside the Commons that are NOT factory sealed will be taken away from the student. Those items may be reclaimed in the main office at the end of the day. Please display eating habits and table manners appropriate to an educational setting. Throwing food, leaving trays or garbage on tables or other ill-mannered behavior is disrespectful and will not be tolerated. Students are not to leave the cafeteria area without permission from the lunchroom supervisor. Visitors are not allowed in the cafeteria during lunch hours without permission.

We also have a free lunch and breakfast program for those who meet the requirements. Those interested in this program may receive further information from the office.

GUIDANCE AND COUNSELING

Guidance services are available for every student in school. The guidance staff in our school performs a variety of services with a common objective of helping the student make the maximum use of talents and opportunities. Students are invited to visit the counselor before or after school, during homeroom or during the school day with an appropriately signed pass. Either students or parents can arrange appointment times by contacting school counselors. Guidance is for all students of the school with an emphasis on each student's individuality. The counselor will attempt to see every student during the school year.

There are many different aspects to our guidance department's work. Listed below are some of the areas in which our counselors help the students of Spoon River Valley Jr./Sr. High School.

1. Academic counseling.
2. Personal counseling.
3. Scheduling assistance.

4. Test administration and Interpretation.
5. Vocational guidance.
6. Guidance in Trade School or College Selection.
7. Publication of the availability of local, state, and federal financial aid.
8. Initiation of referrals to additional supportive services.

Parents, students and other concerned persons are urged to contact the guidance office if any questions concerning any of these areas arise. Although the counselors may not be able to answer all questions, they will certainly have information as to where the best answer might be obtained

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

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

Assistance and support for homeless families includes:

Educational organizations and schools:
Spoon River Valley CUSD#4

Food bank and meal programs:
Fairview Food Bank- First and Third Wednesdays at Fairview Fire Station

Local service organizations (Goodwill, Salvation Army, etc.)
Goodwill and Salvation Army of Canton, IL

Medical service
Fulton County Health Dept., Canton IL -Talk with Spoon River Valley for services in the area

Other support:
Talk with Spoon River Valley for services in the area

Cross-References:

PRESS 6:140, Education of Homeless Children

PRESS 6:140-AP, Education of Homeless Children

THE TESTING PROGRAM AT VALLEY HIGH SCHOOL

The following tests compose our present testing program. These tests are provided to 1) give the student more insight into their academic potential and help them set more realistic career goals, 2) help our staff be more aware of how our students compare to state and national norms, 3) provide our administration with support information for making curriculum adjustments, and 4) help promote teacher-parent conference and help make these sessions more objective.

TESTS GIVEN

- 1) Achievement:
 - a. IAR
 - b. DLM (for appropriate students)
 - c. SAT

- 2) Consumer Education Proficiency Exam-offered each spring to interested sophomores

In addition to the above named tests, students in grades 9-12 will be given the opportunity to take a Consumer Education Proficiency Exam annually. Passing this exam will fulfill the requirement of passing a consumer education class. Students who desire to take this test must register with the principal or counselor during the first four days of school.

SCHOLARSHIPS

Many scholarships are available to students interested in obtaining financial assistance. Information can be obtained from the guidance office on individual scholarship amounts and necessary qualifications. Please view the Spoon River Valley website under guidance for updated scholarship information.

English Language Learners

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (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; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Jody Collier at 309-778-2207.

Cross Reference: 6:160, *English Learners*

WORK PERMITS

Work permits are issued in compliance with the rules of the State Department of Labor. They may be obtained from the principal.

Children between the ages of 14 and 16 are allowed to work 3 hours per day on school days and 8 hours per day when school is not in session. Work must be done between the hours of 7:00 AM and 7:00 PM. The following items are required for issuance of a work permit:

1. Statement from employer giving type of work and hours of work.
2. Birth certificate or transcript thereof. For children over 16 years of age, the school requires a statement from the employer and a record of birth.
3. Doctor's statement of physical fitness.
4. Generally speaking, a student should be doing passing work in his/her subjects before trying to obtain a working permit.

EXTRA - CURRICULAR

OBJECTIVES OF THE ATHLETIC PROGRAM

The objectives of the Athletic Program at Spoon River Valley Jr./Sr. High School are:

- To provide as varied athletic program as possible for students who wish to participate.
- To provide a coaching atmosphere that fosters healthy attitudes in cooperation, responsibility and leadership.
- To insure the health and safety of participants by stressing physical conditioning, and proper training habits.
- To provide a feeling of accomplishment for those involved through participation and end of season rewards.
- To conduct athletic activities in the school in such a manner that they provide a wholesome experience

for both participants and spectators.

INTERSCHOLASTIC HANDBOOK

All students participating in interscholastic activities are subject to the policies in the interscholastic handbook. All parents and students are encouraged to read and understand that document. The student and parent MUST sign off on receiving that handbook before a student may participate in an interscholastic activity.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

Cross Reference:
PRESS 7:10-AP2, *Administrative Procedure – Accommodating Breastfeeding Students*

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.

Cross Reference:
PRESS 7:305, Student Athlete Concussions and Head Injuries

Accommodating Breastfeeding Students[1]

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

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

APPENDICES

APPENDIX A - UNIFORM GRIEVANCE PROCEDURE

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

- Title II of the Americans with Disabilities Act;
- Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
- the misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
- curriculum, instructional materials, programs.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which shall render a decision in accordance with Section 3 of this Policy. The Superintendent will keep the Board informed of all complaints.

3. Decisions and Appeals

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision that shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the School Board. Thereafter, the School Board shall render a written decision that shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a School Board hearing.

APPOINTING COMPLAINT MANAGERS

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed a Complaint Manager. The District's current Complaint Managers for the Uniform Grievance Procedure are:

Name: Christopher Janssen, Superintendent
Address: 35265 N. IL 97, London Mills, IL 61544
Telephone No.: 309-778-2201

Name: Jody Collier, Principal
Address: 35265 N IL 97, London Mills, IL 61544
Phone: 309-778-2201

Student Records

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

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the

student's academic transcript. [1]

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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,[2] 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.[3]

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

Appendix C-Internet Acceptable Use Policy

Acceptable Use of the District's Electronic Networks

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

Terms and Conditions

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices

Acceptable Use – Access to the District's electronic networks 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 – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. 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 electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;

17. *Misrepresenting the user's identity or the identity of others; and*
18. *Using the electronic networks 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 the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.*
5. *Do not use the networks in any way that would disrupt its use by other users.*
6. *Consider all communications and information accessible via the electronic networks to be private property.*

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

Indemnification – *By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.*

Security – *Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.*

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 malware, such as viruses and spyware.*

Telephone Charges – *The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.*

Copyright Web Publishing Rules – *Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.*

1. *For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there*

- must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
 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 website displaying the material may not be considered a source of permission.
 4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet domain. This domain is a registered name and identifies the author as being with the District. 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 District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
5. Use of the District’s email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

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

The system administrator and Building Principals shall monitor student Internet access.

Cross Reference:

PRESS 6:235, Access to Electronic Networks

APPENDIX D-ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS
UNDER THE STUDENT ONLINE PERSONAL PROTECTION ACT

Annual Notice to Parents about Educational Technology

Vendors Under the Student Online Personal Protection Act [1]

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

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

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

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

- * Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number

- * Demographic information

- * Enrollment information

- * Assessment data, grades, and transcripts

- * Attendance and class schedule

- * Academic/extracurricular activities

- * Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)

- * Conduct/behavioral data

- * Health information

- * Food purchases

- * Transportation information
- * In-application performance data
- * Student-generated work
- * Online communications
- * Application metadata and application use statistics
- * Permanent and temporary school student record information

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

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

Cross Reference:

PRESS 7:345-AP, E2, *Student Data Privacy; Notice to Parents About Educational Technology Vendors*

APPENDIX E – PARENTS RIGHT TO KNOW QUALIFICATIONS OF EDUCATORS

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

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

If you would like to receive any of this information, please contact the school office. You will receive a response to your request for information within 10 school days. We are dedicated to meeting the educational needs of our students and we are working to ensure that your child receives the best possible education. If you have any questions or need additional information, please feel free to contact the junior-senior high school principal at 309-778-2201 or the elementary principal at 309-778-2207.

Cross-References:

PRESS 5:190, *Teacher Qualifications*

PRESS 5:190-E1, *Notice to Parents of Their Right to Request Their Child’s Classroom Teachers’ Qualifications*

APPENDIX F - SUMMARY OF DISCIPLINARY RIGHTS AND RESPONSIBILITIES

Inappropriate Behavior Level I

Not prepared for class
Cheating
Inappropriate Display of Affection
Disruption
Food/Drink in Hallway, Classroom
Littering
Violation of Classroom Rules
Profanity
Tardies (4)
Pushing, shoving, tripping
Name Calling

Possible Solutions/Consequences

Contact Parents (possible conference)
Keep student before or after school
Contract with student
Assign a detention
Meeting with student
Involve another teacher in a conference to problem solve
3 like incidents will result in an office referral

Inappropriate Behavior Level II

Bullying/aggressive behavior
Tardies (excessive)
Dishonesty
Harassment
Sexual Harassment
Insubordination, Disrespectful
Abusive Profanity
Habitual Classroom Disruption
Skipping/Truancy
Forgery
Vandalism
Fighting, Physical Aggression
Theft
Use/Possession of Tobacco or Combustible Items

Conference/School Detention
In-School Suspension
Saturday School
1-10 Day Suspension
Report to Legal Authorities

Chronic Offenses:
Reduced Schedule
Alternative Education Program

Inappropriate Behavior Level III

Use/Possession of Alcohol-Drugs, Paraphernalia
Arson
Assault
Destruction of Property
Safety/Serious Bodily Injury
Endangering Lives
Bomb Threat/False Alarm
Weapons Possession/Use

1-10 day Suspension
Possible Recommendation for Expulsion
Possible Notification of Law Enforcement
Possible Education Program Placement
Possible Payment of up to 3 times the amount of damage

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 tobacco or nicotine materials, including electronic cigarettes, 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:
 1. 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*).
 2. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 3. 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.
 4. 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*.
 5. 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.
 6. "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.
 7. 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.
 8. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as

though they have the prohibited substance, as applicable, in their possession.

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

presence of a bomb or explosive device on school grounds, school bus or at any school activity.

16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

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

Disciplinary Measures

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

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

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

Isolated Time Out, Time Out and Physical Restraint

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

Corporal Punishment

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

Weapons Prohibition

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

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

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

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

Gang & Gang Activity Prohibited

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

(4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

[1] This handbook procedure contains both required language and optional language that represents best educational practice. Consult your school district policy manual to assure consistency and alignment with district policy.

APPENDIX G – SUMMARY OF IDEAL SCHOOL BEHAVIORS

All Settings	Respect Yourself and Others Hands and feet to self Appropriate language/voice Accept differences Put-ups/not downs Follow directions of all staff	Respect For Environment Hats off in building Hats/coats/bags in lockers Treat school with care Use garbage cans Clean up after self Respect other's property	Respect for Learning Be there/Be ready Stay awake/stay alert Work quietly Respect opinions Move quietly
Commons(Lunch)	Appropriate language/voice Stay in own space Eat your own food	Help keep area clean Eat and drink in commons only	When bell rings move to destination
Hallways	Stay to the right and follow the flow Use appropriate voice	Book bags in lockers	Keep a clean locker
Restrooms	Do your business and get out	Keep restroom clean	Use restrooms at appropriate times
Assemblies	Applaud appropriately Sit quietly	Sit in assigned area Follow dismissal procedures	Be a good participant
Bus	Use appropriate voice Follow Driver's directions	Keep it clean Stay in seat	Be there/Be ready Wait for bus in orderly fashion
Parking lot	Drive safe and slow Wear seat belt	Keep area clean	Follow driving rules
Open Gym	Use appropriate voice	Keep pop/drinks/food in commons Wear tennis shoes	Bell rings/equipment up Use equipment appropriately
Classroom	Use appropriate voice	Keep learning area clean Eat & drink in commons only	Have assignments completed Be a good participant
Library/Computer Lab	Return materials on time Use appropriate voice Log-off computers when done	Eat & drink in commons only Push in chairs Care for books & computers	Study Read Compute Use appropriate websites

Appendix H

Sex Offender & Violent 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/
Illinois Murderer and Violent Offender Against Youth Registry,
www.isp.state.il.us/cmvo/
Frequently Asked Questions Concerning Sex Offenders,
www.isp.state.il.us/sor/faq.cfm

Cross Reference:

PRESS 4:175-AP1,E1. Informing Parents/Guardians About Offender Community Notification Laws

Appendix I

Fines, Fees, and Charges; Waiver of Student Fees [1]

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 applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

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

The building principal will give additional consideration where one or more of the following factors are present: [2]

- *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 or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Students' 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.[3]

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*

Appendix J

1.180 – Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

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

Emotional signs:

- *Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating*
- *Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"*
- *Change in mood or personality, such as increased aggression*
- *Decrease in confidence or self-image*
- *Anxiety, excessive worry, or fearfulness*
- *Increase in unexplained health problems such as stomach aches and headaches*
- *Loss or decrease in interest in school, activities, and friends*
- *Nightmares or fear of being alone at night*
- *Self-harming behaviors or expressing thoughts of suicide or suicidal behavior*
- *Failing grades*

- Drug or alcohol use

Warning Signs of Grooming Behaviors

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

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

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

Warning Signs of Boundary Violations

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

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

- *Privately messaging a student*
- *Maintaining intense eye contact with a student*
- *Making comments about a student's physical attributes, including excessively flattering comments*
- *Engaging in sexualized or romantic dialog*
- *Making sexually suggestive comments directed toward or with a student*
- *Disclosing confidential information*
- *Self-disclosure of a sexual, romantic, or erotic nature*
- *Full frontal hugs*
- *Invading personal space*

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

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

Cross Reference:

PRESS 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

PRESS 5:120-AP2, Employee Conduct Standards

PRESS 5:120-AP2,E, Expectations and Guidelines for Employee-Student Boundaries

Appendix K

Guidelines for Student Distribution of Non-School-Sponsored Publications

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 selected by the Building Principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
 - c. 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;
 - d. Is reasonably viewed as promoting illegal drug use;
 - e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students;^[1] or
 - f. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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 paragraphs 4, 5, 6, and 7.

Student Privacy Protections

Surveys

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

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational

curriculum within a reasonable time of their request.

The term “instructional material” means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students’ Personal Information

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

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

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

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

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

The school expects to administer the following surveys that request personal student information on the following approximate dates:[1]

A complete copy of the District’s Student and Family Privacy Rights policy may be obtained from the Superintendent’s office or accessed on the District’s website.

Cross-References:

PRESS 7:15, *Student and Family Privacy Rights*

PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

