

Monticello CUSD #25
Elementary Schools Handbook

Monticello CUSD #25 Mission Statement

The Mission of the Monticello School District is to provide a positive educational environment, maintain and enhance the quality of academic and extracurricular opportunities, and prepare students to become productive members of the global community.

MONTICELLO CUSD #25
BOARD OF EDUCATION

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Principal
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SPECIAL ACTIVITIES & COURSE OFFERINGS

The Basic Curriculum includes Mathematics, Science, Language Arts, Reading/Literature, and Social Studies at each grade level.

ART

Students at White Heath and Washington Schools receive Art instruction from the Art teacher in the Art classroom. Student artwork will be on display periodically throughout the school with the student's name indicated on each item.

BAND

Students register for beginning band at the end of fourth grade. The school offers free lessons to the students in June to get them started on their instrument. Although the June lessons are not required, they are very helpful and beneficial if the student can attend. Beginning band offers: flute, clarinet, alto saxophone, trumpet, French horn, trombone, baritone, and percussion. All students that play percussion MUST have at least one year of piano lessons. However, only six students will be selected each year to play percussion, so every child is not guaranteed a spot. There is no pre-requisite for any other instrument. Students may join band up until the first two weeks of school. If they remain in band after the first two weeks they must stay for the duration of the semester. If the student chooses not to remain in band the parent must make a written request. Students who start second semester must remain in band until the end of the school year.

CHORUS

If your fifth grade student signed up to join chorus they have two weeks to determine if they want to withdraw from chorus. If they remain in chorus after the first two weeks they must stay for the remainder of the semester and then they may withdraw from chorus at the end of the semester. Students who remain in chorus to start second semester must remain in chorus until the end of the school year. If the student chooses not to remain in band the parent must make a written request.

COMPUTERS

Each elementary student receives Computer instruction from the Computer teacher in the Computer Lab. Students are required to have a pair of headphones that are stored in the computer lab.

FINE ARTS

Students in Kindergarten and 1st grade receive Fine Arts instruction that includes Music and Art concepts from a Music/Art instructor.

MEDIA

Media instruction is given in the areas of library skills and research. The Media Center is also available for browsing, individual research help and reading for enjoyment. A list of students who have overdue materials is prepared at least once a month. All students are expected to replace lost or damaged materials. If a student pays for a book or other material and later finds the book/material, refunds will be made.

MUSIC

Students in 2nd, 3rd, and 4th Grades receive General Music instruction from the Music teacher in the Music classroom.

PHYSICAL EDUCATION

Each elementary student receives Physical Education instruction from the Physical Education teacher in the gym or outside if weather permits. A pair of gym shoes is required. Students are excused from active P.E. only at the request of a physician. Up to two days non-participation request by parent may be permitted, any longer requires office approval. If a student does not participate in P.E., then it is likely that they will not be permitted to participate in recess activities as well.

RULES AND POLICIES

The administration and staff shall enforce the Rules and Policies contained herein. Supplemental rules may be implemented when situations arise that are not covered by the present student handbook. The provisions of this handbook are not to be considered an irrevocable contractual commitment between child and school. Rather, the provisions reflect the status of the rules, practices, and procedures as current and are subject to change. This handbook contains a summary of board policies governing Monticello CUSD #25. All board policies are available at the district office or online at www.sages.us

SCHOOLWIDE STUDENT EXPECTATIONS

1. Be respectful of yourself, others, and the school environment. Treat school as your “second home”; speak respectfully to adults and fellow students.
2. Be responsible for **yourself** and **your** actions.
3. Be cooperative.
4. Be an active learner.
5. Expect the best of yourself and others.

ALTERNATIVE AFTER SCHOOL ARRANGEMENTS

If you need to make alternative after school arrangements for your child, please send a note to your child’s teacher as the primary means of communication. If a situation arises unexpectedly, please call the school office by 2:30 PM. Please reserve e-mail correspondence and voicemail messages for situations that do not require immediate attention.

ALTERNATIVE LEARNING OPPORTUNITIES

Students in grades 4-12 who meet enrollment criteria and who meet the definition of “student at risk of academic failure” are eligible to participate. *105 ILCS 5/13B-20.25*

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Kindergarten and first grade students must be present at school for 120 minutes to count for a half-day or 240 minutes to count for a full day of attendance. Second through fifth grade students must be present at school for 150 minutes to count for a half day or 300 minutes to count for a full day of attendance. Lunch hours and recesses do not count in the tally of minutes. A student will be excused from classes by the principal only for student illness, death in the family, funeral (at the request of a parent) or educational trip. A student may be excused from PE for only two days in succession with a written request from his/her parent. If a student is to be out more than two days, a doctor’s written excuse is required. Any student who is absent for more than forty (40) days per semester will be evaluated for possible retention. To help us verify absences, parents are asked to telephone the school office prior to 9:00 AM. PLEASE MAKE ARRANGEMENTS AT THIS TIME IF YOU WOULD LIKE HOMEWORK FOR YOUR CHILD. This will allow the teacher time to prepare the work which you may request to pick up in the office after school, or we will be glad to send it home with a sibling or neighborhood child, on your instruction. If we are not notified of the child’s absence, the school will attempt to contact parents.

See Monticello Community Unit District #25 Selective Board Policies 7:70 ABSENTEEISM/TRUANCY POLICY

BICYCLES AND SCOOTERS

All bicycles and scooters ridden to school need to be placed in the bicycle racks provided upon the student’s arrival. When arriving or leaving after school both are to be walked on school grounds. We encourage students to wear helmets and safety pads.

BIRTH CERTIFICATE

A certified copy of a student's birth certificate must be provided within 30 days of enrollment. If the parent/guardian fails to provide a certified birth certificate the school must immediately notify the Illinois State Police or local law enforcement agency. *325 ILCS 50/5, 325 ILCS 55/5*

BREAKFAST & LUNCH

The cafeteria is available for those students desiring to purchase breakfast or a hot lunch and for those bringing a sack lunch. Students are expected to follow common rules of good manner and courtesy while in the cafeteria. Those not following these rules will be asked to eat elsewhere. **Students should not arrive before 7:45 for breakfast.** Students will not be able drink soft drinks during the lunch period.

Student meals are: Breakfast \$1.75 Lunch \$2.40
Extra milk is \$0.50 per carton

Adult meals are: Breakfast \$2.50 Lunch \$3.00

Adults who plan to eat lunch at school should call the school office prior to 9:00 AM so that the cafeteria staff can plan accordingly. Failure to call ahead might result in a shortage of lunches for adult guests.

Free or reduced lunch prices for students are available upon completion of the required forms and verification from the superintendent's office. In order to eliminate potential problems, **fast food lunches are not allowed in the cafeteria.** Students who bring a lunch from home are asked not to bring soft drinks. The computerized lunch accounting program will allow parents to place any amount of money on the student's lunch account that can be used for any of the lunchroom products (regular or reduced lunches, milk, and regular or reduced breakfast). Once a student's account drops to \$10.00 or less a reminder slip will be sent home to add money to the account. If your child's account is not kept current he or she might be asked to bring a lunch from home until the account is rectified.

BULLYING, INTIMIDATION & (SEXUAL) 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 school goals. Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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. 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 that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Students who believe they are victims of bullying, intimidation, or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination

coordinator, building administrator or a complaint manager. Complaints will be kept confidential to the extent possible given the need to investigate.

CARE OF BUILDING

Our schools have excellent facilities and it is expected that students cooperate with everyone to keep them that way. Pride should be taken in the buildings and grounds. All members of the school community should make an effort to pick up waste paper, etc. NO gum chewing is allowed in the building or on the playground.

CELL PHONES

Students are allowed to bring cell phones to school, but they must be turned off and kept in their book bag or locker during school hours. The school is not responsible for damage or loss of a phone should a student choose to bring one to school.

CLOSED CAMPUS

Each school has a closed campus for all students. Students will remain on school grounds over the lunch hour unless picked up by a parent, grandparent, or guardian.

CROSSING GUARDS

Crossing guards will be in place to help children in the morning on the way to school and in the afternoon when school is dismissed. NOTE: crossing guards will not be present when Small Wonders students are dismissed in the morning or when they arrive in the afternoon.

DOCTOR APPOINTMENTS

Doctor and dental appointments should be made after school or on Saturdays whenever possible. Please send a note to the teacher explaining that the student will be gone if the appointment is during the school day.

ELECTRONIC DEVICES

Students bring electronic devices such as phones, tablets, laptops, and portable game players at their own risk. MCUSD #25 is not responsible for lost, stolen, or damaged devices. Students may NOT take photographs or videos of other students or place photos or videos of other students online.

ENGLISH LANGUAGE LEARNERS

Monticello CUSD #25 offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic standards that all children are expected to attain.

FIELD TRIPS

Parents attending field trips as a chaperone are asked to ride the bus to and from the field trip destination. Parents who attend a field trip as a chaperone are asked not to bring non-school aged siblings on the field trip. If a student is required to leave a field trip early his or her parent/guardian needs to notify the teacher in writing at least 24 hours in advance of the field trip and will be asked to sign the student out from the field trip. Transportation for leaving a field trip early will be the parent/guardian's responsibility.

FINES, FEES, AND CHARGES

Monticello CUSD #25 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.

GRADES

Grade cards are issued each 9 weeks. Students begin earning letter grades in some subjects beginning in second grade.

A – 90-100	Superior	E – Exceeds Standards
B – 80-89	Above Average	M – Meets Standards

C – 70-79	Average	P – <i>Progressing</i>
D – 60-69	Low Average	NI – <i>Needs Improvement</i>
F – Below 60	Failing	

HANDOUTS

We will only distribute information to students from businesses, organizations or programs that are considered not-for-profit organizations. All information must have prior permission from Dr. Zimmerman, Superintendent of Monticello Schools.

HEAD LICE

Our schools will only conduct an all-school head lice check at the principal’s discretion in the event of a widespread outbreak. Otherwise, staff referrals based on scratching or complaints from a child will prompt a confidential check in the office by the principal and/or district nurse. The parent/guardian of the child with nits and/or head lice will be called and may be asked to pick up the child and take him/her home to begin the treatment process. All students sent home from school because of head lice or nits are to be checked by the principal and/or district nurse in the office before being allowed to return to their classroom. If parents need assistance in acquiring treatment, advice, or supplies, please contact the school office.

HOMELESS STUDENTS

In an effort to comply with the McKinney-Vento Homeless Assistance Act, Monticello Community Unit School District #25 affirms that homeless students will not be denied the benefits of, or be subject to, discrimination under any educational program or activity as students who are not homeless.

ILLNESS

Do not send your child to school with a fever. It would be most helpful to your child and the school if you wait 24 hours after the fever breaks before sending your child back to school. If your child has pinkeye (conjunctivitis) we will follow the Illinois Department of Public Health guidelines that state students are not to attend school until 24 hours after treatment begins *or child is examined by a physician.*

INSURANCE

Students in Monticello CUSD #25 may participate in the Student Insurance Plan. This plan covers the student at school, to and from school, and at school-sponsored activities. The student defrays the cost of insurance. Please help us by being sure your child has reported to the office any injury occurring at school. Families may also enroll children age 18 or younger in the State of Illinois *All Kids* complete health care program. More information is available at 1-866-ALL-KIDS or www.allkids.com.

LEAVING SCHOOL DURING SCHOOL DAY

Students becoming ill or injured during the day must come to the office. The office will then contact the parent before the student can leave school. The person picking them up must sign out students leaving the building during school hours in the office.

LOST & FOUND

Articles that are found should be turned in to a staff member. These articles may be reclaimed from the office. Please put your child’s name in their clothing, book bags, lunchboxes, etc. to help minimize the number of items that go unclaimed. Items left unclaimed at the end of the school year will be donated.

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.

MEDICAL INFORMATION

All students entering Small Wonders, kindergarten, sixth grade, ninth grade, and all other students new to Monticello CUSD #25 are required to have a physical exam including all required immunizations by September 1. Failure to comply with H.B. 2301 concerning immunizations

will result in your child being excluded from school. All kindergarten and new students to the district are required to have a vision examination completed by an optometrist or ophthalmologist by September 1 of the current school year. In addition, all kindergarten, second grade, and sixth grade students are required to have a dental examination by May 15 of the current school year. The vision and dental examination forms may be turned in at the beginning of the school year with the physical examination form.

MEDICATION ADMINISTRATION

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or nonprescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). This includes over the counter medications such as Tylenol, Benadryl, and Advil. If during the school day, your child **MUST** take prescription and/or non-prescription medication please follow the guidelines stated under "Policy for Administration of Medication" in the second half of this book. Also remember that if the medication is liquid, please send a spoon, note if it needs refrigeration, and **ONLY SEND THE DOSE THAT IS REQUIRED FOR THAT DAY AT SCHOOL**, along with your child's name clearly labeled on the container and a note explaining the specific time(s) to administer the medication. Students and teachers are not to have student medication in desks or lockers during the school day. If a child needs to take medication for medical conditions such as ADD, allergies, asthma, seizures, or diabetes you are required to have your physician complete a form authorizing school personnel to administer the medication. The authorization form is available in the office if you should have a need for one.

NIGHT SCHOOL ACTIVITY

A student must be present at least one half day on the day of the event in order to be eligible to participate in a nighttime school activity.

PARENT/GUARDIAN CONCERNS

The staff at each Monticello CUSD #25 school encourages open communication between school and home. Parents/guardians who have concerns about a situation at school should communicate those concerns with the child's teacher first. Teachers can be reached by calling the school office or by sending an e-mail to the addresses listed on the school website (www.sages.us). If the situation has not been remedied after speaking and/or conferencing with the teacher, parents/guardians should contact the building principal. If you would like to schedule a meeting to discuss concerns with a teacher and/or the principal call or e-mail in advance to set up a time to ensure the staff members you wish to meet with are available.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held at the end of the first nine weeks to allow the teachers to discuss with parents the academic and social progress of their child. We also encourage parents to request additional conferences any time during the school year if they so desire.

According to P.A. 87-1240, parents and guardians have a legal right to attend conferences or attend classroom activities related to your child and your employer must grant you leave of eight hours per year to do so. Nothing in the Act requires that the leave be paid. Before arranging attendance at a conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the leave. If required by your employer, each building office has necessary verification forms.

PARTY INVITATIONS AND SPECIAL DELIVERIES

Party invitations may not be distributed at school, either by the teacher or the student. Even if invitations are going to all students in the class, we ask that they not be distributed at school, as it encourages others to bring and distribute them selectively. ***The office staff will not disclose student addresses for the purpose of mailing invitations.*** The bus company will not allow balloons to be transported on the school bus and deliveries of this nature can be very disturbing to the classroom setting; therefore flowers and balloons delivered to school will not be given to the student until the end of the school day and only if they have private transportation.

PERSONAL ITEMS AT SCHOOL

In an attempt to keep our school safe we have a policy of no pocket knives, hard baseballs, bats of any type, sleds, skates, shoes that convert to skates or skateboards at school. The school provides playground equipment for students to use so we encourage students not to bring **any items** from home. If a student chooses to bring his or her own items from home (such as a Share item) they should be clearly marked and are the **sole responsibility** of the student. Trading personal items of any kind is not allowed at school.

PEST MANAGEMENT PLAN

Monticello CUSD #25 applies only pest control products that comply with state and federal guidelines. Parents who want to be notified prior to pesticide application at their child's school building or grounds should notify the school principal in writing by September 1 of each school year. Prior notice **is not required** if there is imminent threat to health or property.

PET VISITS

When bringing a pet to school for a brief visit, parents/guardians are asked to work with the classroom teacher to make arrangements for the visit to occur outdoors. This will help the students who have allergies and also eliminate the dander and fur that can be deposited in the classroom and carpets, which could cause further irritation if the pet was taken to the classroom.

PLAYGROUND

Students will have lunch recess either before or after eating lunch. Specific rules will be given to the students by the principal, classroom teachers, and playground supervisors. The rules are established to reduce chances of bodily injury and to provide an atmosphere of fair play and sportsmanship. Playground activities are to be wholesome, safe, and healthy. The students will be going outside when at all possible so they should be sure to have warm coats, gloves, hats, etc. Please help them practice getting zippers zipped, buttons buttoned, and gloves/mittens pulled on. Unless your child has a note from a doctor, they are expected to go outside for recess. If a student does not participate in P.E., then it is likely that they will not be permitted to participate in recess activities as well.

RECESS MILK

Kindergarten and first grade students will receive milk in the afternoon at a cost of \$0.50 cents per carton. This cost is not covered for students who qualify for free or reduced meals.

RESPONSE TO INTERVENTION (RtI)

All students are assessed three times a school year to determine academic progress. Decisions are made regarding each child's educational program based on test data and classroom performance. Response to Intervention includes opportunities for instructional support as well as enrichment activities.

SAFETY DRILLS

To prepare staff and students in the event of an emergency, your child will be involved in fire, disaster, bus, and crisis drills throughout the school year.

SCHOOL BUSES

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students who ride the bus to and/or from school will receive information from the bus company regarding pick-up and drop-off times. If a child's transportation arrangements change it is necessary to send a note with the child to school. We cannot send a child on an alternate route without notification from his or her parent/guardian. A list of bus stops will be published at the beginning of the school year. 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.

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 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®, smartphones, 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.

SCHOOL DAY

Lincoln School

Small Wonders AM – Arrive 8:25

Class 8:30-11:00

Small Wonders PM – Arrive 12:40

Class 12:45-3:15

Kindergarten – Arrive 8:00 (7:45 for breakfast)

School Day 8:25-3:10

First Grade – Arrive 8:00 (7:45 for breakfast)
School Day 8:25-3:15

White Heath School

Second Grade – Arrive 8:00 (7:45 for breakfast)
School Day 8:15-3:00

Third Grade – Arrive 8:00 (7:45 for breakfast)
School Day 8:15-3:00

Washington School

Fourth Grade – Arrive 8:00 (7:45 for breakfast)
School Day 8:15-3:10

Fifth Grade – Arrive 8:00 (7:45 for breakfast)
School Day 8:15-3:10

SCHOOL-LEVEL PARENTAL INVOLVEMENT COMPACT

- Parents should be aware that positive behavior and academic achievement originate in the home. It is the obligation of parents, by teaching and example, to develop in the child good habits of behavior as well as positive attitudes toward school.
- Each school in Monticello CUSD #25 will provide students and parents with a copy of the school's rules. Parents should be fully aware of all school rules and interpret them to their children.
- Parents are responsible for knowing the student's obligation in attending school. In the event of a student's absence, the parent shall notify the school via phone or prearranged note. Unless the school has been previously notified about an absence, the school will attempt to contact the parent concerning the absence.
- Parents will be provided with academic progress reports and report cards quarterly. Parents are urged to keep in contact with the school regarding any disciplinary action and/or academic achievement in regards to their child.
- Parents should work with the school in carrying out recommendations made in the best interest of the child.

SCHOOL MESSENGER

Monticello CUSD#25 utilizes the School Messenger Notification Service to send a recorded telephone message to parents/guardians to provide important information regarding school events and/or emergencies. The successful delivery of information is dependent upon accurate contact information for each student. Check periodically with the office to be sure your home telephone number; cell phone numbers (s), emergency contact number (s), and where your child is to go in case of early dismissal are accurate.

SEX OFFENDER NOTIFICATION

Public Act 94-004 requires schools to notify parents that information about sex offenders is available to the public online at <http://www.isp.state.il.us> (this is the Illinois State Police website).

SECURITY POLICY

Safety and security of our students and staff are of the utmost importance to us. All doors are locked during the school day and visitors need to use the buzzer system to request entry at the main office door. **All visitors to the building are to report to the office where they will be required to sign in and wear a visitor badge.** Before leaving the building each visitor will sign out. Students are not to bring children from other schools to visit without permission from the principal. If you are coming into the building to pick up your child for an appointment or dropping off items for your child we will be glad to call your child to come to the office. The

purpose of this policy is not intended to discourage parents and other members of the community from visiting the school, but rather is an effort to protect the security of the building.

SPECIAL SERVICES, NOTICE TO PARENTS

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, required under the Individuals With Disabilities Education Act (“IDEA”) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Rules and Regulation to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of a disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parents(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), and representation by counsel, and a review procedure.

STUDENT APPEARANCE

Students in violation of the school dress code may be asked to call home and have a parent or guardian bring an appropriate change of clothes if a change of clothing was not furnished as requested on the supply list. The guidelines are:

- Short shorts and other clothing that exposes the midriff are considered inappropriate.
- Tank top style shirts with wide shoulder straps will be considered appropriate school wear. Spaghetti strap style tank tops/camisoles will be considered inappropriate school wear.
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Caps are not to be worn inside Monticello CUSD #25 Schools.

STUDENT RECORDS

Parents or guardians of students have the right to inspect any and all student records which pertain to their child or ward. Parents or guardians should contact the building principal to complete arrangements for review of the student's records. Copies of information in the records may be made for you. The cost of each side of each page copied is 20 cents.

STUDENT SIGN-OUT/SIGN-IN

It is extremely important when students leave the building during school hours that a *responsible adult to come in to the office and sign them out*. This is for their safety and state funding requires us to count the minutes that our students are in the building for our state aid reimbursement, so we need to be accurate.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

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

SURVEYS BY THIRD PARTIES

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation. The student’s parent/guardian may inspect the survey or

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

TARDINESS

If a student has arrived after the last morning bell rings, and not due to illness or appointment, then the student is counted as tardy. *A responsible adult needs to come in to the office and sign the student in upon arrival at school.* Possible consequences for excessive tardiness to school will be determined by the building principal.

TEACHER QUALIFICATIONS

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

- Whether the teacher has met State requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degree and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

Parents/guardians who would like to receive any of this information should contact the school office.

TELEPHONE USE & NUMBERS

Telephones are for school use. Students are not to make calls without permission from their teacher or the principal. **Please make sure the office has your home and work numbers in case your child is sick or injured we need to be able to reach you.**

THREATS

If a student threatens any personnel, other students, or school property, either in written form, orally, by web site, Internet, or other means, that student may be subject to immediate suspension and possible expulsion.

TOBACCO, ALCOHOL, DRUGS, WEAPONS

Any use or possession of tobacco is prohibited on school grounds. Violators are subject to suspension. Use or possession of alcohol, drugs, or weapons will result in an administrative recommendation for expulsion as per Board of Education policy. Students are to report to school personnel knowledge of weapons, drugs, threats to do harm to staff, students, or the school or its property.

VISION AND HEARING SCREENING

As mandated by the State of Illinois, vision and hearing screenings will be performed at each school. Vision screening is not a substitute for a completed eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening **IF** an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school, or **IF** parents object on documented religious grounds. This notice is not a permission to test, but to inform you of such testing. Vision screening is **NOT** an option. If a vision examination report is not on file at the school for your child, he/she is in the mandated group and will be screened. The technicians are certified by the Illinois Department of Public Health. If a problem is noted, parents will receive notification so they may follow up with a visit to a vision or hearing professional.

VISITORS TO SCHOOL

Please call or e-mail your child's teacher ahead of time to plan a visit to the classroom. Conferences may be scheduled at a time that is convenient for all concerned. Contact your child's teacher so that such a time may be arranged. The district schedules Parent-Teacher conferences in the fall. The dates will be published on the district calendar.

VOICEMAIL

The telephones in the office are equipped with voicemail capabilities. It is imperative that you do not leave a message that needs to be answered or delivered on the day you are calling. Please do not leave messages if you need to change your child's after school arrangements on days when school releases early. Please keep calling until you reach someone in the office.

Student Conduct On School Buses

The safety of all who ride the school buses is of utmost importance. All buses must be operated in compliance with a strict set of rules set down by the Illinois Office of Education, which includes bus safety tests twice each year and an annual physical examination for the driver. The student passengers must do their part by complying with the following rules:

1. Be on time at all stops. The bus cannot wait for tardy students and keep on schedule. Students who must cross the road should do so before the bus arrives, or wait at the side of the road until the driver signals them to cross.
2. Enter the bus in an orderly manner without running or pushing. Take a seat immediately and remain seated in that seat, facing forward with feet on the floor, while the bus is in motion. The driver may assign any or all students to specific seats either daily or permanently. The drivers are under instructions by the district to keep the younger students towards the front of the bus.
3. Never put books, instruments, or other articles in the aisle or in doorways. The student is responsible for taking care of belongings in his/her own seat. Any article a student can't handle in his/her own seat will not be permitted on the bus.
4. Never lower a window below the STOP line, and lower it to that point only with the driver's permission. Keep hands and head inside the bus at all times. Never throw anything out a window.
5. Help keep the bus clean. **Eating and drinking on the bus is prohibited.** Don't throw paper or trash on the floor or in the seats.
6. Talking is permitted as long as it is appropriate and not loud. Unnecessary noise or confusion may divert the driver's attention and cause an accident. Be absolutely quiet when approaching railroad crossings and at STOP signs.
7. Never tamper with any bus equipment. Report any damage to the driver. Any student who intentionally damages the bus will be required to pay for repairs.
8. No student will be unloaded at any place other than school or his/her own home except with **written permission** from his/her parent **24 hours in advance.** Requests for alternate stops will only be honored if they are on an already established route.
9. Students who must cross the road to go home shall go around the front of the bus and cross the road with caution while the bus is stopped. Remember that on occasion a vehicle fails to stop for the bus, as it should, so be sure to look before crossing.
10. In case of a road emergency, remain seated in the bus and be quiet until the driver gives instructions.
11. The driver is in full charge of the bus and its passengers. Listen carefully to his/her instructions and obey them promptly and cheerfully.

Any student who violates these rules, or other accepted practices of good conduct or school policy, may be prohibited from riding the bus until he/she and his/her parents can assure the school and the driver that this conduct will not continue.

1. Bus drivers will work with children to minimize misconduct on buses.
2. If a student misbehaves on a bus, the driver or Bus Management may issue a Bus Misconduct Notice. A copy of the notice shall be given to the student, the school, and the bus company. A representative of the bus company will report to the school's Transportation Director the same day or in the morning of the next school day this misbehavior. Upon receiving a misconduct notice, the Transportation Director shall make a determination of the action to be taken and shall notify the bus company and the parent/guardian. This action may include anything from a simple warning, the assignment of detentions/Saturday school, suspension from bus privileges or even expulsion from school, depending upon the severity of the infraction.
3. As a result of a second misconduct on the bus, and after going through the previous steps, the Transportation Director must again notify the parent/guardian that the student shall lose his/her bus privileges for a period of time up to ten (10) school days. The suspension length shall be up to the discretion of the Transportation Director. The bus company and the parent/guardian shall be notified of action taken.
4. As a result of more than two misconduct reports on the bus, and after going through the previous steps, the Transportation Director must notify the parent/guardian a third time that the student shall lose his/her bus privileges for a period of time up to thirty (30) days. The bus company and the parent/guardian shall then be notified.
5. As a result of more than three misconduct reports, and after going through the previous steps, the Transportation Director must notify the parents/guardian a fourth time and the student may then be permanently excluded from the bus for the balance of the school year. The bus company and parent/guardian shall be notified of the action taken.
6. If the student's misconduct is severe, the Transportation Director may use any of these steps in disciplining the student, and the parent/guardian shall be notified of the action taken.

**POLICY AND AUTHORIZATION
FOR DISTRICT NETWORK AND INTERNET ACCESS FOR STUDENTS**

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised Internet access. Please read this document carefully~ before signing.

All student use of the Internet and the District's internal network, shall be consistent with the District's goal of promoting educational excellence by facilitating educational resource sharing, electronic communication, and improving methods for learning and research. This authorization includes examples of rules about the District's internal network and Internet use. It does not attempt to state all that may be required of users, or proscribed behavior. **The failure of any user to follow the terms and conditions of District Network and Internet access will result in the loss of those privileges, and may result in disciplinary action. Student misuse of computers, networks, or the Internet may result in legal liability of the student and/or his or her parents.**

The purposes of providing Network and Internet access in the school environment is to provide access to new means to gather information, provide research experiences, and to teach responsible use of computers, networks and the Internet. To that end the District reserves the right to limit access by students, and to prohibit student access to network resources, Internet files, information or sites which certificated employees believe are not appropriate to the educational activity assigned or permitted.

TERMS AND CONDITIONS

1. *Acceptable Use* – Access to the District's internal network and the Internet must be for the purpose of education or research, and be consistent with the educational objectives of the school.
2. *Privileges* – The use of the District's internal network, electronic mail (E-mail), and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. School personnel responsible for providing networking services and school certificated employees have the right to make all decisions regarding whether or not a student has violated applicable rules, and may deny, revoke, or suspend student access at any time. Such decisions are final.
3. *Unacceptable Use* – A student is personally responsible for his or her actions and activities involving school computers, the District's internal network, electronic mail (E-mail), or the Internet. The Board of Education, Administration, and individual teachers may make additional rules at any time regarding student use of school computers, the District's internal network, electronic mail (E-mail), or the Internet. Some examples of unacceptable uses of school computers, the District's internal network or the Internet are:
 - Any illegal activity.
 - Violation of copyright, intellectual property rights, or unauthorized use of property of others.
 - Downloading of a file without authorization, regardless of whether the file is software or data, or whether it is copyrighted or devirused.
 - Using or downloading a file for a purpose other than that authorized.
 - Use for private, financial, or commercial gain.
 - Wastefully using resources such as file space, processor time or network time, including any use that hinders, delays or obstructs others in their use of school computers, the District's internal networks, or the Internet.
 - Gaining or attempting to gain unauthorized access to any resources, including but not limited to the District's computers, networks, databases, and files, or information contained therein.
 - Invading the privacy of others.
 - Using or attempting to use another's account or password or other identification.

- Posting material authored or created by another without his or her consent.
 - Posting anonymous messages.
 - Use for commercial or private advertising.
 - Submitting, posting, publishing or displaying any material which is defamatory, intentionally inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or harassing, or accessing material which is obscene, profane, or sexually oriented.
 - Use or attempted use while access privileges are suspended or revoked.
 - Failure to follow network security rules.
 - Incurring telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs or other access charges without written permission of the District.
 - Attempted or actual use, possession or creation of any computer virus or other software, or physical or electronic device intended to or capable of causing damage to any computer, network or file. Computer and network vandalism is prohibited. Vandalism is defined as any act of a user, which intentionally or recklessly causes damage or attempts to cause damage to any person, entity, computer, computer component, file, or network.
 - Use of computing facilities knowingly to disrupt the work of another student, faculty member, school official or any other person or entity.
 - Use of computing facilities knowingly to disrupt normal operation of any computing system.
 - Posting of messages or material under a false name, or corrupting or changing any data or material of any other person without consent.
 - These rules may be supplemented at any time in the discretion of the District. Any supplemental rules will immediately be binding upon students.
 - Use of the District's computers, internal network, or the Internet to engage in any theft or fraud.
4. *Network Etiquette* – While using the District's computers, internal network, or the Internet, students are required to abide by the generally accepted rules of network etiquette. These include, but are not necessarily limited to, the following:
- Be polite. Do not become abusive in your messages to others.
 - Use appropriate language. Do not swear or use vulgarities, or any other inappropriate language.
 - Do not reveal the identification, password, personal addresses, or telephone numbers of others.
 - Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of violations or school rules may result in discipline, and those relating to illegal activities may also be reported to law enforcement authorities.
 - Do not use the network in any way that would disrupt its use by other users.
 - Consider all communications and information accessible via the network to be private property.
5. *No Warranties* – The school makes no warranties of any kind, whether expressed or implied, regarding the use of computers, the network, the Internet, or the accuracy, correctness, completeness or reliability of any information, files or software. The school is not responsible for any damages for any of the foregoing, including loss of data, non-deliveries, missed-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. 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 use of the network, or the Internet.
6. *Indemnification* – The parent or guardian, by signing below, in consideration of District providing his/her student with network and Internet access 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 breach of these or other School Rules by the student in using computers, the network, or the Internet.

7. *Security* – Network security is a high priority. If a student identifies a security problem or failure on the school computers, the District's internal network or the Internet, the student is required to notify the Building Principal. The following rules apply to network security:
 - Students must not demonstrate any security problem or security defeating technique to any other users.
 - Students must keep accounts and passwords confidential. A student providing an account or a password to another, or using or attempting to use another individual's account or a password violates this rule.
 - Attempting to log onto or use school computers, the internal network or the Internet using any other person's account, password or identification is a violation of these rules.
8. *Telephone Charges* – The School assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. Ordinary Internet and school network access and use will incur no such charges. Any such charges are the responsibility of the Parent or Guardian signing below.
9. *Privacy* – Electronic communications and downloaded material may be monitored or read by School officials.
10. Students and parent(s)/guardian(s) need only sign the Authorization for District Network and Internet Access once while enrolled in the District Schools.

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Section II

Monticello Community Unit District #25

Select Board Policies

MONTICELLO COMMUNITY UNIT SCHOOL DISTRICT

ASBESTOS PROGRAM

The following public notification is being released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos-containing materials. The Inspection Report and Management Plan are on file for review at the Superintendent's Office.

PUBLIC NOTIFICATION

This notice is to inform building occupants of the potential hazard and locations of asbestos-containing materials. It has been determined by the Illinois Department of Public Health and the United States Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos-containing materials.

Materials containing asbestos have been found in the following school buildings:

Lincoln Elementary School
New Washington Elementary School
Old Washington Elementary School
White Heath Elementary School
Monticello High School

Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

Cleaning and maintenance personnel, who recognize the danger of asbestos, are taking special precautions during their work to properly guard against disturbance of the asbestos-containing materials. All asbestos-containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

This information was distributed to all building occupants by

Asbestos Program Coordinator:
Michael Lane
Washington School Custodian
Monticello Community Unit School District No. 25
#3 Sage Drive

SEXUAL HARASSMENT

Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

Sexual Harassment Prohibited

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

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. 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, Assistant Building Principal, Dean of Students, 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, Assistant Building Principal, or Dean of Students for appropriate action.

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

Nondiscrimination Coordinator:

Emily Weidner

Name

White Heath School

Address
217-762-8511
Telephone

Complaint Managers:

Jeanne Handley
Name
Monticello Middle School
Address
217-762-8511

Adam Clapp
Name
Monticello High School
Address
217-762-8511

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks. 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 District student who is determined, after an 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.

7:70

ABSENTEEISM/TRUANCY POLICY

EXPECTATIONS

This district expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school of any absences and their causes. The district expects schools to monitor each student's attendance and inform parents or guardians of any attendance problems.

EXCESSIVE ABSENTEEISM

This district considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Excessive absenteeism includes excessive tardiness.

AUTHORIZED CAUSES OF ABSENTEEISM

This district, in keeping with Section 26-2a of the Illinois School Code, considers the following circumstances to be authorized causes for a student's absence:

- doctor's appointments
- illness
- observance of a religious holiday
- death in the immediate family
- family emergency circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student
- school sponsored field trip
- funerals (with approval)
- pre-planned absence (must be approved by the administration)
- other situations beyond the control of the student and approved by the school principal

A student shall have the opportunity to make up school work missed due to an authorized absence. Primary and intermediate teachers (K-6) shall assume responsibility for initiating and assisting students with their make-up schedule. It shall be the responsibility of 7-12 students to initiate a make-up procedure and schedule with their teachers(s). A student will be given at least the same number of days to make-up his work as the time he missed from school for an authorized reason. Make-up time may be extended by the teacher's discretion. A student shall receive full credit for school work made up pursuant to an authorized absence.

Illness – The Administration may require parents or guardians to present medical documentation of physical or emotional conditions causing a student’s absence. The Administration will determine if the student’s absences are excessive and abusive in nature. The Administration may require a written doctor’s excuse to verify a student’s absence and for it to be considered excused. Failure to present the medical documentation to the Administration may result in the absence being considered unexcused and the student considered truant.

Students will have (3) school days to provide a written Doctor’s excuse in order for their absence (s) to be considered excused.

Pre-planned absences

Unless the circumstances make it impossible, this District discourages parents or guardians from taking vacations when school is in session. Such vacations may disrupt the continuity of a student's learning and create educational problems. It is the parent’s responsibility to contact the High School Office (at least 24 hours in advance) stating the reasons and the dates for the preplanned absence. Students are to complete all assignments prior to the pre-planned absence or upon the day of their return. Failure to comply with the parent notification or failure to complete the assignments/tests may result in zero credit for the assignments/tests missed during the preplanned absence. In the event that more school is missed than has been approved, such absences may be considered unauthorized as deemed appropriate by the Administration.

Students who receive an in-school suspension for an infraction of school rules shall be required to make-up all work and will receive credit for same.

To verify absences, parents are to telephone the school office prior to 9:00 a.m. In the event this is impossible, the student should bring a note from the parent upon his or her return to school.

Leaving school for medical or dental appointments requires an appointment card from the doctor/ dentist or personal telephone call from the parent.

MEDICAL DOCUMENTATION

Under certain circumstances, schools may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence.

UNAUTHORIZED CAUSES OF ABSENCES

Unauthorized absences are those which generally fit the category of being of such a nature that prudence would have precluded the absence:

Truancy

Lack of parent/guardian contact to verify absence

Employment other than district work program

Leaving the building without permission

Any other absence which is not approved as an authorized absence by the administration

Oversleeping

Out of school suspension

Students will not be allowed to make up work assignments or tests missed due to the unauthorized absence and will receive a zero (0) for all class work and tests missed. It is within the sole discretion of the administration to determine the legitimacy of a student's absence and to determine whether it is unauthorized or authorized. The administration may use discretion for certain instances of unauthorized absences and allow students full/partial credit for their missed assignments.

Additional consequences such as detention, In-School Suspension, etc. may be received due to an unauthorized absence.

TRUANCY

This district considers a student to be truant who is absent without valid cause for a school day or portion thereof, as defined in Section 26-2a of the Illinois School Code.

CHRONIC TRUANCY

This district considers a student to be a chronic truant who is absent without valid cause for 10% or more of the previous 180 regular attendance days, per Section 26-2a of the Illinois School Code.

RESOURCES AND SUPPORTIVE SERVICES

The following resources and supportive services are available to students with attendance problems and their parents or guardians:

- conferences with school personnel
- counseling services of school counselors, social workers and psychologists
- testing by school psychologists and special education personnel
- schedule or program changes
- placement in alternative education programs
- special education placement
- referral to community agencies for appropriate service

TRUANT MINOR

This district, in keeping with Section 26-2a of the Illinois School Code, considers a truant minor to be a chronic truant to whom the above appropriate resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or have been offered and refused by the parent(s), guardian(s), and/or student.

REFERRAL OF CHRONIC TRUANTS

Schools in this district will refer chronic truants to the Macon-Piatt County Education Service Region in accordance with current procedures established by that office.

PUNITIVE ACTION

In keeping with Section 26-12 of the Illinois School Code, schools in this district will take no punitive action, including out of school suspensions, expulsions or court action, against chronic truants for such truancy unless the appropriate resources and supportive services listed above have been provided to the student and parent(s) or guardian(s).

7:14

SEARCH AND SEIZURE

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

Students

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

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. 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. 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.

7:190

DISCIPLINE

Prohibited Student Conduct

Student Behavior (formerly known as Student Discipline)

The goals and objectives of this policy are to provide effective discipline practices that:

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

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual
- 6. depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the 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 District 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 hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- 12. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
- 13. Causing or attempting to cause damage to, or 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 (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in gangs or gang-related 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. 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.
21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of 7:190 Page 5 of 7 non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation.

School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.

10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.

11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

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

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

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

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed

against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

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

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

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

7:200

SUSPENSION

In-School Suspension

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

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend; d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:

- i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
- ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
 - iii.) For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.

6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

7:210

EXPULSION

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present

reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

7:235

TITLE IX & SECTION 504 STUDENT GRIEVANCE PROCEDURE

Explanation

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedures with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

More detailed information is available in the office of: Superintendent, building principal, coordinator for equal opportunity, and counselors. Time limits refer to days when school is in session.

STEP I

The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days or the time when a reasonable alert person should have been aware of the event giving rise to the grievance. An oral response must be made within five (5) days.

STEP II

If the problem is not resolved, the grievance should be referred informally to the assistant principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

TITLE IX & SECTION 504 STUDENT GRIEVANCE PROCEDURE, CONTINUED

STEP III

If the grievance is still not resolved, the grievance should be referred in writing within ten (10) days to the high school principal, who is designated as Coordinator of Title IX and Section 504 Equal Opportunity Coordinator. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

STEP IV

If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Office of the Superintendent or designee within ten (10) days from the receipt of the response on Step III. A meeting between

parties will be held within ten (10) days and a written response made within five (5) days. A complete record of its meeting shall be kept and signed by both parties for possible future reference.

STEP V

If the issue is not satisfactorily resolved on Step IV, the grievant may appeal the grievance in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

The grievance procedure for students is published in the district student handbook and publications that reach all students, including those in special education. The procedure along with explanations, due process and directions are available for inspection in the following offices: superintendent, building principal, assistant principal, coordinator of Title IX and Section 504, and counselors.

It is the policy of this district that all grievances be resolved quickly and at the lowest step possible.

EXPLANATIONS

1. Grievance
A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.
2. Grievant
Any student or group of students submitting a grievance in their own behalf.
3. Days
Days when school is in session.

DUE PROCESS

1. Right to Representation
A grievant may choose to be represented by an attorney or other person of their choosing, such as a relative or advocate. Issues of ordinary school operation should, however, be resolved as informally as possible.
2. Right to Present Witnesses and Evidence
Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.

TITLE IX & SECTION 504 STUDENT GRIEVANCE PROCEDURE, CONTINUED

3. Time Limits
All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decision of the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.

7:270

ADMINISTRATION OF MEDICATION

Administering Medicines to Students

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

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

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

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

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine autoinjector and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors. Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.