

MESSAGE TO ALL STUDENTS

Welcome to Sesser-Valier Elementary and Junior High School District #196. The faculty, staff, and administration are looking forward to working with you.

This Parent-Student Handbook is presented by the Board of Education of Sesser-Valier Community Unit School District #196 in an effort to inform all parents and students of their rights and responsibilities as patrons of the district's schools. The handbook has been adopted by the Board of Education to clarify the procedures followed in the local district and to implement provisions of the School Code of Illinois and the rules and regulations of the State Board of Education. Questions about any of the items included herein may be directed to any of the building principals or the administrative staff.

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as the interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents, and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his/her age and maturation, mitigating circumstances, and the effect of his/her actions on the welfare of the school community.

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the students. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and, as a result, are subject to change. All rules in this handbook apply to students during the school day and to students during all school-sponsored events, even those activities occurring off-campus.

It is a well-established fact that parents can make a rich contribution to the educational development of their children. All parents are, therefore, urged to help in directing the energies of their children along constructive lines and to assist in the development of good citizens. It is for this purpose that this handbook has been distributed.

Yours in Education,

Keith Jones
Elementary/Junior High School Principal

EDUCATIONAL PHILOSOPHY AND OBJECTIVES

The District's educational program will seek to provide an opportunity for each child to develop to his or her maximum potential. The objectives for the educational program are:

- To foster self-discovery, self-awareness, and self-discipline.
- To develop an awareness of and appreciation for cultural diversity.
- To stimulate intellectual curiosity and growth.
- To provide fundamental career concepts and skills.
- To help the student develop sensitivity to the needs and values of others and a respect for individual and group differences.

- To help each student strive for excellence and instill a desire to reach the limit of his or her potential.
- To develop the fundamental skills which will provide a basis for life long learning.
- To be free of any sexual, cultural, ethnic, or religious bias.

MISSION STATEMENT

The Sesser-Valier Community Unit School District's mission is to provide a superior educational environment so that every child is educated and graduates with the knowledge, skills, and attitudes necessary to achieve significant career, educational, civic, and personal goals which will generate confident, productive, and responsible citizens.

STATEMENT OF ASSURANCE

In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1964, Title IX, Section 901, Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Sesser-Valier CUSD #196 assures that no person in the United States shall, on the basis of race, color, national origin, age, sex, or handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.

STUDENTS

STUDENT RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during non-instructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Non-instructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

PARENT RESPONSIBILITIES

Parents have the responsibility to do the following:

1. Assume responsibility for their child's prompt and regular school attendance
2. Notify the school when their child is to be absent or must leave school early
3. Recognize that, in matters relating to discipline and conduct of the schools, the teacher stands in place of the parent or guardian
4. Instill in the child respect for the law, for lawful authority, for the rights of others, and for private and public property
5. Take an interest in all aspects of their child's education
6. Talk with their child about school activities
7. Share with their child and with his/her teachers an active interest in report cards and in school progress
8. Safeguard the physical and mental health of their child and be responsible for periodic health examinations as required by law
9. Attend individual and group conferences and special school programs
10. Plan the time and place for homework assignments and provide necessary supervision
11. Cooperate with the school in fulfilling recommendations made and in carrying out disciplinary

actions taken in the best interest of their child

STUDENT RESPONSIBILITIES

A student has the responsibility to do the following:

1. Be punctual and attend school regularly
2. Attain the best possible level of academic achievement
3. Answer for his or her own actions
4. Dress appropriately and practice habits of personal cleanliness
5. Respect the rights of fellow students and school personnel
6. Respect school and community property
7. Respect authority both in school and at school-sponsored activities
8. Avoid engaging in any activity that may disrupt the educational process of the district or threaten the welfare of any student, employee, or visitor
9. Know, understand, and obey school rules
10. Obey city, state, and federal laws
11. Refrain from disrupting the educational process
12. Understand reasons and methods of discipline, including suspension or expulsion
13. Avoid abusive or profane language, either verbal or written
14. Avoid actions or language that may offend or discriminate against others

SCHOOL ADMISSIONS AND STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS

Age

To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board Policy 6:135, *Accelerated Placement Program*.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.

3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations, Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling or changing schools.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Upon the Superintendent or designee's recommendation, the Board may allow a student who was suspended or expelled from any public or private school to be placed in an alternative school program established under Article 13A of The School Code for the remainder of the suspension or expulsion.

Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult

education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

SEARCH AND SEIZURE

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. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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 objectives 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.
2. 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 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.

CURRICULUM & GRADING

CURRICULUM CONTENT

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. Beginning with the 2020-2021 school year, in grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, and (i) driver and safety education, and (j) vocational education.
Students otherwise eligible to take a driver education course must receive a passing grade in at least eight (8) courses during the previous two (2) semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction, and maintenance zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.
3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.

8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of a mixed free enterprise system.
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, and (g) Illinois history.
In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including the Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.

17. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105ILCS 5/2-3.80.
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
20. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

GRADING SCALE/SYSTEM

The letters A to F are used in all subjects to indicate the kind of work the student is doing based upon standards established for his/her grade or class. The following points will be assigned to each letter grade:

A	Outstanding	4.00 (93 - 100)
A-		3.75 (90 - 92)
B+		3.25 (88 - 89)
B	Good	3.00 (83 - 87)
B-		2.75 (80 - 82)
C+		2.25 (78 - 79)
C	Average	2.00 (73 - 77)
C-		1.75 (70 - 72)
D+		1.25 (68 - 69)
D	Below Average	1.00 (63 - 67)
D-		0.75 (60 - 62)
F	Failing	0.00 (0 - 59)
Inc	Incomplete	0.00

JUNIOR HIGH SCHOOL COURSES

The following list shows all junior high school courses and the credit that each course counts towards a student's Grade Point Average (GPA).

- Language Arts (1 credit/year)
- Reading (1 credit/year)
- Mathematics (1 credit/year)
- Social Studies/History (1 credit/year)
- Science (1 credit/year)
- PE/Health (1 credit/year)
- Junior High (Grades 6 - 8) Band and/or Chorus (1 credit/year)
- 6th Grade Elective courses of Computers Concepts and Tutoring (1/2 credit/semester)
- 7th Grade Elective courses of Art and Home Arts (1/2 credit/semester)
- 8th Grade Elective courses of Career Exploration and Personal Development (1/2 credit/semester) or 8th Grade Student Aide (Pass/Fail – no credit for this class; students selected based on criteria)

REPORT CARDS AND DEFICIENCIES

For students in grades 1 – 8, report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. Progress reports will be sent during the fifth week of each quarter to the parents of those students who are in danger of failing. If you have any questions concerning any grade, please contact the school office.

For Kindergarten students, report cards will be issued three times each year. The Kindergarten report card will be skills based and demonstrate the student's growth during the school year.

MATH

Junior high students may take a high school math class if they show an aptitude for advanced math placement and the scheduling can be arranged between the junior high and high school administrations. If a junior high school student chooses to participate in a high school math class that class will serve as his or her required junior high math class and the grade will figure into the student's overall GPA. High School credit will not be given to a junior high student for taking high school classes while in junior high school. The only advantage for taking the advanced course will be the acceleration of one's math knowledge which should be beneficial in advanced level science classes and on state and national achievement tests.

STUDENT TRANSFERS

In case of a student transfer or at the end of each nine week period, a student must have cleared to the satisfaction of school personnel all fees that he or she may have incurred for such things as, but not limited to, lunch credits, book rent, library fees and fines, locks, class fees, club monies, school materials and equipment as required, or money for damage to school or personal property.

HONOR ROLL

At the end of each quarter, an honor roll is determined. Scholastic grades determine inclusion on the honor roll. The grade point determinants are as follows:

High Honors - 3.75 or Above

Honors - 3.25 - 3.74

A student who receives an incomplete or fails a class during the nine week period is excluded from the honor roll. The criteria used to determine 8th grade class rank and to select a valedictorian (highest GPA of all candidates) and a salutatorian (second highest GPA in rank) shall be an average of the student's yearly GPA from grade six, grade seven, and grade eight.

INCOMPLETE GRADES

All class work must be completed no later than the end of the grading period for that class. Teachers must submit a letter grade (A, B, C, D, or F) on the regular scheduled posting date. Any exception to this policy must have the approval of the building principal.

INSTRUCTION

EDUCATION OF CHILDREN WITH DISABILITIES

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by 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. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education's (ISBE) *Special Education* rules, that special education services are needed.

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 ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of 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 parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection, for at least three years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting. Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

EDUCATION OF HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney-Vento Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this

policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

ACCESS TO ELECTRONIC NETWORKS

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost, damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

INTERNET SAFETY

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks.
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials.
3. Ensure student and staff privacy, safety and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Students

Use of Educational Technologies; Student Data Privacy and Security

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board Policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in Board Policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students, and staff.

Definitions

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service, or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of the covered information maintained by an operator or the District.

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board Policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

RESTRICTIONS ON PUBLICATIONS

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

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

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, and (2) audio-visual material, on any medium including electromagnetic media (e.g. images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g. a printed book, CD-ROM, etc.) or online (e.g. any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

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

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

USING ANIMALS IN THE EDUCATIONAL PROGRAM

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection.

The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS, AND PROGRAMS

Persons with suggestions or complaints about curriculum, instructional materials, and programs should complete a curriculum objection form and/or use the Uniform Grievance Procedure. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a curriculum objection form.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the

student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

HOMEWORK

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication link between the school and parents/guardians;
4. Encourages independent thought, self-direction, and self-discipline; and
5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

ENGLISH LEARNERS

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English language proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (a) the reasons for their child's identification, (b) their child's level of English proficiency, (c) the method of instruction to be used, (d) how the program will meet their child's needs, (e) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (f) specific exit requirements of the program, (g) how the program will meet their child's individualized education program, if applicable, and (h) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent Involvement

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

GRADUATION REQUIREMENTS

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

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in The School Code, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified in State Law.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by State Law.
6. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The Superintendent or designee is responsible for:

- (1) Maintaining a description of all course offerings that comply with the above graduation requirements.
- (2) Notifying students and their parents/guardians of graduation requirements.
- (3) Developing the criteria for #4 above.
- (4) Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
- (5) Taking all other actions needed or necessary to implement this policy.

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she: (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

For a student to graduate from the 8th grade, the student must successfully be promoted as indicated by the RETENTION/PROMOTION POLICY found in this handbook. In addition to successfully being promoted, all 8th grade students must pass the US Constitution test and the Illinois Constitution test.

STUDENT TESTING AND ASSESSMENT PROGRAM

The District student assessment program provides information for determining individual student

achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers to students all standardized assessments required by the Illinois State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year and (2) made publicly available to parents and guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern record keeping and access issues.

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

The Superintendent shall approve all District-sponsored extracurricular and co-curricular activities, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of members.
2. Fees are reasonable and do not exceed the actual cost of operation.
3. Requests from students.
4. The activity will be supervised by a school-approved sponsor.

Building Principals are responsible for the scheduling and announcing of student extracurricular and co-curricular activities.

Non-school sponsored student groups are governed by the District's policy on student use of school buildings.

ACADEMIC CRITERIA FOR PARTICIPATION IN EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

For students in kindergarten through 8th grades: Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code. In order to participate in any extracurricular or co-curricular activity, students are required to receive passing grades in all classes each grading quarter. If a student receives a failing grade on his or her report card, then the student will be unable to participate in extracurricular and co-curricular activities during the next two grading quarters. Once a student is participating in an extracurricular and/or co-curricular activity, the student must continue to pass all courses that are used to determine a student's grade point average (GPA).

FEEES

BOOK RENTAL AND FEES

One advantage of renting books lies in the fact that pupils can rent books at approximately one-fifth their list price. This process will allow the students of the district and their parents to save a considerable amount of money.

The pupil is responsible for the proper care of rental books. Failure to take proper care of the rental

books will result in the pupil having to pay the entire replacement cost of the books.

All books (whether hardback or consumable) remain the property of the school and may be collected at any time. If a student loses a consumable book, it will be the responsibility of the parent to replace it.

Parents should pay book rent and fees on the first day of school. In cases where a parent is unable to pay book rent at the requested time, arrangements can be made in the office to defer payment until a time which is more convenient. If it is impossible to pay book rent or other fees all at once, parents should inform the office so that a payment schedule can be arranged. Parents who are on ADC or welfare may qualify for free book rent by making application. Forms must be completed and returned to the office the first of the school year.

All outstanding fees must be paid to the school office by the end of the school year.

WAIVER OF SCHOOL FEES

Sesser-Valier School District #196 will waive all student fees required as a prerequisite for participation in any curricular program for all students who receive full free lunch benefits. These fees will include charges for the following:

1. Use of school property
2. Field trips required for a class
3. Required class materials and/or supplies

WAIVER OF STUDENT FEE

The Superintendent will recommend to the Board for adoption a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees.

Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver.

Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule, and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines with the same limits based on household size, that are used for the federal free meals program.

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

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

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal. If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

GRADING POLICY

RETENTION/PROMOTION POLICY

Retention at a grade level is intended to help the student. It is never done as a punishment. Because Sesser-Valier Unit #196 is dedicated to the best total and continuous development of each pupil enrolled, the professional staff is expected to place pupils at the grade level best suited to them academically, socially, and emotionally.

Pupils will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the pupils involved. Exceptions will always be made after prior notification and explanation to each pupil's parents, but the final decision will rest with the school authorities. Letters will be sent out each quarter to parents of those students making a failing grade.

STUDENTS - PROMOTION/RETENTION

Children seem to do their best work in school when they are placed in a grade with other children of their same chronological age. However, it is occasionally desirable for a child to be placed in a grade below his actual chronological age, because of maturity, mental ability, health, or other factors. The rules regarding these children are as follows:

1. It is recommended that most adjustments in pupil placement be accomplished in the kindergarten, first, second, or third grades. However, grade placement at all levels shall be flexible, with the child's optimum progress and adjustment being the guiding criteria.
2. Retention and promotion in kindergarten will be based on the maturity level of the student and his or her ability to complete the assigned tasks of readiness skills essential for the first grade as determined by the readiness test and teacher judgment.
3. Retention and promotion in the first and second grades will be based on maturity and reading ability. Any child who, in the judgment of the teacher, is not progressing and reading at a level great enough to do the work required at the next grade level will be retained.
4. Any student in grades three through eight who receives one final (end of year average) grade of F in Reading, Mathematics, Social Studies, Science, Language Arts, or Spelling (grades 3 – 5 only) will be retained at that grade level.
5. Students who are recommended for retention may have the opportunity to attend a special summer school program. Those students who successfully pass the required summer school program will be promoted to the next grade level. However, summer school programs will be offered only at the discretion of the Board of Education, depending on available funds.
6. The final decision as to pupil placement (retention or promotion) shall be made by the school principal. More information is available upon request.

PARENTAL REQUEST

It is the policy of Sesser-Valier CUSD #196 to place a student in an appropriate class setting that is a benefit to both teacher and student. The school personnel are capable of making that decision. Therefore, parental requests for a specific teacher or a change in homeroom will not be accepted.

ATTENDANCE POLICY

ABSENCES

The policy of Sesser-Valier CUSD #196 shall be to promote regular attendance by all students who are enrolled. The absent student misses the learning process that goes on in the classroom, and much of that can never be made up or replaced.

There is a high correlation between good attendance and good grades. Students should not miss school for unimportant reasons. Acceptable reasons for absence are personal illness and a death in the family. When unusual circumstances necessitate an extended period of unavoidable absence, please contact the school to seek prior administrative approval and make arrangements for the student to keep up-to-date in class work.

If an absence for dental, medical, or judicial appointments is necessary, a student must give the school a signed, dated note stating (1) the reason for being excused; (2) the time the student will be picked up; (3) the time the student will return to class; (4) proof of the visit.

EXCESSIVE EXCUSED ABSENCES

In each nine week period, a student will be allowed **3 days of medical absence** which may be verified by parental notification to the school office. Any additional days absent during that nine week period will require a doctor's verification of illness or injury and the inability to attend school. **Failure to secure a doctor's note for any medical absence after three (3) will result in an unexcused absence.**

PROCEDURES FOR REPORTING ABSENCES

If a student is absent from school for any reason or cause, it is important that the following procedures be followed:

1. A phone call from a parent/guardian is required each day a student is absent. Calls must be made to 625-5105 (ext. 118 or 133) between 8:00 AM and 10:00 AM. The school must be notified of all absences DAILY. If the call is not received, the school will attempt to contact the parent/guardian. If contact is not made, a written excuse must be presented when the student returns to school.
2. A student who receives an unexcused absence because of no phone call or note has three school days to clear the unexcused absence.
3. No student is to leave school during the day without prior permission from the attendance office or Principal's office. In case of illness at school, the student should contact the Health Care Provider, and necessary calls will be made to his/her family.
4. A student returning to school during the school day must report to the office. This is not an automatic excuse, for a note or phone call is still necessary to excuse the absence.
5. Medical appointments should be made either before or after school or on days that school is not in session. Medical appointments that will involve school time must be presented to the office between 8:00 AM and 8:30 AM on the day of the appointment.
6. Students should not request to be dismissed from class to take care of personal business that may be taken care of either before or after school or on days that school is not in session.
7. Students will be excused for dental/doctor/court appointments for only the duration of the appointment and travel time unless extenuating circumstances are approved by the principal.

CATEGORIES OF ABSENCE

EXCUSED ABSENCE - It is the responsibility of the student to make up all class work missed because of absence for the following: (1) personal illness; (2) family illness; (3) death in family; (4) home emergency; (5) medical appointments; (6) court appearances; (7) religious holidays; (8) other special absences or absences with unusual circumstances that are pre-arranged through the office.

An EXCUSED ABSENCE falls into two categories: (1) those which are pre-arranged and (2) those which are subsequently excused. Each quarter, students will be allowed 3 days of absences for medical reasons which may be certified by parental notification only. Any additional medical absence in that quarter will require a doctor's excuse or it will be unexcused. An excused absence will permit a student the privilege of making up his/her missed work without a penalty. It will be the STUDENT'S RESPONSIBILITY to check with each teacher for this opportunity. A student will be allowed up to three school days to make up missed class assignments. For students with an extended absence, the amount of time to make up missed work will be worked out with the teacher(s) on a case by case basis.

UNEXCUSED ABSENCE - Absence from school without prior authorization from the school principal (or his/her designee) or with no notification to school by either phone or note from parent/guardian is an unexcused absence. All students with an unexcused absence will be allowed to make-up all work missed. A STUDENT WHO RECEIVES AN UNEXCUSED ABSENCE HAS THREE (3) SCHOOL DAYS TO CLEAR UP THE UNEXCUSED ABSENCE. ANY STUDENT THAT FAILS TO CLEAR UP AN UNEXCUSED ABSENCE WITHIN 3 SCHOOL DAYS SHALL BE CONSIDERED TRUANT AND THE PENALTY FOR TRUANCY SHALL BE APPLIED. Administrative Personnel will determine if the absence is excused or unexcused.

TRUANT - A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Any student that is truant will be allowed to make-up all work missed.

OFFICIAL ABSENCE - This occurs only when a student is representing the school.

ADMIT SLIPS

After being absent, students in grades 6 through 8 must get an admit slip from the office before school and turn it in to the office at the end of the day. Any student not getting an admit slip before the first hour begins will be sent to the office by the first hour teacher or be called out of class by the office to get the admit slip. This will result in a tardy for the first hour period.

TARDINESS

It is important that parents/guardians make sure their child arrives to school on time. This will ensure that students will arrive to their classes on time. When a student arrives late to a class, it disrupts the learning environment. Any student in grades 6 – 8 who is tardy a total of three times in one quarter will be assigned to an after school detention. An additional tardy will be assigned for each tardy the student receives during that quarter. Additional penalties for excessive tardies may be determined as needed. Students in grades K – 5 that have problems with excessive tardiness will be dealt with on an individual basis.

ATTENDANCE AND TRUANCY

Compulsory School Attendance

This policy applies to individuals that have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child

over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with The School Code and Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/-26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
13. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the

previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.

14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEAVING SCHOOL

Any student that leaves school without permission of the principal or designated agent shall be considered truant.

Any student that leaves school during the school day must follow the information included with the **RELEASE OF STUDENTS DURING SCHOOL HOURS** policy found in this handbook.

STUDENT MEDICATION POLICY

The Board of Education recognizes that the administration of medication to students during the day is necessary in some instance to address their health needs. The Board of Education further recognizes that it has a duty to treat or obtain medical assistance to treat student medical emergencies which occur during school-sponsored activities.

The Board of Education hereby states that its intention to comply with the laws of Illinois concerning the administration may promulgate regulation consistent with this policy to facilitate its implementation.

Parents should assume the responsibility of reporting to school authorities any student health conditions, including diabetes, epilepsy, hearing/visual impairment, allergies to insect bites, asthma, etc. This will enable teachers to be aware of health conditions in case of emergency.

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(s)/guardian(s) 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* (SMA Form) is submitted by the student's parent(s)/guardian(s). 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 parent/guardian of students.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an SMA Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action

plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Illinois Department of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District; and
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis*.
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent/guardian of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parent/guardian should consult their own physician regarding these medication(s).

ADMINISTRATIVE REGULATIONS GOVERNING NON-EMERGENCY ADMINISTRATION OF STUDENT MEDICATION

DEFINITIONS: (1) "Prescription medication" means any medication prescribed by a licensed physician or dentist. (2) "Non-prescription medication" means any medication that can be obtained over-the-counter. (3) "Health aides" means school secretaries employed at each attendance center.

Any medication given to a child at school must be accompanied by a doctor's order. This includes over-the-counter medication as well as prescription medication. A doctor's order is good for one year from the date signed. It is necessary for students to bring **ALL** medications to the nurse's office. Students on long-term medications need to bring their supply to be stored in the health office. The student and/or parent/guardian should consult the School Health Care Provider for the best procedure. Students may possess epinephrine auto-injectors (EpiPens) 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*. **ALL** medications must be in their **original labeled container**.

NO MEDICATIONS will be given without a medicine release form signed by a doctor and parent stating specific medicine to be given, including over-the-counter medication.

ADMINISTRATIVE REGULATIONS GOVERNING ADMINISTRATION OF EMERGENCY MEDICAL CARE

EMERGENCY TREATMENT AUTHORIZATION: All parents shall be requested to execute a form authorizing the provision of emergency medical assistance by certified school personnel, whether the student is attending school or attending a school-sponsored activity. A copy of this form is included in the registration packet.

Prior to any student being allowed to participate in any school-supervised extracurricular activity, the parent shall execute a form authorizing the student's participation and authorizing emergency treatment of the student. The form shall be completed by the student's parent/guardian and shall be on file at the school office prior to the student's commencement of any school-sponsored activity. A copy of the form is included in the registration packet.

If a parent desires that the school district provide his/her child emergency treatment for insect stings and bites, this form shall be completed by the student's physician and shall be on file at the school office prior to the commencement of any school term in which the student is enrolled. A copy is included in the registration packet.

The school district shall maintain a list of all students who have filed with the school district a properly executed authorization.

PROVISION OF EMERGENCY TREATMENT

WHO MAY PROVIDE TREATMENT? - The classroom teacher or certified school personnel may provide emergency medical assistance.

CONTACTING PHYSICIAN OR PARAMEDICAL PERSONNEL - The school personnel providing the emergency medical assistance shall, as soon as possible, and, if necessary, contact a certified licensed physician or paramedical personnel to provide or assist in emergency medical care for a student. The classroom teacher or other certified school personnel shall only render emergency medical assistance when paramedical personnel or licensed physicians are not available or have not arrived and when such assistance is necessary to protect the student's health while at school or attending a school-sponsored activity.

CONTACTING PARENT OR GUARDIAN - Efforts to contact a student's parent or guardian shall be initiated as soon as possible after an injury requiring emergency medical assistance has occurred.

HEALTH, EYE, AND DENTAL EXAMINATIONS; IMMUNIZATIONS; AND EXCLUSION OF STUDENTS

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parent/guardian of children between the ages of one and seven years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parent/guardian information about the link between human papilloma virus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent/guardian.

Unless an exemption or extension applies, the failure to comply with the above requirements on or before the first day of the current school year will result in the student's exclusion from school until the required

health forms are presented to the District. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization on or before the first day of the current school year, the student must present, on or before the first day of the current school year, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of the current school year may only attend classes if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend class, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parent/guardian are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent/guardian of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parent/guardian are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parent/guardian present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent/guardian of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parent/guardian show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.

4. Dental examination requirement, if the student's parent/guardian show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

SCHOOL BUS POLICY

Sesser-Valier School District #196 has contracted with an outside company to provide all bus service for the district.

School bus riders, while in transit on routes or trips, are under the jurisdiction of the school bus driver unless the Board of Education designates another adult to supervise the riders.

Since a major concern of the school district in bus transportation is student safety, the guidelines listed below have been established. Both students and parents/guardians should read these carefully. Any questions about school bus policies should be directed to the office of Sesser-Valier School.

BUS CONDUCT

All students must follow the District's *School Bus Safety Rules*.

School Bus Suspensions

The Superintendent, or any designee as permitted in *The School Code*, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in the Board policy, 7:190 *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspensions

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

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

SCHOOL BUS RESPONSIBILITIES

RESPONSIBILITIES OF THE DRIVER OF THE BUS ARE AS FOLLOWS:

1. To provide for the safety and welfare of the students
2. To provide a clean and sanitary bus for students to ride
3. To obey traffic laws and driving regulations required by the state and Beck Bus Company
4. To follow the regular time schedule as conditions permit
5. To assign seats to bus riders for disciplinary reasons

RESPONSIBILITIES OF THE PARENT/GUARDIAN OF THE RIDERS ARE AS FOLLOWS:

1. To assist the bus driver in implementing bus policies
2. To see that the student observes all policies
3. To cooperate with the driver and school authorities in all matters pertaining to the operation of the bus
4. To not park in the loading zones
5. To not pass a parked bus which has its red lights on and stop arm out while loading or unloading students

RESPONSIBILITIES OF THOSE RIDING THE BUS ARE AS FOLLOWS:

1. To realize that the factor of safety can not be jeopardized
2. To be on time at the designated bus stop
3. To stay well off the roadway while waiting for the bus
4. To wait until the bus comes to a complete stop before attempting to leave or enter the bus
5. To not move toward the bus at the loading zones until the bus has stopped and never to push a fellow student
6. To keep hands, arms, and heads inside the bus at all times
7. To not lower windows below the stop line painted on the body pillar except in an emergency situation
8. To assist the driver in keeping the bus safe and sanitary
9. To remember that loud talking, laughing, or unnecessary confusion diverts the attention of the driver and may result in a serious accident
10. To know that the laws prohibit smoking or striking matches on the bus
11. To never tamper with the bus or any of its equipment
12. To leave no books, lunches, or other articles on the bus
13. To keep books, coats, and other items out of the aisles
14. To help monitor the comfort and safety of smaller children
15. To know that eating/drinking is not permitted on the bus
16. To know that throwing articles is not permitted on the bus
17. To not throw anything out of the bus windows at any time
18. To not leave the seat while the bus is in motion
19. To sit absolutely still and be quiet at railroad crossings
20. To know that reptiles, animals, firearms, water pistols, etc. are not permitted on the bus at any time
21. To remain in the bus until instructions are given by the driver in case of an emergency situation
22. To know that at a boarding or discharge point where it is necessary to cross a roadway, the student is to wait on the shoulder of the roadway until the driver signals that traffic has stopped and it is safe to cross
23. To know that bus students are required to ride the bus home unless picked up by their parents/guardians or someone designated by the parents, and that bus riders are not permitted to take friends home with them on the bus
24. To not ask the driver to stop at places other than the regular bus stop except in EXTREME

EMERGENCY. A note from parents/guardians to the school or a phone call to the school office is required for any change in procedure

25. To observe the same rules on other trips under school sponsorship as are observed between home and school
26. To know that students must ride the bus to which they have been assigned and that no one may ride a bus except designated students and school officials
27. To understand that buses shall not be damaged
28. To show respect to the bus driver and follow his/her directions

Each bus is equipped with a two-way radio communication system which enables the driver to be in immediate contact with the transportation supervisor at all times. Thus, problems with individual students should be reduced to a minimum since the driver can pick up the radio receiver and call personnel at the school office who in turn can notify the parents about the problem situation. If the above rules and regulations are thoroughly understood and observed by all concerned, the safety of those riding a school bus can be assured.

PLAYGROUND POLICY

PLAYGROUND RULES

The following rules should be observed on the playground:

1. Students are not to go to the playground in the morning until 8:00. Early arrivals at school should go directly to the multi-purpose room and sit quietly.
2. Students who cannot go outside because of medical reasons should have a note from their parents or guardian. Students who must stay in must be in their seats.
3. Students should use right hand doors and right side of halls when entering and exiting.
4. Students are to stay on the blacktop area when the ground is wet or muddy. Students who get in the mud or have to call home for a change of clothing will be subject to disciplinary action.
5. All play must stop when the whistle blows.
6. Students must form single lines for all activities.
7. NO war ball is allowed on playground.
8. When coming in from playground, students must go directly and quietly to their room.
9. A sign will be posted each morning and noon hour outside the principal's office on the bulletin board designating if students are to go "out" or stay "in" from the playground.
10. Students are not to leave the playground area without permission of the supervisor.

SLIDES:

1. Only one person may be on the slide at any time.
2. Only one person may be on the steps at any time.
3. Students must slide in the forward sitting position only.

SWINGS:

1. There is to be only one person per swing.
2. Students must not stand in swings.
3. Students must not climb swing bars.
4. Students must not jump out of swings.

TEETER-TOTTERS:

1. There is to be only one person per seat.
2. No one may be between seats.

GAZEBO SHELTER:

1. There is to be no running or jumping on the shelter at any time.
2. No standing on seats or table at any time is allowed.
3. No jumping off any part of the shelter is allowed.
4. No one is to sit or jump off the sides of the shelter. The steps are for getting off and on the

- shelter.
5. No one is to hang on the rafters of the shelter at any time.

LUNCHTIME POLICY

LUNCH CARDS

ALL Elementary Students will be required to use a bar code card which will be issued free at the beginning of the school year. If the bar code card is lost or destroyed, the students will be required to pay for a replacement bar code card.

LUNCH CREDITS

Money for your child's lunch account should be sent in an envelope with your child's name and homeroom teacher's name on it on Monday or the first day of the week. Students in grades K – 5 will turn in the envelope to their homeroom teacher. Students in grades 6 – 8 will turn in their envelopes to the main office before the start of the school day.

Students will have a credit limit of \$10. If your child is over this amount, he/she will be expected to bring his/her lunch and drink until the debt no longer exceeds the \$10 debt limit. If your family has qualified for free meals, then your child will continue to receive a free lunch, but he/she will not be allowed to purchase any extra charge items until the bill no longer exceeds the \$10 debt limit. Students who chronically exceed the credit limit may be put on a cash only basis at the discretion of the administration. However, we encourage the student to start a lunch "bank account" so that when he/she eats, the cost is directly deducted from his/her account. Students will be able to see immediately on the computer screen what their balance is so that they can monitor their purchases. Statements will be sent home every other week.

If you have more than one child in school, to assure proper credit, please send a separate check in an envelope with your child's name & teacher's name written on the outside. We encourage you to pay by the week or by the month.

LUNCHTIME RULES

Students must conduct themselves in a proper manner. Basic rules for use of the cafeteria are as follows:

1. Students must walk, not run.
2. Students must line up in an orderly manner.
3. Students must not cut line.
4. Students must clean up their own spills and mess in the lunch area.
5. Students must not throw food, containers, or other objects.
6. Students must return trays to the designated area when they have finished eating.
7. Students must restrict their talking to normal levels.
8. Students must obey lunch room supervisors.
9. Students who have lost their lunch card, do not have the money to pay, and did not obtain a lunch credit from the office will be required to go to the end of the lunch line.

LUNCHTIME - PLAYGROUND:

1. Students are to follow all directions of noon hour supervisors promptly and courteously. There is to be NO arguing.
2. No student is to deliberately interrupt or interfere with someone else's play or game.
3. Games where students engage in unusual roughness are not allowed, i.e., tackle football, "kill-the-guy", "keep-a-way", "chase", karate kicking, pushing, tripping, etc.
4. There is to be no real fighting or play fighting.
5. Students are not to throw snowballs, sticks, or stones.
6. Students are not to enter the building without the supervisor's permission.
7. Students must use sidewalks at all times.
8. Absolutely no foul language will be tolerated.

9. Students are to have no food or drinks on the playground or in the building except inside the cafeteria.
10. Students are not to leave the playground without the supervisor's permission.

LUNCHTIME - INDOOR RECESS:

1. Students will enter classroom quietly and remain in the room.
2. Students will remain seated while occupying themselves with a quiet activity, i.e., reading, checkers, drawing, etc.
3. Students will keep hands and feet to themselves.
4. Students will not talk loud or scream.
5. Students will follow supervisor's directions.
6. Students will use no foul language.
7. Students are not to have any food or drinks on the playground or in the building except in the cafeteria.

SCHOOL POLICIES

ACCIDENTS AND INCIDENTS

Due to the potential liability of Sesser-Valier Community Unit District #196 and because of the requirements of the insurance carrier for the district, all accidents and incidents must be reported to the office. Failure to report an accident or incident could affect insurance coverage and may result in disciplinary sanctions.

ANIMALS ON SCHOOL PROPERTY

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

ARRIVAL AT SCHOOL

Students should not arrive at school before 8:00 a.m. Teacher supervision does not begin until 8:00 a.m. Those arriving before this time should go directly to the multi-purpose room and sit quietly. At 8:00 a.m., kindergarten through fifth grade students may go to their homeroom and sixth through eighth grade students may go to their lockers.

The bulletin board outside the office will indicate if playtime for grades K-5 will be "IN" or "OUT".

BULLYING POLICY

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward other students. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Rules of Conduct.

CARE OF SCHOOL PROPERTIES

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Anyone damaging property or abusing equipment will be required to pay for the damage or replace the item in addition to such other disciplinary sanctions as may be imposed.

CELLULAR PHONES, PAGERS, LASER POINTERS, AND OTHER ELECTRONIC DEVICES

Student possession and/or use of cell phones, electronic paging device, pagers, laser pointers, mp3 players, portable CD players, video recording device, personal digital assistant (PDA), and other electronic devices that disrupt 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. Unless otherwise banned under this policy or by the Building Principal, for 6th – 12th grade students, all electronic devices must be kept powered-off and out of sight during the regular school day

unless: (a) use of the device is provided in a student's IEP; or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Students in pre-kindergarten through 5th grades shall not possess or utilize any of the above-listed electronic devices. The building principal may, at his or her exclusive discretion and subject to his or her specific approval, allow the use of certain electronic devices for educational purposes.

CHANGE OF ADDRESS AND TELEPHONE NUMBER

Students or parents must report changes of address or telephone number to the office immediately. The office must have a way to get in touch with all parents in case of an emergency. Parents must also provide an alternative number in case they cannot be reached at home or work.

CHARGES AND FEES

Some classes have lab fees for personal projects, and the student is held responsible for these fees. Textbooks and workbooks checked out to students become their responsibility. Damaged or lost textbooks will be charged to the student.

CHILD ASSISTANCE PROGRAM (C.A.P.)

The Sesser-Valier Elementary C.A.P. Team, Child Assistance Program, will attempt to provide for the success of each student at SVCUS, by the coordinated efforts of faculty, staff, and administration, in the areas of **behavior, attendance, health, and academics**.

What is the S-V Child Assistance Program (C.A.P.)? C.A.P. is an organized systematic procedure for early identification, intervention, referral, and follow-up of "at risk" students. Problems are generally first noted when a student is observed having attendance, behavior, health, or academic difficulties.

What is the Goal of C.A.P.?

1. Improve the quality of education for our students by attempting to minimize "at risk" behaviors which affect the educational process.
2. Utilize existing resources within our school and community.
3. Enlist the support and involvement of students, parents/guardians, and all professional support staff.

CLASSROOM VISITATIONS

All classroom visitations by parents, students, or others must be approved by the administration after consultation with the classroom teacher.

CLOSED CAMPUS POLICY

Sesser-Valier District #196 is a closed campus. Once students have arrived on campus, they may not leave campus until the end of their scheduled school day without permission of a designated school official. Only those visitors who have legitimate school business are allowed on campus during the school day, and all visitors and guests must register in the Elementary or High School office immediately upon entering campus. Parents are welcome to visit the school as appropriate, but they are required to register in the office. Students are not permitted to have visitors or bring younger children or babies on campus during the school day except as arranged as part of the instructional process as cleared by the school administration. Loitering will not be permitted in the building or on the campus.

COMMUNICATIONS TO AND FROM THE BOARD

Staff members, parents, and community members should submit questions or communications for the School Board's consideration to the Superintendent. The Superintendent shall provide the Board with a summary of these questions or communications and provide, as appropriate, his or her feedback regarding the matter. If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take private action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members individually, whether sent by letter, email, or other means.

CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES AND STUDENTS PARKING ON SCHOOL PROPERTY

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property, (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

Extracurricular and Students Parking on School Property Drug and Alcohol Testing Program

The District maintains an extracurricular and students parking on school property drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities and use of school parking facilities is a privilege, and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to having the student submit to random drug and alcohol testing in order to participate in any extracurricular activity and/or to utilize student parking facilities. Failure to sign the District's "Random Drug and Alcohol Testing Consent" form will result in non-participation and/or denial of the student parking privilege.

If a test is *positive*, the student will not participate in extracurricular activities or be allowed to operate or park his or her vehicle on school property until after a *follow-up* test is requested by the Building Principal or designee and the results are reported. Students testing positive must also comply with additional remediation procedures, as assigned by the Building Principal or designee. The Building Principal or designee will request a *follow-up* test after such an interval of time that the substance previously found would normally be eliminated from the body. If this *follow-up* test is negative, the student will be allowed to resume extracurricular activities and/or student parking privileges. If a *positive* result is obtained from the *follow-up* test, or any later test, the student shall lose his or her privilege to participate in extracurricular activities and/or his or her privilege to operate or park his or her vehicle on school property for one calendar year.

The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance-enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition.

IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence of their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.

DISASTER PLAN

In the event of a natural disaster or local emergency, the students will be evacuated from the building to a safe collection area if it has been determined by the school district to be unsafe to have students in the classroom. School district staff will begin a check-out process from the collection area and no students will be allowed to leave without going through the check-out process. No students (minors) will be released to anyone other than those named on their emergency cards. Announcements will be made on local radio stations and local television channels.

DRESS AND CONDUCT CODE

The Sesser-Valier CUSD #196 Board of Education hereby finds and determines that it has a legitimate interest in maintaining an orderly and productive educational program in the school district. For the purpose of ensuring neatness and cleanliness of its students, eliminating or reducing distractions and disruptions to the educational process, protecting and maintaining the health and safety of the students and employees of the school district, and respecting the rights of students and employees, the Board of Education finds it necessary and in the best interests of the School District to establish and enforce a Dress Code applicable to all students in the District. This dress code shall apply to students while in attendance at school and at those school functions at which, in the opinion of school administrators, they are viewed as representatives of Sesser-Valier School. This requirement shall apply to, but is not limited to, band concerts, banquets, and events of a similar nature.

Any student found by the administration to be inappropriately dressed will face disciplinary sanctions, including, but not limited to, assignment to the ACR, suspension, expulsion, or loss of the privilege or wearing certain apparel. Coats, caps, hats or head gear are not to be worn indoors. Apparel that is designed to be worn in physical education classes is not appropriate for classroom wear. Wallet chains or chains attached to belts are not permitted at any time. Sunglasses may be worn outdoors only. Items that may present a threat to other students may be prohibited by staff as well. Clothing displaying alcohol, tobacco, drugs, or suggestive or vulgar remarks may not be worn.

Earrings or other jewelry which may present a safety hazard are not suitable for certain classes (vocational education and physical education) and may not be worn without staff permission.

Inappropriate tattoos, gang signs, or symbols shall be forbidden.

In grades 6th through 8th, mid-thigh length shorts will be considered appropriate attire for students, but all tops must have sleeves. All tops that are worn must cover the student's mid-section at **all times**, and jackets shall not be worn. In the opinion of the administration, if shorts or clothing are revealing or inappropriate, the student will be subject to disciplinary sanctions.

The building principal or designee will make the final determination on whether or not a student is wearing inappropriate attire.

DROPPING CLASSES

Students in grades 6 - 8 will have 1 week at the beginning of each semester to make changes in their elective class.

DRUG TESTING

A copy of the **STUDENT RANDOM ALCOHOL AND DRUG CONSENT TO TEST FORM** can be found on the last page of this handbook.

Once a student submits a Random Alcohol and Drug Consent Form, the student's name will stay in the testing pool, even after the student's activity is completed for the school year. If you would like to have your child's name removed from the drug testing pool, please contact the school.

EMERGENCY SCHOOL CLOSING

For school closing, please listen to local radio stations or watch local television stations in the morning.

Please do not call the radio or TV stations, the teachers, the administration, or the unit district office.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

Sex Equity

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

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedure.

EXEMPTION FROM PHYSICAL ACTIVITY

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

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

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

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

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

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

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

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are regarded as privileges and not property interests of the student. Only those procedural and substantive considerations as provided from within this handbook and the athletic handbook shall be afforded the student when a disciplinary sanction must be considered.

EXTRACURRICULAR ATHLETICS

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

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent/guardian must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.
7. The student and his or her parent/guardian must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

EXTRACURRICULAR RULES (CODE OF CONDUCT)

A student is considered to be a participant in an extracurricular activity, including athletics, if the student participates in a try-out for and/or participates in any extracurricular activity offered by Sesser-Valier C.U.S.D. #196. The extracurricular rules (code of conduct) have been developed and approved by the coaches and administration. All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants, and provide participants with a copy.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during field trip activities (including transportation) and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

FIRE EXTINGUISHERS AND FIRE ALARMS

Tampering with fire fighting equipment (which includes fire extinguishers and fire hoses) is a criminal offense. Likewise, making a false fire alarm is a criminal offense which is considered by the authorities as very serious. These activities will result in discipline by school authorities in addition to any criminal sanctions which may be imposed.

FOOD ALLERGY MANAGEMENT PROGRAM

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in The School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf
3. Complies with State and federal law and is in alignment with Board policies.

FOOD AND BEVERAGES

Students are not permitted to bring open drinks into the building and shall not have drinks or food in any area of the school except the commons without special permission from the administration.

GAMBLING

Playing cards for money, flipping or matching coins, rolling dice, or any other form of gambling will not be tolerated. Teachers have been instructed to confiscate any money or material involved in such activities and to refer the involved students to the office.

UNIFORM GRIEVANCE PROCEDURE

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d *et seq.*;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e *et seq.*;
6. Sexual harassment (State Officials and Employees Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
10. Curriculum, instructional materials, and/or programs;
11. Victims' Economic Security and Safety Act, 820 ILCS 180;
12. Illinois Equal Pay Act of 2003, 820 ILCS 112;
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff *et seq.*
16. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

1. Filing a Complaint

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

For any complaint alleging bullying and/or cyber-bullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board Policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

3. Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 30 school business days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent, within 30 school business days after receiving the Complaint Manager's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers. The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Jason D. Henry, District Superintendent
4626 State Highway 154
Sesser, IL 62884
jdhenry@sv196.org
(618) 625-5105, Ext. 105

Complaint Managers:

Natalie M. Page, Principal 4626 State Highway 154 Sesser, IL 62884 npage@sv196.org (618) 625-5105, Ext. 117	Keith Jones, Principal 4626 State Highway 154 Sesser, IL 62884 kjones@sv196.org (618) 625-5105, Ext. 111
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GUM CHEWING

Gum chewing is not allowed at school at any time. This rule has been established for the sake of good manners, building cleanliness, and general appearance.

HALL PASSES

Students are not permitted in the halls during class periods unless accompanied by a teacher or in possession of a hall pass from a teacher or administrator. Failure to abide by this requirement will result in disciplinary sanctions.

HARASSMENT OF STUDENTS PROHIBITED

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status, unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical

harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

District employees and students shall not at school, on school property, or at school activities, wear or have in their possession any material, either printed or in their own handwriting, that is divisive or creates ill will or hatred based on race or religion. (Examples: clothing, articles, material, publications or any item that denotes Ku Klux Klan, Aryan Nation-White Supremacy, Black Power, Neo-Nazi, or any other "hate" group. This list is not intended to be all-inclusive.)

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

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

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

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:

Jason D. Henry, District Superintendent
4626 State Highway 154
Sesser, IL 62884
jdhenry@sv196.org
(618) 625-5105, Ext. 105

Complaint Managers:

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(618) 625-5105, Ext. 117

Keith Jones, Principal
4626 State Highway 154
Sesser, IL 62884
kjones@sv196.org
(618) 625-5105, Ext. 111

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the Nondiscrimination Coordinator or designee shall consider whether action under Board Policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11.9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

IDENTIFICATION REQUEST

Any school employee under Illinois Law 105 ILCS5/24-25 may require the identification of any person entering the school building or being present on school property.

INSUFFICIENT FUND CHECKS

The Superintendent or designee is responsible for collecting the maximum fee authorized by State law for returned checks written to the District which are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent is authorized to contact the District's attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

JUNIOR HIGH TEEN ASSISTANCE PROGRAM (Jr. High T.A.P.)

Junior High T.A.P. is an organized, systematic procedure for early identification, intervention, referral, and follow-up of "at risk" students. Problems generally are first noted when a student in grades 6 - 8 is observed having attendance, behavior, health, or academic difficulties. Referrals may be made to this group by administrators, teachers, support staff, parents/guardians, students, or through self-referral and will be kept confidential. An automatic referral is made when a significant change is recognized in behavior as determined by the principal, attendance as determined by the Records Custodian, health as determined by Health Care Provider, or academics as determined by Guidance Counselor.

LOCKERS

Each student, in grades 5 through 8, is assigned a locker for the storage of books and belongings. It is the student's responsibility to keep the locker locked at all times. School combination locks are to be used unless specific instructions are given to the contrary.

Since each student is assigned a locker, it is not necessary for students to share lockers. The sharing of lockers is strictly prohibited.

Be advised that your locker is school property and may be periodically searched by school authorities. Anything found in your locker is presumed to be yours. Before storing something in your locker for someone else, make sure you know what it is.

LOST AND FOUND

When you lose something, it still belongs to you; when you find something, it does not. Anything of value you find should be given to a secretary in the office for placement with the lost and found articles. If you lose anything, you may ask a secretary to look through the contents of the lost and found box.

MISCELLANEOUS ACTIVITIES AND EVENTS

Throughout the year, dances are sponsored by different groups in the school. The following regulations apply to these dances:

1. Students who leave the dance may not return.
2. Dances are for Sesser-Valier School Students only. High school students may not attend.
3. All dances will end by 11:00 p.m.
4. Students who do not conduct themselves according to the rules of conduct in this handbook will be asked to leave.
5. Students will not be allowed to loiter in the parking lot, either in or out of a vehicle, during dances.

If any student is found to be in possession of or under the influence of alcohol or illegal drugs at any extracurricular activity or special event, the proper school official at such an activity may do the following:

1. Notify the student's parents/guardian to pick up the student.
2. If the parents cannot be reached, notify the police or sheriff's department to take the student home or to an appropriate facility.
3. If the student is in possession of a motor vehicle, take the keys to said motor vehicle from the student and give said keys either to the parents/guardian of the student or to the appropriate police department.

NEW STUDENTS

Every student is requested to assist new pupils in becoming acquainted. Students should establish a friendly and pleasant relationship with all newcomers. Our reputation for friendliness will grow if we greet new students in a warm and friendly manner and apply the Golden Rule.

PARENT - TEACHER CONFERENCES

Parents may make appointments for conferences with teachers, counselors, or the principal by calling the school office at 625-5105. Please call for an appointment to talk to teachers. Teachers are scheduled all day, and only a small portion of that time is allotted to planning and conference time. The majority of their time is spent teaching and supervising classes. They will not be allowed to leave their classes to discuss an individual student unless relieved by the principal, so please do not go directly to the classroom. Conferences should be scheduled through the principal.

PARENTAL INVOLVEMENT

In order to assure collaborative relationships between students' families and the District, and to enable parent(s)/guardian(s) to become active partners in their children's education, the Superintendent shall:

1. Keep parent(s)/guardian(s) thoroughly informed about their child's school and education.
2. Encourage parent(s)/guardian(s) to be involved in their child's school and education.
3. Establish effective two-way communication between parent(s)/guardian(s) and the District.
4. Seek input from parent(s)/guardian(s) on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the Board on the implementation of this policy.

PERSONAL EQUIPMENT/ITEMS

Each student is expected to have a reasonable amount of notebook paper, pencils, and erasers. Any other supplies which must be provided by the student will be requested the day of registration. The following items are NOT to be brought to school: skates, roller blades, skate boards, radios, ghetto blasters, CD players, MP3 players, iPods, other electronic devices, and trading cards (baseball, football, rock groups, etc.). These items will be confiscated by school personnel.

PESTICIDE REGISTRATION

Sesser-Valier District #196 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers, and, as a last resort, the safest, most effective means of pesticide. In the event that it is found necessary to spray or fog with pesticides, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an

airborne pesticide application. In the event of an extreme emergency when pesticides must be used immediately, we will notify you as soon as possible. Contact the main school office if you wish to be added to the registry.

PHYSICAL EDUCATION

Jr. High students “dress out” for P.E. and therefore need shorts and shirts. All students should have gym shoes for times when play in the gym is necessary. It is dangerous to play on the gym floor in stocking feet. Running shoes, etc. may not be used in the gym, because they mark the gym floor.

When a student is ill or unable to take P.E., he/she must have a note from a doctor to give to the Health Care Provider and the P.E. instructor. This doctor’s note must include the dates for each day the student is excused from participation in P.E. Students will be given an alternative assignment to complete in order to receive participation points towards their grade.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Education Program/Plan (IEP).

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

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

POSTERS

All posters or announcements to be displayed anywhere in the school or on school property must be approved by the school administration, and care not to damage walls or other surfaces shall be taken.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

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

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

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator:

Jason D. Henry, District Superintendent
4626 State Highway 154
Sesser, IL 62884
jdhenry@sv196.org
(618) 625-5105, Ext. 105 (Office)

Complaint Managers:

Natalie M. Page, Principal
4626 State Highway 154
Sesser, IL 62884
npage@sv196.org
(618) 625-5105, Ext. 117 (Office)

Keith Jones, Principal
4626 State Highway 154
Sesser, IL 62884
kjones@sv196.org
(618) 625-5105, Ext. 111 (Office)

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in the alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within ten (10) school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the action taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
 - c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - f. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - h. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - i. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

PUBLIC ASBESTOS NOTICE

Sesser-Valier School District #196 has an on-going periodic surveillance of asbestos.

PUBLIC SUGGESTIONS AND CONCERNS

The School Board is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern at any District or school office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board Policy 6:235, *Access to Electronic Networks*, and should, to the extent possible, limit their communications to relevant individuals. All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* creates an independent right to a hearing before the Board.

RELATIONS WITH OTHER ORGANIZATIONS AND AGENCIES

The District shall cooperate with other organizations and agencies, including but not limited to:

- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Illinois Emergency Management Agency (IEMA), local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense
- Other school districts

RELEASE OF STUDENTS DURING SCHOOL HOURS

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any other time before school is otherwise officially closed, and/or (2) to any person other than the a custodial parent/guardian.

Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

RESIDENCE

Students who are residents of Sesser-Valier Community Unit #196 shall be admitted to school in accordance with admission requirements established by Illinois state law and Sesser-Valier School Board Policy. The school district may require periodic verification of residency as a means of validating compliance with the proof of residence requirements. NON-RESIDENT STUDENTS may attend Sesser-Valier School District #196 upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis.
2. Approval for any one year is not authorization to attend the following year.
3. The student will be accepted only if there is sufficient room.
4. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
5. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

SCHOOL DAY

The school day begins for students at 8:30 AM and concludes at 3:08 PM. Students should arrive at school only a few minutes early to allow them time to put up coats and prepare materials before class actually begins. They should not be on the school grounds any earlier than necessary. Bus transported students will remain in designated areas of supervision. Students and their parents/guardians are expected to comply with the rules.

SCHOOL ENTRANCES

In the concern for safety, all outside doors shall be kept locked except the front main entrance doors to the elementary and high school offices.

SCHOOL SAFETY

Students shall report issues relative to school safety to teachers, administrators, or school staff immediately. This includes knowledge of weapons, drugs, threats to do harm to staff, students, visitors, or to the school or its property, or that which is used to carry out the educational initiative. Students are also subject to a school lockdown for safety, search, or weather-related happenings as determined by the administration. It shall be the policy of Sesser-Valier to use all means available, including surveillance cameras to help insure school safety.

SPECIAL EDUCATION

In accordance with Public Law 94-142 and the State Board of Education rules and regulations, Sesser-Valier District #196 does offer a quality Special Education Program. Following a referral, a case study, and diagnostic testing, a staff meeting will be held to determine the placement of a student. The public school professional(s) will render the placement and programming decision relative to special education students. An individualized education program (IEP) will be developed for each special education student.

STUDENT AND FAMILY PRIVACY RIGHTS

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

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

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one

or more of the following items:

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

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

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

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*).
3. Is administered pursuant to the District's extracurricular drug and alcohol testing program (see Policy 7:240, *Conduct Code for Participants in Extracurricular Activities*).
4. Is otherwise authorized by Board policy.

Selling or Marketing Students' Personal Information Is Prohibited

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

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

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.

4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

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

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

STUDENT APPEARANCE

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the *Student Handbook(s)*.

STUDENT ASSEMBLIES

Assembly programs are scheduled and presented for several purposes. Some will be entertaining, some educational, and some informative. The type of school we have is often reflected by student attitudes and behavior as shown in groups. Improper behavior during the programs will not be tolerated. Students who cause disturbances or show disrespect to performers will be removed and denied the privilege of attending future programs.

Pep sessions will be held periodically as plans are worked out by the Athletic Department and the Administration.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.

- ii. A return-to-learn protocol for governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic teach coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussion* which includes its *Return to Play (RTP) Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
 3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
 4. Require all student athletes to view the IHSA video about concussions.
 5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
 6. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the IHSA regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
 7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

8. Include a requirement for staff members to distribute the Illinois Department of Public Health (IDPH) concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic activity, if available.
9. Include a requirement for certified athletic trainers to complete and submit a monthly report to the IHSA on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic trainer is made aware.

STUDENT DIRECTORY INFORMATION

Sesser-Valier CUSD #196 may make accessible to any person external to the school “directory information” concerning a student, unless that student’s parent/guardian notifies the office that he objects to the release of such information. Directory information is considered to be public in nature and will be released any time upon request without prior approval from the student and/or parent/guardian. Notice is therefore given that directory information listed below in respect to each student will be available to any person unless the student and/or parent/guardian files in writing with the office a request to restrict release of student directory information to external sources. Sesser-Valier CUSD #196 has designated the following as student directory information: student name, picture, classification (6th grade, 7th grade, etc.), participation in officially recognized activity or sport, and pictures of athletic teams. Any parent/student enrolled who does not wish to have released any or all of the above listed items of information should contact, in person, the office at the time of registration. Parents/Students who elect to restrict release of student information must sign a statement to that effect. This restriction will be valid for only that school year and must be renewed annually.

STUDENT RECORDS

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which the student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member’s sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student’s school records without notice to, or the consent of, the student’s parent/guardian. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee. The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, walkmans, radios, or cameras to school and, if they wear glasses, watches, or other jewelry, to keep track of them at all times. Students (NOT THE SCHOOL) are responsible for their personal property. If it should be necessary to bring a large sum of money, it should be left in the office for safekeeping. Do not leave it in your lockers! ALWAYS lock your lockers, hall and PE, and do not tell others your combinations.

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 Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).

- b. For staff, implementation will incorporate Board policy 5:100, *Staff Development*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
 - a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
 - b. Board policy 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
 - c. Board policy 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - d. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

TEACHER AIDES

Teacher aides and playground supervisors are provided to help in the care and safety of the students. They are delegated the same authority as the teacher. We therefore insist that they be paid the same respect afforded certified school personnel.

TEACHER'S CLASSROOM REQUIREMENTS

Every teacher is a unique individual and therefore may have differing expectations for classroom work and classroom behavior. It is the responsibility of the student not only to be aware of each teacher's expectations, but also to follow fully and obey the guidelines and rules of each teacher.

TEEN DATING VIOLENCE PROHIBITED

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

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - d. 7:180, *Preventing Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall be respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.

3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

TREATS AND SNACKS

Students or parents who bring or send items to school for classroom parties and snacks are required to send items which are purchased and pre-wrapped at the store. In the interest of student safety, home-made treats will no longer be served at school.

USE OF TELEPHONES

Telephones in the school offices are only for emergency or school business. Students will be called out of class only in an emergency. The office will take messages and materials from home for later delivery to the student. The forgetting of textbooks, gym clothes, shoes, assignments, etc. is not an acceptable reason for using the phone.

VANDALISM

The Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

VISITORS

All visitors must report to the office immediately to get a visitor's pass. Students are not allowed to bring visitors to school except with the principal's permission. Parents are always welcome and are encouraged to become familiar with the school, their child's teachers, and the administrators. However, parents are requested to make an appointment for such visits for the convenience of everyone. Parents may make appointments for conferences with teachers, counselors, or principals by calling the school office at 625-5105.

VISITORS TO AND CONDUCT ON SCHOOL PROPERTY

The following definitions apply to this policy:

School property - District and school buildings, grounds, parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor – Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

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

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion, or
2. Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

STUDENT CODE OF CONDUCT

INTRODUCTION

Students are expected to conduct themselves in a manner which reflects respect for each other, for their teachers, for staff members, and for school facilities. At times students will engage in activity that does not comply with these expectations. When those times occur, the Board of Education has given the administration and staff the authority to take the proper and necessary action to discipline the student engaged in such activities. The goal, which is to be achieved through discipline, is the maintenance of an orderly, constructive, learning environment for all students. The administration, teachers, and school board have the right to add, change, or delete rules in their area of authority.

STUDENT BEHAVIOR

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

WHEN AND WHERE CONDUCT RULES APPLY

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

1. On, or within sight of, school grounds before, during, or after school hours or at any other time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event which 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 marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - 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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - 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 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, for 6th-12th grade students, all electronic devices must be kept powered-off and out of sight during the regular school day unless: (a) use of the device is provided in a student's IEP; or (b) it is needed in an emergency that threatens the safety

of students, staff, or other individuals. Students in pre-kindergarten through 5th grades shall not possess or utilize any of the above-listed electronic devices.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation preference, or (b) display of affection during non-instructional time (unless such displays are prohibited by the Building Principal; in the event of a conflict between Item #10 of this policy and a directive of the Building Principal, the Building Principal's directive shall control).
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by:
 - (a) being a member;
 - (b) promising to join
 - (c) pledging to become a member; or
 - (d) soliciting any other person to join, or promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent(s)/guardian(s) have 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 enhance 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(s)/guardian(s) 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 period of time 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 or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

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.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

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 two calendar years;

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any firearm as defined above, lock, stick, pencil, and pen.

The expulsion requirement under either paragraph one or two 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, Illinois Department of State Police (ISP), 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 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 ten consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of ten 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.

ADDITIONAL SCHOOL RULES

Following is a list of additional school rules that students are required to follow, but are not limited to:

1. False communication, verbal or written, of the presence of a bomb or other explosive device.
2. Stealing or attempting to steal private or school property. Theft is the act of taking or acquiring the property of others without their consent. Accepting stolen property (possession) will also be considered as theft. The extent of the crime will determine the degree of the academic offense and will be dealt with accordingly.
3. Causing or attempting to cause physical injury to oneself or others, including the throwing of object or materials which could cause physical injury.
4. Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from such person.
5. Tardiness to school assigned class or scheduled activity.
6. Using language which, in the opinion of school personnel, is considered vulgar, obscene, sarcastic, demeaning, threatening, or intimidating.
7. Repeated violation of any valid rules of conduct established by the Board of Education, Superintendent, or Principals of Sesser-Valier CUSD #196.
8. Loitering on school property before and after assigned classes without the permission of a staff member.
9. Causing a false fire alarm.
10. Possession or use of firecrackers.
11. "Trespassing", being present in an unauthorized place in the school, unauthorized presence on school property, or refusing to leave the school premises when ordered to do so by school officials. Students shall not be in unauthorized areas unless directly supervised by school personnel. This also means any area of the school that the student has no business being in when there is no direct supervision, such as classrooms, laboratories, physical activity area, any outdoor area, and shop areas. Teachers' offices, administrators' offices, library, and teachers' workrooms are always unauthorized areas except when a teacher or administrator is present.
12. Unlawful assembly (assembly of students which disrupts the education process).
13. Engaging in any other activity forbidden by the laws of the United States or the State of Illinois.
14. Public display of affection.
15. Public indecency.
16. Using actions and/or gestures denoting disrespect. Students, teachers, and staff members are to

- be addressed courteously and with respect.
17. Engaging in endangering or threatening activities or soliciting activities that may endanger or threaten the safety or welfare of any student, employee, or visitor of the school, or disrupt the education process.
 18. Other articles prohibited or deemed unacceptable. Students shall not bring such items as skateboards, wheeled shoes, water guns, pocket knives, hard balls, dart guns, sling shots, lighters, and glass containers. In addition, students shall not bring open bottles or containers of any type into the school. With administrative approval, athletes may bring equipment bags provided they are stored in designated areas.
 19. Gang involvement and gang-related activities on school grounds or at school related events are strictly prohibited. Public school secret societies and gangs are prohibited. For purpose of this policy, a public school secret society or gang means any organization composed wholly or in part of public school pupils which seeks to perpetrate itself by taking in additional members from the pupils rather than by free choice of any pupil in the school who is qualified by the rules of the school to fill the special aims of the organization. Any public school secret society or gang is detrimental to the best interest of Sesser-Valier CUSD #196. The Board of Education has determined that the presence of gangs and gang-related activities substantially disrupts and materially interferes with the District's educational process and programs. It shall be deemed an act of gross disobedience or misconduct for any student to join, become pledged to join, or solicit any student to join or become a member of a public school secret society or gang. The following behavior committed by a student on school grounds or at school sponsored events, whether on or off school grounds, on school busses, or at bus stops, and while traveling to and from school constitutes gross disobedience or misconduct: No student on or about school property or at any school activity (1) shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which may be viewed as evidence of membership or affiliation in any gang; (2) shall commit any act of admission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership or affiliation in any gang; or (3) shall use any speech or commit any act in furtherance of the interests of any gang or gang activity, including, but not limited to, (a) soliciting others for membership in any gangs; (b) requesting any person to pay protection or otherwise intimidating or threatening any person; (c) committing any other illegal act or other violation of school district policies; (d) inciting other students to act with physical violence upon any other person; (e) causing graffiti to be exhibited on school property, including graffiti intending to denote gang members' territory.
 20. Producing, distributing, possessing or displaying material or items that are obscene, vulgar, libelous or discriminatory.

MISCONDUCT BY STUDENTS WITH DISABILITIES

Behavioral Interventions

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

Discipline of Special Education Students

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

CRIMINAL CODE AND JUVENILE COURT ACT

The Criminal Code and the Juvenile Court Act specifically address crimes related to the problems of gangs and criminal activity in and around our schools. P.A. 84-1075, effective 12/02/85, amended the Criminal Code and made it a crime for anyone 18 years or older to express or to imply a threat to do bodily harm to a person under 18 years of age or to use any other unlawful means to solicit or to cause

any person under 18 years of age to join any organization or association (Ill. Rev. Stats. 1985 Ch. 38, Sect. 12-6.1).

The Act provides stricter criminal penalties for conviction of unlawful possession of drugs in any school, on school property, or on any public way within 1,000 feet of school property (Ill. Rev. Stats. 1985 Ch. 37, Sects. 702-7[b][a] and 7[a]-[c]).

P.A. 84-721, effective 01/01/86, amended the Criminal Code to create a new subsection, making it a crime of unlawful use of a weapon to carry or possess certain weapons, additional to those enumerated in P.A. 84-1075, on school grounds. This crime also carries stricter penalties for violation of the section (Ill. Rev. Stats. 1985 Ch. 38, Sect. 24-1[a][12]).

Contact local law enforcement authorities or the State's Attorney's office for more specific information.

It is the responsibility of all students to ensure the safety of all those attending Sesser-Valier CUSD #196. Students are encouraged to disclose any information to faculty members or the principal regarding weapons and/or potentially dangerous situations.

RECIPROCAL INFORMATION SHARING AGREEMENT

In conformance with Public Act 88-376, effective January 1, 1994 the Sesser-Valier CUSD #196 and local law enforcement agencies have agreed to establish and maintain a reciprocal reporting system regarding criminal offenses committed by students.

The purpose of sharing information among the schools and agencies having contact with these students or the families of these students is to better coordinate efforts to address and resolve the problems experienced by these students or their families.

This agreement provides that information may be shared among Sesser-Valier CUSD #196 and local law enforcement agencies when any of the agencies reasonably believe that another of the agencies may have information regarding the commission of a criminal offense by a student attending Sesser-Valier CUSD #196.

LAW ENFORCEMENT AND OFFICIALS

The Principal shall cooperate with law enforcement officials in the following ways:

1. If the law enforcement official has a warrant for the arrest of a student, the school official shall: (a) honor the warrant, (b) make an attempt to contact the parent/guardian and inform him or her of the arrest.
2. If the law enforcement official has no warrant but wishes to talk to the student, the school official shall: (a) Attempt to notify the parent/guardian, (b) If parent/guardian is unable to be present or cannot be contacted, the school official should be present, (c) If the school official is present, the school official should be sure the student is aware of his/her rights, which are: (1) Entitlement to be advised that he need not make any statement and if he/she does, it may be used against him/her. (2) Entitlement to right of counsel. (3) The law enforcement official shall be made aware of this policy statement by the building Principal when a request for assistance is made.

The District shall cooperate with other organizations and agencies, including the:

- County Health Department;
- Law enforcement agencies;
- Fire authorities;
- Planning authorities;
- Zoning authorities; and
- Other school districts.

POLICY ON SEXUAL HARASSMENT

It shall be the policy of this school to provide its students an environment free from unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

Sexual harassment is a form of sex discrimination and disrupts equal education opportunities by interfering with the student's psychological, social, and physical well-being. This school district will not condone or tolerate incidents of sexual harassment of the district's students during school hours, during district-sponsored events on school property, and at the site of a district activity involving students.

For the purpose of the policy, the term sexual harassment is defined as verbal or physical conduct of a sexual nature, imposed on the basis of sex.

This school district interprets the definition of sexual harassment to include, but not be limited to, the following behaviors: unwanted sexual behavior such as touching, pulling at clothes, verbal comments, sexual teasing and/or name calling, spreading sexual rumors, gestures, jokes, pictures, leers, personal conversations, and cornering or blocking a student's movement.

When there is sufficient evidence of violation of this policy, the Board of Education or its designee shall take appropriate disciplinary action as may be warranted.

Students shall be informed annually of the sexual harassment policy.

LAST-DAY(S) OFFENSE

Students violating the discipline code the last day(s) of school will serve the appropriate consequences (time) in school after the year is over or at the beginning of the following school year, as determined by the school authorities. Grades, records, transcripts, and other such items may be denied until the consequences are completed by the student. If the student does not complete consequences, the school may seek action from police or other appropriate authorities.

DISCIPLINARY SANCTIONS

INTRODUCTION

Disciplinary sanctions may be imposed by administrators and staff not only for the violation of the rules of conduct, but also for any other violation of school policy or inappropriate behavior. In addition to detention, suspension, and expulsion, lesser disciplinary sanctions include student counseling by teachers, counselors, and administrators, as well as parent conferences with teachers, counselors, and administrators.

The Board of Education has authorized the administration and staff to institute certain procedures. The following list, however, shall not be deemed to be all-inclusive, but rather a mere indication of possible remedies.

Disciplinary measures can be found under the heading **STUDENT CODE OF CONDUCT**.

DETENTION

Detention is a 50 minute period when a student is assigned to stay after school for unacceptable behavior. Students that fail to serve a detention on the assigned date will be assigned an additional detention for each subsequent miss. Students who accumulate a total of five detentions may be suspended. Excused absences from detention are given **ONLY** for the same reasons as excused absences from school. Upon return from a suspension for failure to serve detentions, a student will still have three detentions. Participation in extracurricular activities is not an acceptable reason for missing detention.

ALTERNATIVE CLASSROOM (ACR)

During in-school detention, the student will be under adult supervision but will not be permitted to attend regular classes. In-school detention may not exceed 10 days for each offense. The student will have the

opportunity to complete regular class assignments.

REMOVAL FROM CLASS AND SCHOOL ACTIVITIES

Teachers and administrators may remove students temporarily from classrooms **and** school activities for violation of the disciplinary code, and the student will be dealt with according to the seriousness of the offense. It is recommended that teachers attempt to solve the disciplinary problems that arise in their classes, but if a student fails to respond or to cooperate and thus becomes detrimental to the well-being of the rest of the class, the student(s) will be sent to administrative personnel. An attempt will be made by the Administration to work with the parents or guardians in resolving the problems which the students encounter. If this fails to bring about the desired results, the student will be removed from the class, suspended, placed on probation, or expelled, as Section 10-22.6 of the School Code of Illinois provides.

SUSPENSION PROCEDURES

In-School Suspensions

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;
 - 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.

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

EXPULSION

Expulsion is the prohibition of a student from attending school during a semester or a school year. Expulsion is the most severe penalty which can be imposed on a student. A student who is expelled will not receive any credit for the semester or school year in which the expulsion occurs.

An expulsion hearing may be recommended by the administration to the Board of Education when the following circumstances are found to exist: (1) A physical attack on an administrator, teacher, staff member, student, or visitor; (2) The sale, consumption, use, or giving away of alcoholic beverages, marijuana, prescription drugs, non-prescription drugs, counterfeit drugs, substances that are represented to be drugs or students believing them to be drugs even when they are not, if such activity is on or about school property or at school-sponsored events and the student does not have a medical prescription from a licensed physician in the student's name who has the drug; (3) Displaying symptoms of alcohol or drugs while on or about school property or at a school-sponsored event; (4) Destruction of school property; (5) Obscene language or gestures; (6) Tampering with fire fighting equipment or initiating a false fire alarm; (7) Being a participant in a fight on campus or while away from campus at a school activity, school function, or school event; (8) Failure to listen to, respond to, or comply with authority; (9) Use of any item as a weapon that could inflict bodily harm; and (10) Bringing or being in possession of a firearm (rifle, pistol, shotgun, etc.) at school, and (11) Any action that may threaten or endanger the physical or mental safety of the school's students, staff, or visitors.

EXPULSION PROCEDURES

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 should 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 School 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.

SEARCHES BY SCHOOL ADMINISTRATORS

Searches of student belongings shall only be conducted by an administrator or the designee of any administrator. The search of a student's person shall only be conducted by an administrator or the designee of any administrator who is the same sex as the student. Another administrator, teacher, or staff member must be present as an observer while the search is conducted.

Any search of the student's belongings or person shall occur only when there is probable cause to believe that a student possesses contraband. The probable cause must be capable of being articulated, meaning that the administrator must be capable of writing down the reasons why the student or the student's belongings were searched. This shall be done by the administrator who conducts or authorizes the search immediately prior to or immediately after the search.

Illegal items or items reasonably determined to be a threat to the safety or security of the students, faculty, staff, or property of anyone, including the school district, may be seized by the administrator conducting or authorizing the search. Illegal items will be immediately turned over to the proper government officials. Items that are not illegal but have been seized will be turned over to the student's parent/guardian.

The student should be present when a search of his/her personal belongings is made. However, circumstance requiring immediate action may make it necessary to conduct such a search without the presence of the student.

There shall be no strip searches of students by school administrators. If an administrator has reasonable

grounds to believe that a student has secreted an item in such a manner that a pat-down search will not locate the item, the administrator shall contact the proper authorities and the student's parent/guardian, while keeping the student under constant supervision.

ALTERNATIVE CLASSROOM (ACR) POLICY

ACR is an in-school suspension program designed to improve the behavior of truant, chronically tardy, or misbehaving students. The parents of the student are notified of the problem and are asked to assist in improving the behavior of the student. If the student's behavior does not improve, the only remaining recourse of the school administration is out-of-school suspension, referral to alternative school, and, as a last resort, expulsion from school.

The program is designed to be both punitive and rehabilitative in nature. The student will be allowed to make up class work missed while in ACR.

The physical structure of ACR will be a room equipped with individual study areas. Partitions are arranged in such a way that there is little or no interaction among students assigned to ACR. Students in ACR have access to the ACR teacher only and not to other students in the room. The major objectives are to improve the attitude and behavior of the students by: (1) providing closer supervision. (2) Increasing parental involvement. (3) Removing the student from the school population routine.

Students may be placed in ACR only by an administrator for behavior and/or attendance problems that are deemed not yet to be in the degree of such seriousness as to dictate more stringent disciplinary action.

Rules governing in-school suspension will be presented to students during the first week of school. The basic rules include the following:

1. Students assigned to ACR will report at 8:30 a.m. and remain until 3:08 p.m.
2. Students assigned to ACR will eat lunch in the ACR room or in the cafeteria, escorted by the ACR instructor at a time when other students are in regular classes.
3. Students assigned to ACR will be given restroom breaks and will be escorted to the facilities by the ACR instructor.
4. The ACR will be a strict disciplinary environment with no interaction or talking with other students.
5. Students assigned to the ACR will be required to make up all work for the classes missed during assignment to ACR. The ACR instructor will complete the "Request for Assignment" forms for each class and insist that students complete the work. Make-up work will then be returned to the teachers.

The Principal or his/her agent will make the referral and assignment to the ACR. Any ACR assignment will not exceed a period of ten (10) consecutive days. Students are required to turn in all make-up work assigned by the "Request for Assignment" form and will receive credit for all work completed while in ACR.

The purpose of the Alternative Classroom is to serve the needs of the students, faculty, administrators, and parents by providing a meaningful alternative to out-of-school suspension. Further, it encourages better attendance, enhances improved student behavior, and assists the teacher in maintaining a classroom environment conducive to learning. Some of the discipline problems that may lead to placement in ACR include, but are not limited to, the following types of conduct: fighting; skipping detention; insubordination to school personnel or to other students; repeated acts of misbehavior, including initiation, gambling, truancy, the use of water guns or water balloons, snowball throwing, disruptive classroom behavior, and unauthorized presence in halls during classes or in other areas deemed off-limits to students. ACR is viewed as a last step prior to a student's suspension out of school. Students are expected to study during ACR. They will get credit for work completed while they are in ACR. There is to be no talking. Students will follow the directions of the ACR instructor and all the rules established by the administration. Failure to comply with the directions provided by the ACR instructor or a failure to follow the ACR rules established by the administration may result in immediate out-of-school

suspension and/or expulsion.

TITLE I

PARENT/STUDENT/TEACHERS/PRINCIPAL COMPACT

Title I students, their parents, their teachers, and their principal agree to do their part of the following compact in order to give each Title I student the best opportunity to become a successful student.

Student Agreement

It is important that I work to the best of my ability. Therefore, I will strive to do the following:

- Come to school every day with my classroom supplies.
- Obey school rules
- Ask my teacher questions when I do not understand

Parent Agreement

I want my child to achieve. Therefore, I will encourage my child by doing the following:

See that my child is punctual, and attends school regularly, and has the necessary supplies

- Support the school in its efforts to maintain proper discipline
- Establish a time and place for homework and see that it is completed daily
- Attend conferences

Classroom Teacher Agreement

It is important that students achieve. Therefore, I will strive to do the following:

- Provide relevant homework assignments for students
- Provide information about student progress to students and parents
- Communicate with each parent to ensure the best education possible for the student
- Provide motivating and interesting learning experiences in my classroom

Title I Teacher Agreement

I will strive to do the following:

- Explain my expectations and instructional goals to students and parents
- Communicate with each parent to ensure the best education possible for the student
- Strive to discover what techniques and materials work best for the student

Principal Agreement

I support this form of parental involvement. Therefore, I will strive to do the following:

- Create a welcoming environment for students and parents
- Communicate to students and parents the school's mission and goals
- Reinforce the partnership between parent, student, and staff
- Act as an instructional leader by supporting teachers in their classrooms

SESSER-VALIER ELEMENTARY & JUNIOR HIGH FACULTY AND STAFF PHONE DIRECTORY

<u>Name</u>	<u>Position/Title</u>	<u>Extension</u>
Jones, Keith	Elementary/Junior High School Principal	111
Masters, Tracy	Parent/Teacher Advisor	120
Basso, Chip	Athletic Director	116
Dublo-Lappin, Sheila	Secretary/Office Manager	133
Cross, Emma	Receptionist/Secretary	118
Berthoux, Mary Lynn	L.D. Resource	251
Bullock, Angela	5 th Grade	200

Crocker, Danielle	4 th Grade	251
Culver, Ashton	2 nd Grade	238
Dennison, Cheryl	1 st Grade Teacher	221
Dilliner, Brandon	Maintenance Supervisor	114
Dorris, Benita	Junior High Language Arts/Rtl	206
Evetts, Anthony	7 th Grade Art	229
Fennes, Toni	5 th Grade	263
Garner, Melodee	8 th Grade Algebra	237
Garner, Shane	P.E./Health	109
Hacker, Leslie	L. D. Resource/Early Childhood	208
Hollis, Johnny	Junior High Social Studies/History	266
Hottenson, Robin	Head Cook, Kitchen	115
Lamczyk, Jeron	Kindergarten	223
Lamczyk, Megan	Band	108
Laur, Dana	P.E./Health	107
Lewis, Alyssa	K – 12 Vocal Music	278
Marlo, Cathy	Health Care Provider	102
Massie, Olivia	4 th Grade	274
Miller, LeAnn	2 nd Grade	227
Neal, Travis	Junior High Science	253
Payne, Rachel	L. D. Resource	252
Petro, Gena	Nurse's Assistant	102
Priebe, Kayla	Jr. High/High School English Language Arts	243
Ruffino, Paige	Jr. High English Language Arts	256
Sample, Mike	HS ELA/JH & HS Library	110
Sample, Pat	Rtl	136
Sgutt, Lenise	Speech Therapist	132
Shadowens, John	Jr. High/High School English Language Arts	235
Shurtz, Kasey	3 rd Grade	233
Spotanski, Kristie	Kindergarten	275
Thery, Jennifer	Junior High Mathematics	224
Tinsley, Regina	Title I Computers Teacher	212
Trail, Lisa	7 th Grade Home Arts	202
Van Zandt, Alicia	1 st Grade	247
Webb, Penny	3 rd Grade	203
White, Stephanie	Elementary Reading/Elementary Library	119
Wingo, Dana	Rtl Teacher	245
Wingo, Nick	ACR/Detention/Attendance Officer	121

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SESSER-VALIER UNIT DISTRICT #196

STUDENT RANDOM ALCOHOL AND DRUG CONSENT TO TEST FORM

I understand fully that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Sesser-Valier Unit #196 District Board of Education and the sponsors/coaches for the activity in which I participate.

I authorize Sesser-Valier District Unit #196 to conduct tests for alcohol and drug use pursuant to the adopted school policy. I also authorize the release of information concerning the results of such tests to the Superintendent, building principal, or their designee to be used in accordance with adopted Sesser-Valier School Policy.

I understand that I may also be randomly tested throughout the remainder of the school year.

(Student Name – Please Print) (Student ID Number)

(Student Signature) (Date)

(Parent/Guardian Name – Please Print) (Parent/Guardian Signature) (Date)

(Parent/Guardian Home Phone) (Parent/Guardian Work Phone) (Parent/Guardian Cell Phone)

I plan to participate in one of the following:

- Athletic Program
- Extra-Curricular non-athletic activity
- On campus parking
- I am volunteering to be placed in the testing pool