

ARCOLA JR./SR. HIGH SCHOOL

“Home of the Purple Riders”

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2011-2012 STUDENT HANDBOOK



EXCELLENCE...AN ARCOLA TRADITION

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I. INTRODUCTION

A. PURPOSE OF THE HANDBOOK

This handbook has been prepared to provide information to students and parents concerning the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. This handbook, however, cannot possibly cover all potential scenarios and remain an efficient and effective notification instrument. Therefore, during the course of the school year, the building administration may establish written rules and regulations that are not included herein and that are not inconsistent with those established by the Board of Education and the Superintendent of Schools. Also the provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change.

B. MISSION STATEMENT

The mission of the Arcola School District is to foster a safe, positive and rewarding environment that challenges the mind, body and soul of each student to reach his/her unique academic potential. Students will use these skills to communicate effectively, think clearly, make knowledgeable decisions, and become responsible citizens who embrace diversity, encourage community pride and are productive members of our society and country.

C. BELIEFS

WE BELIEVE.....

1. That each student should be taught to think critically, learn problem solving skills, experience fluency in English, and be exposed to real-world applications
2. That everyone should be well informed of what is expected of him/her
3. In the importance of respect towards each person and the environment around him/her
4. In encouraging life long learning
5. In promoting parent and community involvement
6. In creating a sense of belonging throughout the student body
7. That students should become successful members of the community – contributing to society (job service, purpose) as opposed to taking from society
8. That school and community are mutually dependent upon each other for success
9. That it is our job to develop the unique needs of each student
10. Teachers, students and the community should set the highest expectations for each other
11. Parents should have primary responsibility for encouraging and supporting their student's education
12. That the Supreme Being created each student as a unique individual
13. Character education is essential for everyone
14. That each student should be nurtured to his/her best physically, socially, emotionally, spiritually and academically
15. That each student deserves a safe environment that is conducive to learning
16. That all students are responsible for their own actions and behaviors
17. That the district should model a strong family –school – community partnership
18. That the district should provide a welcoming environment for everyone
19. In hiring and retaining only the best teachers and staff
20. Without compromising fiscal responsibility, the Board of Education should provide facilities and resources for each student to achieve his/her unique potential
21. In developing, respecting and celebrating the cultural diversity of the community
22. That each student should develop a sense of patriotism and pride in our great United States of America.

D. STATEMENT OF NONDISCRIMINATION

Arcola CUSD #306 policy ensures that equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion or handicap. Questions in reference to educational opportunities may be directed to Superintendent of Schools, Arcola, Illinois. Telephone 268-4963.

E. SCHOOL PERSONNEL

Superintendent's Office: (217) 268-4963

Superintendent: Jean Chrostoski

Bookkeeper: Lyn Maxwell

Jr. High/High School Office: (217) 268-4962

Principal: Lisa Sigrist

Secretary: Nancy Mathias

Clerk: Debbie Hall

Nurse: Debbie Stenger

Board Members:

Jim Crane

Randy Rothrock

Chad Strader

Ginger Kielhorn

Joe Fortney

Lisa Boyer

Dr. Robert Arrol

F. SCHOOL VISITATION

Parents are welcome to visit or volunteer at Arcola Schools. All visitors, including parents, must first report to the office and sign in. As a courtesy to the teacher, please make an appointment in advance with the classroom teacher prior to the visitation and/or conference. Teachers are available for conferences at a variety of times.

G. VISITORS

All visitors must check into the high school office before going to (or meeting with) anyone in the junior or senior high schools, student or faculty.

H. PARENTS WITH DISABILITIES

Parents or guardians with disabilities who require reasonable accommodations to attend a parent conference, school program, athletic event, school board meeting, etc. should contact the district superintendent.

II. ENROLLMENT PROCEDURES

A. REGISTRATION REQUIREMENTS

Entrance details for students entering Arcola Schools for the first time may be obtained by phoning the appropriate school. Registration requirements are:

1. Completing an information form for each student.
2. Providing a copy of the student's birth certificate and social security number.
3. Providing the school with the required immunization and health examination information and information on allergies for each student.
4. Providing the necessary information to permit our school to get the transfer record from the previous school attended.
5. Provide the school with a **STUDENT TRANSFER FORM** from the previous school which would indicate whether the student is "in good standing"

All checks to cover fees should be written to **Arcola Community Unit No. 306 Schools**. Parent(s) or guardian(s) unable to pay for school textbook rental may petition school officials for a textbook rental waiver or reduced fee form.

B. RESIDENCY

Resident Students

Only students who are residents of the district may attend a district school without a tuition charge, except as otherwise provided in Board policy or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the district, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement of Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the district during the school year will be permitted to attend school for the remainder of the year without the payment of tuition.

Non-Resident Students

Non-resident students may attend District Schools:

1. Upon the approval of a request submitted by a student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:
 - a. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
 - b. The student will attend the school designated by the School Board.
 - c. The student will be accepted only if there is sufficient room.
 - d. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
 - e. Transportation to and from school shall be the responsibility of the parent(s)/guardian(s).
2. According to an intergovernmental agreement to accept non-resident students under the No Child Left Behind Act's school choice provisions.
3. Pursuant to a written agreement with adjacent school districts to provide for tuition-free attendance by a student of the adjacent district, provided that both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance. When making a request for tuition-free attendance, the student or parent(s)/guardian(s) should state in writing how the student's health and safety needs will be served by such attendance.
4. Pursuant to a written agreement with a cultural exchange organization or institution supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
5. Whenever any state or federal law or a court order mandates the acceptance of a nonresident student.

Rights of Homeless Students

The Arcola School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribed in the McKinney-Vento Homeless Assistance Act.

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

Challenging a Student's Residence Status

If the superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code.

C. WITHDRAWAL FROM SCHOOL

Parent(s) or guardian(s) of students who intend to withdraw from school must notify the building principal. Students must turn in books and pay all bills. Withdrawal forms must be signed by the parent(s) or guardian(s) and returned to the school office. Information that will assist enrollment in another school will be provided by the school office. A student

transferring to an Illinois school must have a **STUDENT TRANSFER FORM** completed by the principal to indicate to the school whether the student left the Arcola Schools "in good standing". School records will be sent when requested by school officials after enrollment in another school.

D. EMERGENCY REFERENCE

At registration, it is extremely important for your child that the school be furnished with the following information to help the school take care of your child if he/she becomes ill or is injured:

1. Parent(s)'s or guardian(s)'s work and home telephone numbers.
2. The name of your child's doctor
3. The name and telephone number of a neighbor or relative who could take care of your child if you are not available.

E. TEXTBOOK RENTAL

Textbook rental will be determined prior to each school year. Students will be charged for willful damage to a book. The students will be required to pay a price equal to the replacement cost of any book issued to a student and not returned or a book damaged to the degree that it cannot be re-issued.

F. STUDENT DEBT COLLECTION

The following procedure will be used to collect unpaid fees due to the Arcola Community Unit School District #306.

1. September 15th : Elementary and Junior/Senior High Principal will send a statement to the parents of those students with unpaid fees. Statement will include: amount of debt, what the debt is for, and a due date of October 14th.
2. October 15th : Elementary and Junior/Senior High Principal will send a letter and statement to the parents of those students with unpaid fees. Statement will include: amount of debt, what the debt is for, and due date marked past due. Letter will ask them to contact the office to set up a payment plan if they are unable to pay the amount in full.
3. November 15th : List of students and their parents who haven't responded to the two previous requests for payment is turned over to the Superintendent.
4. November 22nd : Superintendent sends letter and a copy of their statement to the parents saying that if progress towards resolving this matter isn't made by December 20th they will leave us no alternative than to turn the matter over to a collection agency.
5. January 15th : Any parents who have yet to make any progress towards paying their child's fees will be turned over to a collection agency.

G. POLICY ON STUDENT FEE/WAIVERS

In conjunction with the imposition, collection and/or waiver of fees or charges to be paid by students, including the costs of school lunches, it is the intention of the Board of Education to comply with the provisions in The School Code of Illinois (Ill. Rev. Stat., ch. 122, Pars. 10-20.13, 28-19.2 and 712.1 et seq.) and federal law (42 U.S.C. 1757 et seq.) and regulations promulgated thereunder. Administrative procedures may be developed to facilitate compliance.

H. LETTER TO PARENTS

This is to advise you that you may be eligible for a waiver of student fees if you receive public aid; if your gross income is under that set out in the federal guidelines for free or reduced price lunches; or if you are otherwise able to establish that you cannot afford to pay these fees. Applications requesting waiver of fees should be submitted to the principal. Forms for submission of such requests are available in the principal's office.

The use of false information to obtain a waiver is a felony under Illinois law. Any inquiries should be directed to the principal of the school in which your child is enrolled.

I. APPLICATION FOR WAIVERS

Submission/Appeal of Denial

Applications for waivers of student fees and/or lunch charges should be submitted to the principal of the school attended by the student. The principal shall review each application received and shall promptly notify the parent(s)/guardian(s)

whether the request is granted or denied. If the application is denied, a written appeal of the decision may be filed with the Superintendent within ten (10) days after notice of denial. If the application is denied by the superintendent, a written appeal of the decision may be filed with the Board of Education within ten (10) days after notice of denial. The decision of the Board of Education is final.

Forms

Applications for waiver of lunch charges shall be submitted on forms developed by the State Board of Education to comply with federal law. Applications for waiver of student fees shall be submitted on the Application for Waiver of Student Fees Form which can be obtained in the district office or on the district website.

Notice to Parents

All parent(s)/guardian(s) shall be advised by this letter of the opportunity to apply for free or reduced price lunches on forms developed by the state Board of Education which are to be sent to all homes, and parents shall also be notified of the opportunity to apply for waiver of student fees on the attached form. At the inception of each school year the school district or the regional superintendent shall cause to be published in a newspaper serving the district, notification of the opportunity to apply for free and reduced price lunches on forms developed by the State Board of Education to comply with federal law. Each application and notification to parents shall state that providing false information to obtain a waiver of fees is a felony under the statutes of Illinois, and that falsification may be reported to the office of the State's Attorney.

Confidentiality

All information received in conjunction with applications for waivers will be treated confidentially and used only for the purposes for which intended.

J. ACTIVITY FEE

There is a \$15.00 yearly charge for each student which will help cover costs of field trips and other extracurricular and interscholastic participation.

K. CLEARANCE CARD/END OF YEAR CHECK OUT

Clearance cards will be issued by the high school librarian the last week of school. The student must have this card signed by every coach/teacher in whose class or activity he/she participated. The card must also be signed by a lunchroom supervisor and the librarian.

III. ATTENDANCE

The progress and success of each student depends to a large extent upon regular attendance at school. Responsibility is one of the most important personal attributes to be learned in school. Strict enforcement of attendance is one way to help in teaching this concept. Regular attendance is necessary to insure maximum educational benefits. A student who is not present in school is not learning. Because excessive absences from class result in a lack of participation and interaction by the student with the class, Arcola Jr. /Sr. High school shall adopt the following attendance policy.

According to Illinois law, whoever has custody or control of a child between the ages of 7 and 17 years shall cause such child to attend school the entire time it is in session during the regular school term. For purposes of this policy, "parent" is defined at the parent, legal guardian, or other person having legal custody of the student.

A. REPORTING OF ABSENCES

Anytime a student is absent from any part of the school day, the student's parent must notify the school by 9:00 a.m. on the day of each absence or at the time of any such absence. This notification may be made in person by calling the office at 268-4962. Notification may also be made using the 24-hour call-in line whenever the office is not open. The 24-hour phone line number is 268-4703. Such notification must include the following:

1. the name of the parent,
2. the student's name,
3. the date(s) and time/period(s) absent, and
4. the valid cause of the absence.

In the event a phone call is not received by 9:00 a.m., the office personnel will call the home of those students who are absent. If a parent cannot be reached at home, an attempt will be made to contact the parent at work. Any absence without parental notification may be considered truancy. Parents who do not have access to a telephone must notify the school in person or in writing as stated above. Such notification must be submitted to the office by 8:00 a.m. upon the student's return to school. If such notification is not received by 8:00 a.m., the absence may be considered truancy.

B. MID-DAY ABSENCE

If a student is feeling ill, he/she should report to the nurse's office, where a phone call will be placed to the parent. Upon notification of the parent and after transportation has been arranged, the student will receive an early dismissal and be sent home. If the nurse determines that the illness is not serious enough to be sent home, the student may rest at school until his/her condition changes. When ill, students should not go to the restroom without first notifying his/her teacher or the office. Spending excessive class time in the restroom without notifying the teacher or office will be interpreted as an unexcused absence, resulting in disciplinary action. **At no time should a student leave the building without first notifying office personnel and receiving permission to sign out.**

Students who need to leave school during the school day for an appointment (medical or otherwise) must report directly to the office to sign out. If parental notification of the student's approaching absence has not been received, then every attempt will be made to contact a parent at home or at work. Once permission and transportation arrangements have been made with a parent, the student must sign out. **No student will be excused from school unless permission and transportation arrangements are first made with the parent.**

Students who are absent from school due to an appointment (medical or otherwise) must bring written verification (i.e., appointment card, physician's note, court document) of the appointment to the office prior to the appointment or when the student returns to school. Verification must be received in the office by 8:00 a.m. upon the student's return to school. Failure to follow these procedures may result in the absence being considered truancy.

C. PROCEDURES FOLLOWING AN ABSENCE

Upon returning to school after being absent the previous day, the student should report directly to his/her class. This is to ensure that the student does not end up losing valuable class time waiting in line in the office. If the office has not been notified of the absence by telephone then the student must report to the office prior to 8:00 a.m. to determine if the absence is excused. Students who need to deliver doctor's appointment cards or notes must report to the office prior to 8:00 a.m. Students returning from a mid-day absence, such as a doctor's appointment, should report to the office to sign in and then a pass will be issued to the student to return to class

D. EXCUSED ABSENCES

Valid causes for absences in accordance with Section 26-2A of the Illinois School Code are:

1. Illness or injury
2. Observance of religious holiday
3. Death in the immediate family
4. Family emergency
5. Other circumstances which cause reasonable concern to the parent for the safety or health of the student
6. Other critical or emergency situations as approved by the principal.

Other absences that will be considered excused are:

1. Pre-approved planned absences
2. Medical appointments and court appointments (with written proof from doctor or court)
3. College visitation days
4. School field trips
5. Extra-curricular contest
6. Counselor/administrator/social worker/special needs conferences

E. EXCESSIVE ABSENCES

Arcola Jr. /Sr. High School believes there is a direct correlation between a student's attendance (or lack thereof) and a student's achievement in school. Therefore, after the SIXTH (6th) day of absence in a semester, a parent conference and/or note from the doctor (Medical Doctor, MD or Doctor of Osteopathy DO) may be required or the absence will be marked as unexcused. The doctor's note must be provided by 8:00 a.m. on the day the student returns to school. All absences of 3 or more consecutive days will require a doctor's note before the student returns to school.

Absences not included in the six day total include the following:

1. School field trips
2. Medical appointments (with written proof from doctor)
3. Funerals for family members
4. Religious leaves
5. Court appointments (with written proof from court)
6. Absences of 3 or more consecutive days with required doctor's note
7. Extended serious/critical illness of student/family member
8. Suspensions for disciplinary reasons
9. Counselor/administrator/social worker/special needs conferences
10. College visitation days
11. Pre-approved planned absences
12. Other absences as determined by the administration.

F. UNEXCUSED ABSENCES

All absences that are not classified above are considered to be unexcused. Students shall receive no credit for work missed during unexcused absences. The following are some examples of unexcused absences:

1. Oversleeping
2. Car trouble
3. Unverified medical/dental appointments
4. Students who leave due to illness without signing out
5. Illness exceeding six days not verified by a doctor
6. Shopping trips
7. Skip days
8. Driver's license exam
9. Working
10. False or forged excuses
11. Truancy
12. Senior Pictures

Students receiving unexcused absences will receive a zero (0) for any class work missed during the absence and will face disciplinary consequences ranging from detention up to recommendation for expulsion.

1. 1st unexcused absence – parent notification
2. 2nd unexcused absence – after school detention and parent notification
3. 3rd unexcused absence – Saturday School and parent notification
4. 4th unexcused absence – In – School Suspension and parent notification
5. 5th unexcused absence – Truancy reported to the Regional Office of Education

G. TARDINESS

Students are expected to be on time to class with required materials. Being prepared and on time contributes to a positive learning environment. Please plan your locker stops, restroom breaks, and routes to accommodate passing time. Oversleeping, missing the bus, or experiencing car trouble will not be considered valid reasons for being tardy excused from class. **Tardiness in excess of ten (10) minutes will be considered as an unexcused absence from class.** If a student is late to school in the morning or after lunch, the student must sign in and receive a pass from the office. Lateness to school because of a verified reason, such as a medical appointment or late school bus, will not be counted as a tardy. If a staff member detains a student, the student should request a pass for the next teacher. Punctuality is essential for the educational process; therefore, the rules regulating this concern will be strictly adhered to. **Teachers will notify the student when they have recorded the student as tardy in the SDS student management program.**

Tardies will then be kept track of by the office personnel and will be a sum total of all tardies received during all classes. Tardies will accumulate for each semester.

1. 4th and 5th – after school detention assigned by the office and parents notified
2. 6th and 7th tardies – Saturday School and parents contacted by the principal
3. 8th and subsequent tardies – In-School Suspension and parents contacted by the principal

H. PREARRANGED ABSENCES

At the discretion of the administration, a student may be allowed to prearrange an absence for vacations, meetings, etc., thereby receiving an excused absence. The number of excused absences for vacations shall be limited to **five (5) days**. **Parents MUST contact the school in person or provide a written request at least five (5) days prior to the planned absence. Failure to do so may result in the absence being designated as unexcused.** The following steps must also be followed to secure a prearranged absence:

1. After a parent has contacted the school a student should obtain and complete a prearranged absence form from the office. Prearranged absence forms must be cleared by the principal before being submitted to the teachers for assignments. This must be done at least four (4) days before the scheduled absence.
2. All assignments must be secured prior to the prearranged absence.
3. All assignments must be completed the day the student returns to school.
4. Failure to complete the steps listed above will result in a grade of “0” for all assignments due.
5. Previously announced tests must be taken the day the student returns.
6. Any extension of make-up work must be approved by the principal.

Prearranged absences for field trips and athletic events are handled through the instructor/chaperone/coach. Guidelines for make-up work will follow steps 2-5 above.

I. COLLEGE VISITATION GUIDELINES

The selection of a college is a very important decision. Before enrolling in a college, seniors are encouraged to visit the college of their choice. Seniors will be limited to two (2) college visit days. Most colleges have select days for students to visit. **The visit should be scheduled through an admissions counselor at the college at least one week in advance.** This will allow a university or technical school the necessary time to prepare for the visit. **Seniors may also have the opportunity to visit a college or job shadow during the 2 college/career development days in April while the juniors are taking their PSAT test. These days must be approved in advance by the guidance counselor.**

If a visit is made during a normal school attendance day, approval must be obtained through the guidance office at least one week in advance. This will not count as a day of absence if approval is gained before the visit. **Failure to have the college visit approved by the guidance counselor in advance will result in an unexcused absence. Students who have poor attendance or unexcused absences may be denied the privilege of a college visit day.** No college visits will be approved during the last two weeks of school unless they are for test placement. **Upon return to school, the student must present the attendance clerk proof of the college visit. Proof of attendance forms can be picked up in the guidance office.**

Juniors will be allowed to take one college visit/career planning day. The date will be set by the administration.

J. TRUANCY

A “truant” is defined as a child subject to compulsory school attendance and who is absent without valid **cause** from such attendance for a school day or portion thereof. “Valid cause” for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, or other circumstances approved by the administration (105 ILCS 5/26-

2a). **A truant student will receive a ZERO (0) for work missed. Repeated truancy may result in detentions, suspension, expulsion, or other consequence as determined by administration.**

A “chronic or habitual truant” is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 10% or more of the previous 180 regular attendance days (105 ILCS 5/26-2a). Supportive services and available resources which are offered to chronic or habitual truants include, but are not limited to, the following:

- Student/parent/teacher/principal conferences
- Student and/or family counseling
- Information about community agency services

A “truant minor” is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources, have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused (105 ILCS 5/26-2a). The district may report a truant minor to outside agencies, such as the juvenile officer of the local police department or the truant office of the Regional Office of Education of Douglas County.

K. WITHDRAWAL FROM SCHOOL

If a student and his/her parent or guardian decides that withdrawal from school is essential, the student and parent must meet with the principal to complete a withdrawal form. **Students absent for ten (10) or more days without notification from parents may be withdrawn for non-attendance.**

L. REQUESTING HOMEWORK AND MAKE-UP WORK GUIDELINES

When a student is excused from attending school for an extended period of time, his/her parent may call to request that homework be compiled. In order for school personnel to have a reasonable time to compile homework, a call must be placed by 9:00 a.m. on the first day of the student’s absence. Homework must be picked up on the requested day between 2:45 and 3:30 in the office. **All make-up work must be completed within the number of days equal to the absence.** If make-up work is completed according to the teacher’s directions/due dates, credit will be given. Depending upon the nature of instruction (that which requires classroom attendance such as discussions, labs, group presentations, guest speakers, etc.) the student may be provided with alternative assignments at the discretion of the teacher. In some cases, instruction that requires classroom attendance cannot be made up.

M. ABSENCES/EXTRA-CURRICULAR PARTICIPATION OR ATTENDANCE

Any program participant who is absent from school the last three (3) class periods of the day will not be permitted to practice, participate in or attend the extra-curricular activity that evening. Also, they will not be allowed to make the trip on the bus. **EXCEPTION:** Dentist or doctor appointment, funeral or other excuse subject to the approval of the principal and/or athletic director.

Any program participant who has an unexcused absence from school will not be allowed to participate in the next IHSA-Sanctioned contest

IV. STUDENT CONDUCT AND DISCIPLINE

A. PURPOSE OF A DISCIPLINARY CODE

Rationale: Why do we have a general disciplinary code for our school?

Our first responsibility to our students and to our staff is to provide for their safety. Our Student Disciplinary Code was designed to enhance student achievement and to protect the safety and the rights of each individual. Also, the Conduct Code was designed to maintain a pleasant, healthy, respectful environment for students, staff, and visitors.

The Arcola Jr./Sr. High School Student Disciplinary Code conveys that our school stands for certain core values such as responsibility, honesty, being respectful to others, and good citizenship that are norms for our society. It is the responsibility of our school to teach these core values, to reinforce their importance, and to enforce behaviors that are consistent with them.

The Arcola Jr. /Sr. High School Student Disciplinary Code is aimed at teaching and maintaining boundaries of reasonable behavior. It is aimed at teaching students that responsibility includes knowing what the possible consequences are before choosing or acting, accepting that consequences accompany choice, and that choosing and acting must occur within the context of considering the impact on others.

The rules, guidelines and grounds for disciplinary action described in the Student Disciplinary Code apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- a) On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
- b) Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
- c) Traveling to or from school or a school activity, function or event; or
- d) Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or educational function.

B. DEFINITIONS

1. "Emergency" means a situation where the student's presence poses an immediate or a continuing danger to himself, other persons or property, or constitutes an on-going threat of disrupting the education process.
2. "Gross Disobedience or Misconduct" specifically includes, but is not limited to:
 - a. Refusal to obey the policies, rules, and regulations of the Board of Education or administrative staff.
 - b. Refusal to obey reasonable written or oral instructions of any member of the administrative staff, teaching staff, designated non-certificated supervisory personnel, or bus driver.
 - c. Behavior which interrupts the orderly process of school affairs.
 - d. Conduct which is or may be physically injurious to persons or property.
 - e. Truancy—subject to the provisions of Section 26-12 of the Illinois School Code
 - f. Repeated minor incidents of misbehavior which other disciplinary measures have failed to deter.
 - g. Repeated minor incidents of misbehavior which violate or attempt to violate a Board of Education policy, rule, or regulation.
 - h. Possession, use, delivery, sale, transmittal, or aiding in the possession, use, delivery, sale, or transmittal of any substance containing alcohol, or possession, use, delivery, sale, transmittal, or aiding in the possession, use, delivery, sale, transmittal, or aiding in the possession, use, delivery, sale, or transmittal of look-alikes or substances recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official national Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medicinal purposes for use by the student in the manner provided, or any substance containing cannabis, marijuana, or hashish, including any materials which are represented by the student, or the student believes to be any of the above substances, regardless of their true nature or the appearance of the substance. For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile, or (c) in a school's student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event.
 - i. Being under the influence of, or purporting to be under the influence of any of the substances listed in paragraph 2(h) above, other than those prescribed by a licensed practitioner for medicinal purposes.
 - j. Excessive unexcused absences.
 - k. Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certificated staff, or school bus driver.
 - l. Use or aiding in the use of tobacco products.
 - m. An attempt or attempts to violate a Board of Education policy, rule, or regulation.
3. "Exclusion" means any denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.

4. "In-School Suspension" means an exclusion from the routine school day, except the student shall remain in school in a restricted or isolated area to be selected by the Principal or his designee. No academic credit shall be lost solely by the imposition of an in-school suspension.
5. "Out-of-School Suspension" means exclusion for a period not to exceed ten (10) school days, provided that if an act justifying suspension occurs within ten (10) school days of the end of the current school term, the suspension may be imposed in or carried forward to a succeeding school term when deemed appropriate.
6. "Expulsion" means exclusion for a period of more than ten (10) school days. An expulsion may be imposed in or carried forward to a succeeding school term when appropriate.
7. "Bus Suspension" means an exclusion from riding a school bus for any length of time not exceeding ten (10) school days.
8. "Bus Expulsion" means an exclusion from riding a school bus for any length of time exceeding ten (10) school days, imposed only by the Board of Education for safety reasons.
9. "Social Probation" means an exclusion of a student from participation in and attendance at extracurricular activities during the period in which the probation is imposed.
10. "Office Referral" means temporary removal from the classroom. Students will report to the Principal's office.

C. BEHAVIOR SUBJECT TO SCHOOL DISCIPLINE POLICIES

School discipline is defined at Arcola Jr./Sr. High School as the guidance of the conduct of students in a way which permits the orderly and efficient operation of the school, i.e., the maintenance of a scholarly, disciplined atmosphere which provides maximum educational opportunities for each and every student. A major goal of the staff and administration of Arcola Jr./Sr. High School is to maintain an environment that is safe for all students so that optimum learning is possible. If at any time a student feels endangered, he/she should report this concern immediately to any staff member including teachers, counselors and administrators. The following are some examples of unacceptable or disruptive behaviors that may occur and would be subject to disciplinary action:

1. CELL PHONES AND OTHER ELECTRONIC DEVICES

Electronic devices are disruptive to the educational process and could be considered a violation of other students' rights. Disruptive devices are defined as any electronic device to include but not limited to cell phones, pagers, beepers, CD players, MP3 players, I-Pods, DVD players and games. Any device, object, or substance that disrupts the educational environment or the daily routine and operation of the school is also considered a disruptive device. These items should be left at home. **Students may bring an electronic E-Reader to school under the condition that the student has approval from the building administration and classroom teacher and the E-Reader usage form has been completed and is on file in the high school office.**

If a student chooses to bring a cell phone or other electronic device to school the following rules will apply:

Possession of cellular telephones and other electronic devices by students are restricted to lockers and automobiles during the school day. Upon entering the school, these devices must be off (not on silent/vibrate) and placed in the student locker in a timely manner. They may NOT be carried on the person or in a purse, for example. All students have been issued lockers and locks for the storage of school items. Any student who has concerns about his/her locker needs to address them with the principal or other office personnel.

- a) Use of cellular telephones and other electronic devices by students are not permitted during the school day. This includes, but is not limited to, calls, text messages, voicemail, picture taking, alarm setting, calculators, and game playing. The cellular phone is to be powered off and kept in the student's locker.
- b) The only time that cell phones can be used is after 3:00 p.m.
- c) School telephones located in the classrooms and the office may be used by any student for emergency use or for other reasons deemed necessary by the principal or school personnel. Parents of students may contact their children through the office for emergency purposes. All other communication is to be done before or after school.

- d) Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting” is not allowed. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing and indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. If there is any proof that a student participated in this type of prohibited conduct, consequences may result in an immediate suspension and possible police involvement. Students who participate in this conduct will lose the privilege of bringing a cell phone to school.
- e) Students in violation of the cellular phone or electronic device rules will have the following consequences assigned:
- 1st offense** –detention and confiscated – parent/guardian contacted – returned at the end of the day to student in the presence of a parent/guardian only. Student and parent/guardian must participate in a conference regarding the use policy and behavior
- 2nd offense** –Saturday school and confiscated – parents contacted – returned at the end of the day to student in the presence of a parent only. Conference held. The student loses his/her privilege to bring a cell phone to school for 30 days.
- 3rd offense** – out-of-school suspension and confiscated – parents contacted – returned at the end of the day to student in the presence of a parent only. Conference held. The student loses his/her privilege to bring a cell phone for one calendar year.

Further cell phone infractions will result in more severe disciplinary actions at the discretion of the principal.

2. DRESS CODE

Arcola Unit District #306 takes pride in the appearance of our students. All students are expected to exercise good personal hygiene and to dress and groom themselves in attire suitable for school activities. Dress or grooming which is not in accord with reasonable standards of health, safety, modesty and decency will be considered inappropriate. The standards should be consistent with good judgment, common sense, decency, respectability and community standards.

Student dress and grooming will be the responsibility of the individual student and his or her parents within the following guidelines:

- a) Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching and learning environment.
- b) When a student is participating in school activities, his/her dress, hairstyle, jewelry and/or grooming should not disrupt the performance or constitute a health or safety threat to the individual or to other students. Special consideration for hazards should be given when participating in shop, laboratory, physical education, art, etc.
- c) Any clothing or jewelry with provocative or suggestive slogans or illustrations will not be permitted. Clothing with lewd, vulgar, obscene, or plainly offensive language or symbols, including gang symbols will not be permitted. Clothing that promotes or mentions tobacco, drugs, alcohol, sex, obscene gestures, or illegal or violent behavior will not be permitted. Students will be asked to remove apparel.
- d) Any clothing, either by design or the wearing of, which exposes any inappropriate area including but not limited to the chest, midriff, abdomen, buttocks, upper thighs and/or undergarments, is not permitted. The cut of the neckline should be moderate and tasteful (no cleavage visible).
- e) No tank tops of any kind, halter-tops, tube tops or backless tops are to be worn unless additional clothing is worn that fits securely at the shoulders and under the arms. Tank tops worn under other clothing must not reveal cleavage.
- f) Pants or shorts must not at anytime, reveal underwear, or under garments of any kind. Jeans with rips in them may not reveal any area of the thigh or buttocks. The only type of shorts that may be worn to school are basketball-style gym shorts or Walking/Bermuda shorts. Capri pants will be allowed also. Shorts which are tight and short will not be allowed. Saggy pants are not allowed. Students who do not comply will be required to wear a belt.
- g) Winter coats, hats, bandannas, sweatbands and sunglasses are not to be worn in the classroom or hallways during school unless the principal has given permission.
- h) Appropriate footwear must be worn at all times.
- i) Articles of clothing that causes physical damage such as cleated shoes, shoes that scratch the floor, clothing with metal rivets that scratch furniture, and chains that are attached to clothing or wallets are unacceptable.

Appropriate/Inappropriate student dress will be monitored by the staff and ultimately determined by the principal. Students in violation of the dress code will be asked to change into acceptable attire. Violators will be given alternative clothing to wear or at the principal's discretion will be sent home to change. Time spent changing will be unexcused. If you have any questions regarding acceptability of a particular item of clothing, check with the principal before you wear the item to school.

Consequences for violation of the dress code are as follows:

First offense – verbal warning and change of clothing.

Second offense – office referral, detention and parents contacted.

Repeat offenders will be subject to additional disciplinary actions as determined by the principal.

3. PUBLIC DISPLAY OF AFFECTION

Public display of affection will not be tolerated. Engaging in physical contact that is inappropriate for a school setting includes, but is not limited to, kissing, fondling, intimate or prolonged embraces. Public display of affection shall be considered anything beyond holding hands with an individual. First violation will result in parental contact and conference with both students. Second violation will result in parental contact and detention assigned. Repeat offenders will be subject to additional disciplinary action as determined by the principal.

4. PERSONAL ITEMS IN SCHOOL

Personal items such as **winter** coats, book bags, purses of any size, cell phones, I-Pods or other items deemed to be disruptive to the educational process or which present a safety hazard must be stored in the student's locker or car, or not brought to school at all. For safety purposes, book bags will not be allowed in the classrooms, in the cafeteria during lunch, in the hallways, or in the library during school hours.

5. CLASSROOM CONDUCT

Each classroom teacher has a Classroom Management Plan which follows district guidelines, has been approved by the building principal and outlines the types of disciplinary actions that he/she applies to inappropriate behavior in the classroom. Students who engage in disruptive behavior that interferes with the ability of the teacher to teach and/or the other students to learn will not be tolerated. Students who choose to be uncooperative and disrespectful will be subject to disciplinary measures. The following disciplinary actions included in a Classroom Management Plan may include but are not limited to the following:

- Verbal reprimand
- Conference with the student
- Phone call to parents
- Conference with parents and student
- Detention
- Withdrawal of Privileges
- Behavior contract
- Counseling
- Office Referral

Please refer to the "Consequences for Misconduct" section of the handbook for guidelines used for removal from the classroom by the regular classroom teacher or by a substitute teacher.

6. INSUBORDINATION

Insubordination, an act of disrespect, is the willful failure to comply with the directions of school personnel, including disobeying the rules and regulations governing student conduct. Insubordination toward a staff member or school official will not be tolerated. Students are expected to comply with all reasonable requests from school personnel. These requests may include but are not limited to asking a student to report to the office, asking a student to follow directions, asking a student to leave a particular area, asking a student for his/her hall pass and other instances when the student's behavior is such that it interferes or disrupts school purposes or educational functions. Students are expected to respond to requests made by any school personnel using respectful and positive language. Students are to refrain from defiance and willful disobedience, and are to follow instructions from authority figures in a timely manner. Discipline for insubordination may range from a verbal warning to a school suspension.

7. CHEATING/PLAGIARISM

Cheating/plagiarism is misrepresenting another person's work or any part of another's work as your own or allowing your work to be used in such a manner. The other work could be from a book, the Internet, or a peer or any other source. If a teacher suspects a student of cheating/plagiarism, the situation will be investigated and a determination will be made. Depending on the severity of the offense, the parents will be notified. If a student has cheated/plagiarized, zero credit will be received for that assignment or test. Repeated incidents in that class or in any other class, will result in additional disciplinary consequences, possibly a failing grade for the course. This is considered an academic misconduct, and grades may be lowered. Students who plagiarize may be suspended from the Internet, suspended from the use of school computers, or suspended from school. Students are expected to perform their own work.

8. DISRUPTIVE BEHAVIOR

Disruptive behavior is defined as behavior that disturbs the educational atmosphere within the classroom, the school at large, or on school grounds; this includes loud and boisterous conduct, running, horseplay, throwing snowballs, etc., which disrupts the orderly, efficient, and normal conditions in the operation of the school.

9. AGGRESSIVE BEHAVIOR

Aggressive behaviors such as violence, physical contact or closeness, force, noise, coercion, threats, intimidation, fear, profane or abusive language, fighting, bullying, or other comparable conduct toward anyone or urging other students to engage in such conduct is prohibited. When school personnel have determined that a student has demonstrated any of these aggressive behaviors, school officials will notify the student's parent(s)/guardian(s) and may notify law enforcement officials. The student also may be referred for intervention from available district and community-based resources. In addition, the student may receive disciplinary consequences ranging from detention to suspension and/or expulsion. All persons actively involved in a fight, as determined by school officials, may be suspended immediately for a minimum of the remainder of the school day.

10. PROFANITY/VERBAL ABUSE

Use of vulgar, profane, or obscene language in general or directed at someone is not allowed. Disciplinary consequences will range from a detention to suspension. This behavior, directed at any staff member, will result in suspension from school.

11. FOOD/DRINK IN HALLWAYS/CLASSROOMS

Drink and food will not be allowed in the hallways or lockers. Repeated offenses will result in disciplinary actions. Students may bring plain bottled water only into the classroom at the discretion of the classroom teacher. Food will not be allowed in the classroom on a regular daily basis. Special circumstances for bringing food into the classroom shall be determined by the classroom teacher and approved by the building principal.

12. HALLWAY CONDUCT

In order for students to be in the hall or restroom during class time, they must have a pass from their teacher. This pass must be visible at all times. **The pass may be in the form of the hallway vest or student planner pass book. When using the pass book, the pass should state** the time leaving class, the destination and the signature of the teacher issuing the pass. All hall passes will be issued on a limited basis with selectivity and only when absolutely necessary. Obtaining a hall pass from a teacher is a privilege, not a right. If students wish to leave study hall for another classroom or area, they must have a pass from a teacher and give it to the study hall teacher. All passes must be obtained before class begins.

All teachers have authority regarding pupil conduct outside the classroom as well as in their own classrooms. Teachers may reprimand students and take stronger measures necessary to maintain proper discipline outside their classrooms. Passing time between classes should be quiet and orderly. Students should stop at their lockers to retrieve books and class materials and then move on to the next class to avoid possible tardiness. Students are encouraged to organize their books and materials for more than one class so that stopping at the locker between every class is not necessary.

13. LACK OF ACADEMIC PROGRESS

Students who make no conscientious effort to pay attention, work in class, turn in assignments, and use time wisely will be considered guilty of misconduct and subject to disciplinary action. Students will be referred for the tutoring program. Also, students who make little, if any, progress toward the necessary credits for graduation may be subject to an

academic progress review by the administration to determine the problem for the poor academic record of the student and to consider an alternative education for the student.

14. BUS CONDUCT

Student's behavior is expected to be acceptable during the transporting of the student to and from school or any school function. If a student's behavior is not acceptable, the privilege of riding the school bus may be withdrawn, and it becomes the responsibility of the parent(s)/guardian(s) to transport the student. Discipline for a bus violation (conduct report) will range from a verbal warning and/or a conference with the parent(s)/guardian(s) to suspension of bus privileges. All students must follow the Arcola CUSD #306 School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes; but is not limited to, the following:

- a) Prohibited student conduct as defined in the student discipline policies within this handbook.
 - b) Willful injury or threat of injury to a bus driver or to another rider.
 - c) Willful and/or repeated defacement of the bus.
 - d) Repeated use of profanity.
 - e) Repeated willful disobedience of the bus driver's directives.
 - f) Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.
- The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

15. LUNCH CONDUCT

- a. Cafeteria: Students are expected to enter and exit the cafeteria in a calm and orderly manner through the designated doors; remain seated except when purchasing or throwing away food; leave tables and floor clean; use proper table manners; clean up after themselves; use appropriate voice and language; wait their turn in line; show respect and courtesy toward the cafeteria workers by saying please and thank you; keep hands, feet and all other objects to themselves; and place all trash in appropriate containers. Students are expected to eat all lunches purchased in the cafeteria inside the cafeteria, unless under direct supervision of a staff member.
- b. Off-Campus: Students are expected to be good neighbors to the area residents when they leave campus any time during the school day but especially during lunch hours. **Only high school students are permitted to leave campus during the lunch hour.** Students who behave inappropriately, drive recklessly, litter or loiter on or near the neighbors' properties during their lunch time may lose the privilege of leaving the school campus for lunch for a time period that will be determined by the principal.
- c. When returning from off-campus lunch, high school students may not enter the hallways prior to the bell indicating the end of the lunch hour. Students must either remain outside the front entrance or, during inclement weather, they may remain in the front foyer entrance.
- d. Students will not be allowed to leave books or other belonging on the floor inside or outside of the cafeteria.

16. UNEXCUSED ABSENTEEISM/TRUANCY

An unexcused absence indicates the student is absent from school with or without the consent of parents/**guardians** but for a reason which is not permitted by the school or Illinois law. The principal has the authority to determine whether or not the absence will be considered "unexcused". Please refer to the "Attendance Violations" section of the handbook for disciplinary consequences associated with unexcused absences.

Truancy occurs whenever a student skips or leaves a class or the school premises without permission from the office after reporting to school. Any student who is absent from school without the knowledge and permission of his/her parents or school authority is truant. Absences, even with the approval of the parents, which are excessive and/or which interfere with the student's educational program may be interpreted as truancy. State laws and board policy on truancy control will be used with chronic and habitual truants.

17. TOBACCO PROHIBITION

In accordance with State Law, city code, and school board policy, no student shall use, possess, distribute, purchase, or sell tobacco of any kind or tobacco materials on school property at any place or at any time. Discipline for a violation may range from one-day in-school suspension to up to a three-day out-of-school suspension per occurrence and confiscation of the tobacco or tobacco related item. For students under the age of 18, a report shall be filed with the Arcola Police Department, and parent/guardian notification shall be made .

18. ALCOHOL PROHIBITION

Using, possessing, distributing, purchasing, or selling alcoholic beverages is prohibited in school buildings, on school buses, and on all other school property or during school related events at any time. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have alcohol in their possession. For the purpose of this section, the term “alcoholic beverages” shall mean any beverage with any alcoholic content. Suspected use may be determined in a variety of ways including admission, unsteady motor control, incoherent speech, breath odors or other obvious evidence at school at school activities or on school grounds. Disciplinary consequences may include up to a 10-day out-of-school suspension, mandatory participation by the student and his/her parent(s)/guardian(s) in an assessment program and/or approved counseling program at the parent’s/guardian’s expense, or possible recommendation to the Board of Education for expulsion.

19. ILLEGAL DRUGS, CONTROLLED SUBSTANCES, “LOOK-ALIKE” DRUGS, OR DRUG PARAPHERNALIA

Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, “look-alike” drugs, or drug paraphernalia is prohibited in school buildings, on school buses, and on all other school property or school related events at any time. A “look-alike” drug is defined as a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia, as applicable, in their possession. Disciplinary consequences may include up to a 10-day out-of-school suspension, mandatory participation by the student and his/her parent(s)/guardian(s) in an assessment program and/or approved counseling program at the parent’s/guardian’s expense, or possible recommendation to the Board of Education for expulsion.

20. VANDALISM

The act or attempt of willful destruction or defacement of school property or the property of another individual is prohibited. Damage of school property is defined as the defacing or destruction of any building or fixture; this includes the willful writing, making marks, drawing characters, etc., on walls, furniture, lockers, and texts. Any student found in violation of this policy will face disciplinary consequences. In addition, the Board may seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property.

21. WEAPONS

A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The superintendent may modify the expulsion period and the board may modify the superintendent’s determination, on a case-by-case basis. A “weapon” means possession, use, control, or transfer of (1) an gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) “look-alikes” of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. 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.

Required Notices

A school staff member shall immediately notify the building principal in the event that he or she

- a. 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.
- b. observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or
- c. observes a battery committed against any staff member.

Upon receiving such a report, the building principal or designee shall immediately notify the local law enforcement agency, state police, and the student’s parent(s)/guardian(s).

Efforts, including the use of early intervention and progressive discipline, 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(s)/guardian(s) of a student who engages in aggressive behavior are 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.

22. BULLYING AND AGGRESSIVE STUDENT BEHAVIOR POLICY

Arcola Jr./Sr. High School will provide all students with a safe school environment that facilitates learning. Using any form or type of aggressive behavior that does physical or psychological harm to someone else, disrupts the learning environment, and/or urges students to engage in such conduct is prohibited. The staff and administration at Arcola Jr./Sr. High School will take a proactive approach, whenever possible, to quickly identify, intervene, and STOP any bullying that may be present in our school. Arcola Jr./Sr. High School will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy.

Definition and Examples

Bullying is defined as any kind of ongoing and/or severe physical or verbal mistreatment where there may be an imbalance of power. A power difference usually exists between the bully and the victim. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts, or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this manner.

The main types of aggressive behavior may be, but are not limited to:

- a. Physical: hitting, kicking, grabbing, spitting, giving wedgies, etc.
- b. Verbal: name calling, racist remarks, put-downs, extortion, etc.
- c. Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying others papers (homework, and/or possessions, etc.)
- d. Written: threatening e-mail, text messages, postings on the internet, notes, and/or graffiti, etc.

Reporting Procedures

Any faculty, staff member, or student in the Arcola School District who has witnessed or has reliable information that a pupil or staff member has been subject to "bullying," as defined above, or a person in the above categories who has experienced the aggressive behavior/bullying, shall report such incident to the principal. Confidentiality to the fullest extent possible will be observed at all stages of the investigation and for any hearings that take place. Further retaliation against those who seek remedies under this policy is prohibited.

The principal is initially responsible for receiving oral or written reports of violations of this policy. The principal shall conduct the investigation.

Training

The principal and/or counselor may develop age-appropriate methods of discussing the meaning, substance, and application of the policy with staff and students in order to minimize the occurrence of bullying and for staff to effectively respond to any such incidents. The students will review what bullying is, how to avoid such actions, and how to report any incidents of this unwanted behavior. The counselor's office is always open for discussion about concerns in the bullying/aggressive behavior area. The counselor is available to discuss such behaviors and consequences with students at any time.

Discipline

If the investigation of said complaints concludes that a pupil has engaged in bullying conduct prohibited by this policy, the pupil shall be subject to appropriate disciplinary actions as outlined in the student handbook. Such discipline will be continuous and could result in suspensions, etc. Any such disciplinary action shall be taken in accordance with applicable Arcola School District policy and legal requirements from the state and federal sources.

23. GANGS OR SECRET SOCIETIES

A “gang” is defined as any group of two or more persons whose purpose include the commission of unlawful acts or violation of school rules and regulations. Arcola Jr. /Sr. High School believes that the presence of organized gangs, gang activities and other undesirable groups have the potential to cause major disruption of and/or material interferences with the school environment and school activities; therefore, no student on or about school property or at any school activity shall:

- wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other item which is evidence of membership or affiliation in any gang;
- commit any act or behavior, use either verbal or non-verbal gestures, hand-shakes, drawing, tattoos, etc. indicating membership or affiliation in a gang;
- use any speech or commit any act or behavior in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting membership, intimidating, threatening, committing any illegal act or violating school district policies.

Furthermore, students are prohibited from having any association with any public school fraternity, sorority or secret society. Violation of this policy will result in discipline ranging from verbal warning to suspension and/or expulsion. Law enforcement officials may be notified.

24. HARRASSMENT OF STUDENTS

No person, including a district employee or agent, or student, shall harass or intimidate another student based upon a student’s sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The district will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects 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, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

25. SEXUAL HARRASSMENT PROHIBITED

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

- a. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of student’s academic status; or
- b. has the purpose or effect of:
 - i. substantially interfering with a student’s educational environment;
 - ii. creating an intimidating hostile, or offensive educational environment;
 - iii. depriving a student of educational aid, benefits, services, or treatment; or
 - iv. making submission to or rejection of such conduct the basis for academic decisions affecting the student

The terms “intimidating”, “hostile”, and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student’s same sex.

Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action.

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

Nondiscrimination Coordinator:

Name	Jean Chrostoski
Address	351 W. Washington, Arcola, IL 61910
Telephone Number	(217) 268-4963

Complaint Managers:

Name	Jim Crane	Cindy Mills
Address	351 W. Washington, Arcola	351 W. Washington, Arcola
Telephone Number	(217) 268-4962	(217) 268-4962

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

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

D. DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated 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 remove students from a classroom for disruptive behavior.

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

E. CONSEQUENCES FOR MISCONDUCT

Consequences for gross disobedience or misconduct may include, but are not limited to, the following:

1. PERSONAL COUNSELING

Personal counseling may include, but is not limited to, a conference between the student and an administrator, teacher, counselor, or other staff member who bears a reasonable interest in the student's behavior; a meeting with a student and his or her parent(s)/guardian(s); a peer mediation or conflict resolution session; a counselor or counselor intern referral; other interpersonal communication between a student and staff member for the purpose of improving the student's attendance and/or behavior.

2. NOTIFICATION OF PARENT(S)/GUARDIAN(S)

Under a variety of circumstances, school personnel will notify a student's parent(s)/guardian(s) for the purpose of maintaining positive communications between the school and the home with the intent that such notification will improve the student's attendance and/or behavior. Such contact may be in the form of a personal conversation, telephone call, e-mail, or other written communication.

3. SEIZURE OF CONTRABAND

Illegal or banned items such as weapons, drugs, cell phones, pagers, electronic games, gambling or drug paraphernalia, tobacco products, pornography, hate literature, or other items that adversely affect the welfare and safety of the school community may be confiscated by the staff/administration. Confiscated items will be marked and secured in the principal's office. Confiscated items that are not in violation of criminal law will remain secured as stated until the student and his/her parent/guardian can pick up and sign for the item(s). Items not claimed within two calendar weeks after the close of the school term will be disposed of. Confiscated items that are in violation of criminal law will be turned over to the local law enforcement agency. Receipts for confiscated items in police custody will be filed with the principal, and such confiscated items may be recovered by contacting the Arcola Police Department.

4. WITHHOLDING OF PRIVILEGES

Withholding of privileges may include, but is not limited to, computer/internet access, media center access, driving/parking privileges, classroom/study hall sign-out privileges, **social probation** and open-campus lunch privileges. The administration shall be involved in and approve all cases in which privileges are withheld, with the exception of the loss of classroom/study hall sign-out privileges.

5. RESTITUTION

Restitution is an act of restoring something to its rightful owner/original condition or giving an equivalent for some loss. Students may be required to make restitution by means of restoring, replacing, or reimbursing a loss or injury.

6. DETENTION

Detention is a disciplinary consequence designed to improve student attendance and Behavior, *with minimal disruption to the student's school day*. Detentions may be given for a variety of misconduct including, but not limited to, tardiness, classroom disruption or misconduct, truancy, and various types of misconduct on school grounds. The following detention guidelines will be followed:

- Detentions will be assigned in 30-minute increments and served from 3:05 to 3:35 in the designated detention room. Students who arrive after 3:05 will still be allowed to serve the detention, however an additional detention will be issued for tardiness. Tardiness beyond three minutes will be considered a no-show. Tardiness two consecutive days or excessive tardiness over a period of time will result in further disciplinary consequences.
- **Students will serve the detention on the day it is received or the following day.** This will allow the student 24 hours to arrange for their own transportation. Multiple detentions will be served on consecutive days.
- Students will be issued a discipline notice which requires the signature of the teacher issuing the detention and of the student receiving the detention. Students are encouraged to inform their parents of the detention on the day the detention is received. Students shall present the discipline notice to the detention supervisor. In the event the student has forgotten or misplaced the discipline notice, he/she shall still report to the detention room to serve the required detention.
- Students will be required to make constructive use of their time, and may be required to complete detention assignments or work on reading or math Auto Skills on the computer.
- Unexcused failure to attend after-school detention when it is assigned will result in an additional detention being assigned. Repeated failure to attend after-school detention will result in further disciplinary consequences. **Students will not be excused from detention because of extra-curricular practices or employment schedules.**
- Students who are tardy, fail to serve detention, misbehave, fail to cooperate, leave detention without permission, exhibit gross misconduct, fail to follow the detention procedures, etc, will be issued an additional detention. Continued infractions will lead to more severe disciplinary consequences.

- After a student has received 4 detentions per semester he/she will receive a Saturday School. **The Saturday school does NOT take the place of the detentions.** The student must serve the 4 detentions plus the Saturday School. Additional Saturday Schools will be assigned for each 4 detentions received during a semester.
- Any student receiving 8 or more detentions in a semester will be referred to RTI at the discretion of the principal.

7. SATURDAY SCHOOL

Saturday School shall take place on designated Saturdays from 8:00 a.m. to 11:00 a.m. A Saturday School may be issued for violation of school policy or after a student has received 4 detentions. Failure to serve a Saturday school will result in an In-School Suspension in addition to reassignment of the Saturday school. Students will be restricted to closed-campus lunch until the Saturday School is served. Other privileges may be withheld at the discretion of the principal until the Saturday School is served.

8. REMOVAL FROM THE CLASSROOM

Teachers may find it necessary to remove a student from the classroom due to serious and imminent danger to other students, blatant insubordination, and/or numerous failed attempts at other types of intervention to correct inappropriate behavior. The following procedure will be used when a student is removed from class.

First offense - A conference with the student, teacher and principal may be conducted. The student will receive zero credit for the class period that day and will not return to class that day. Parents will be notified by phone or mail. Administrative discretion may come into play if the offense is more serious and would require additional disciplinary action.

Second offense – A conference with the student, teacher, principal and parent(s) will be conducted. The student will receive zero credit for the class period that day and will not return to the class or receive credit until the conference is conducted. The student will be assigned additional disciplinary consequences at the discretion of the principal.

Third offense – A conference with the student, parent(s), teacher and principal will be conducted. The student will be removed from the class and placed in study hall for the remainder of the semester. The student will be accorded a due process prior to the removal, including the right to explain his/her version of the events that lead to the removal to the principal. The removed student shall be required to make arrangements with his/her teacher on a daily basis to complete the course requirements. If coursework is completed according to each of his/her teacher's directions/due dates, credit will be given. Depending upon the nature of instruction (that which requires classroom attendance such as discussions, labs, group presentations, guest speakers, etc.), the student may be provided with alternative assignments at the discretion of teachers. Students should be aware, however, that in some cases, instruction that requires classroom attendance cannot be made up.

Nothing stated in this policy limits the Administration's or the Board's authority to suspend or expel the student during the first three incidents if the student's behavior at one of those times is severe enough to warrant such action.

9. DISCIPLINE BY A SUBSTITUTE TEACHER

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or attending school related activities. A substitute teacher is an important visitor whose impression of our school will be carried into the community. Let us be certain these are good impressions by being polite, helpful and considerate. The substitute teacher has the same authority as your regular teacher. Students who violate classroom rules or building code of conduct when a substitute teacher is present shall be disciplined in accordance with the following:

- If a substitute teacher leaves a note regarding individual conduct, the regular classroom teacher shall assign two detentions.
- If it becomes necessary for a substitute teacher to remove any individual student from class, a one-day In-School suspension may be assigned.

10. IN-SCHOOL SUSPENSION

The In-School Suspension room is intended to be a temporary placement that serves as a deterrent to truancy and misbehavior, and also addresses the problems that lead to out-of-school suspension. The ISS room is a place where students can renew their respect for the educational opportunities of the traditional classroom. ISS requires that a

student be assigned a supervised area in which to study throughout the school day. Assignments will be provided and credit will be given if coursework is completed according to each teacher's directions and/or due dates. Depending upon the nature of instruction (that which requires classroom attendance such as discussions, labs, group presentation, guest speakers, etc.), the student may be provided with alternative assignments at the discretion of teachers. Students should be aware, however, that in some cases, instruction that requires classroom attendance cannot be made up.

Students who are tardy, truant, misbehave, fail to cooperate, leave ISS without permission, exhibit gross misconduct, or fail to follow the ISS procedures will be subject to additional disciplinary consequences. In this case, the original ISS assignment will stand, and additional action may result.

11. OUT-OF-SCHOOL SUSPENSION

Out-of School Suspension is a disciplinary consequence that is utilized when the student has committed a severe single infraction, has had repeated incidents of violating school rules, or when the safety and health of the student or other students has been endangered. A student disciplinary suspension is a temporary removal from school or from riding a school bus for a maximum of 10 days for any one offense. Only the Superintendent and Principal are authorized to suspend students. The Board of Education may suspend a student from riding a school bus in excess of 10 days for safety reasons. During the period of an out-of-school suspension, a student is not to be within school buildings, on campus, or in attendance at practice/participation in any school activities or functions (including, but not limited to, athletic events, concerts, dances, plays, sporting events, or any other extracurricular event) without prior permission of the administration. Violation of this condition may result in additional disciplinary action and possibly prosecution for trespassing. A parent/guardian conference must be held before the student will be reinstated to school. Students are permitted to complete their schoolwork during the suspension period, but they must request it in accordance with the procedures in the "Requesting Homework" section in this handbook. If schoolwork is completed according to each of his/her teacher's directions/due dates, credit will be given. Depending upon the nature of instruction (that which requires classroom attendance such as discussions, labs, group presentations, guest speakers, etc.), the student may be provided with alternative assignments at the discretion of teachers. Students should be aware, however, that in some cases, instruction that requires classroom attendance cannot be made up.

12. EXPULSION

The Administration may recommend a student to the Board of Education for expulsion for gross disobedience or misconduct. Only the Board of Education may officially expel students. Expulsion is the removal of a student from school for a period exceeding ten school days, but not exceeding two calendar years. The student and his/her parent/guardian will be requested to appear before the Board of Education. During the expulsion period, a student is not to be within school buildings, on campus, or in attendance at practice/participation in any school activities or functions (including, but not limited to, athletic events, concerts, dances, plays, sporting events, or any other extra-curricular event) without prior permission of the administration. Violation of this condition may result in additional disciplinary action and possibly prosecution for trespassing.

13. CORPORAL PUNISHMENT

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certified personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property. Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm.

F. SUSPENSION/EXPULSION PROCEDURES/DUE PROCESS

1. SUSPENSION PROCEDURES

The following are suspension procedures:

- a. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.

- b. 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 practical.
- c. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the superintendent.

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. After presentation of the evidence or receipt of the hearing officer's report, the board shall take such action as it finds appropriate.

2. EXPULSION PROCEDURES

The following are expulsion procedures:

- a. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, 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.
- b. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. 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.

3. EXPULSION ALTERNATIVE

At the discretion of the Board of Education and upon the recommendation of the Superintendent, a student who is guilty of gross disobedience or misconduct, which would otherwise warrant the student's expulsion because of an offense defined in paragraph 2(h) of the Discipline Definitions Policy, may instead participate, together with his/her parents or guardians, in an eight (8)-hour alcohol and drug program conducted by a County Mental Health Center in cooperation with the District. To be eligible for this program, the following conditions will apply:

- a. The student must admit that he/she was guilty of an offense defined in Paragraph 2(h) of the Discipline Definitions Policy.
- b. The offense is the first such offense committed by the student.
- c. A ten (10) day suspension may be imposed upon the student.
- d. The student will be placed on social probation for no less than one (1) semester.
- e. The parents or guardians of the student shall sign a consent form for the student to participate in the program and shall agree to be responsible for any fee assessed by the county Mental Health Center for its services.

G. MISCONDUCT BY STUDENTS WITH DISABILITIES

1. BEHAVIORAL INTERVENTIONS

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The district will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the state board of education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the board or at the time an individual education plan is first implemented for a student; all

students shall be informed annually of the existence of this policy and the procedures. At the annual individualized education plan review, a copy of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parent(s)/guardian(s).

2. DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The district shall comply with the provisions of the Individuals With Disabilities Education Act (IDEA) when disciplining 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. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student's placement to an appropriate interim alternative educational setting for up to 45 days, if the district demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA. The length of time a student with a disability is placed in an alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline.

H. 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 liaison police officers.

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

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

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

2. 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:

- a) Outside the view of others, including students;
- b) In the presence of a school administrator or adult witness; and

c) By a certificated employee or liaison police officer.

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

3. 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.

V. HEALTH RECORDS

A. PHYSICAL EXAM

The State of Illinois requires that each student have on file a health record showing evidence of a physical examination every four years and a record of immunizations. Any student who has not completed the required health examination and immunization by October 15th of the school year will be excluded from school attendance. This is required of all freshmen and any other student who does not have such a card on file. Freshmen physicals must be submitted to the office by the first day of school. Dental examination cards are required at grades K, 2nd, & 6th and recommended in High School.

B. STUDENT MEDICAL INSURANCE

The school district does not carry any type of medical insurance for the students. The school board each year designates an insurance company that is allowed to make an accident policy available to the students. This is a service to the students. The school board will attempt to choose the company that provides the greatest coverage for the lowest cost. The school district does not become a contractor for that insurance company.

Students are responsible to file any necessary forms required by the company for claims submitted. Usually there is a two-part form; one part is to be filled in by the parent and one part completed by the doctor or the hospital. It is important that both sections of the form be completed and submitted to the insurance company. The choice to purchase the insurance is entirely the responsibility of the student and parent.

Any student involved in athletics will be required to furnish proof that she or he has accident insurance.

C. COMMUNICABLE DISEASES

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

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

D. MEDICATION POLICY AND PROCEDURES

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

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

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

E. CARE OF STUDENTS WITH DIABETES

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

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

Diabetes Care Plan forms are on file in the high school office.

F. STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life threatening chronic illness, please contact the building principal or special services administrator.

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

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

G. ASBESTOS POLICY

The Illinois Department of Public Health and the Federal Environmental Protection Agency has determined that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing materials. Our buildings were initially inspected for asbestos on August 15, 1989. The law requires a visual surveillance of asbestos containing areas to be completed every 6 months and a re-inspection to be conducted every 3 years. Any evidence of disturbance or change in condition will be documented in the management plan as required. No abatement will be done when the students or personnel are present.

The Arcola CUSD#306 Asbestos Management Plan is available for public review in the unit office. It can also be accessed by visiting the district's website. Direct any concerns regarding asbestos-containing materials to the superintendent.

H. PESTICIDE USE POLICY

The Arcola CUSD#306 uses pesticide to control infestation of insects in various district buildings. The pesticide is distributed by means of a sprayer and is directed primarily at the baseboards of the rooms being sprayed. The spraying is done at times when the students and personnel are not in the building. A copy of the pesticide spraying schedule and the type of

pesticide used is available upon request from the unit office. If you wish to be notified in advance of spraying of pesticides, please submit your request in writing to the superintendent.

VI. STUDENT SERVICES

A. HALL LOCKERS

Students are assigned a locker for their books and other personal belongings. Locks are rented from the school office. The rental fee is \$6.00. Students will be charged an additional \$6.00 for any misplaced or lost lock. Students may not change locks or lockers without permission from the office. Items kept in the locker will not be secure unless the locker is locked. School officials reserve the right to search a student's locker if they deem the search is necessary to maintain the integrity of the school environment and health and welfare of the school population.

The school is not responsible for items lost or stolen from lockers. Students should not reveal their locker combinations to other students and are expected to use only their assigned lockers. Open beverage and/or food containers of any sort may not be placed in lockers.

B. GYM LOCKERS

Each student must have an authorized gym lock on their assigned locker. The authorized lock will be issued by the instructor when school starts. This lock must be checked in at the end of the school year or a charge of \$6.00 will be assessed. Unauthorized locks will be removed from lockers. The school is not responsible for item lost or stolen from the lockers or locker room.

C. FOOD SERVICE PROGRAM

Cafeteria Lunch and Breakfast

Menus will be sent home in the district newsletter monthly. You may purchase breakfast and/or lunch daily, weekly, or monthly.

<u>Breakfast Prices</u>	<u>Lunch Prices</u>	<u>Extra Milk</u>
Student Price \$1.25	Student Price \$1.85	30¢
Reduced Student Price: 30¢	Reduced Student Price: 40¢	

D. FREE OR REDUCED LUNCH POLICY

The Federal Government requires that free or reduced lunches be provided for those who qualify. Qualifications are based upon need and family income. Those who feel that they are entitled to free and reduced lunches for their children are encouraged to get application forms from the appropriate principal's office.

E. FREE OR REDUCED LUNCH AND BREAKFAST PROGRAM

A Free/Reduced Lunch and Breakfast Application along with a letter of explanation will be provided to families at the beginning of each school year and to new students upon enrollment. To apply for free/reduced priced meals, complete the application and return it to the school office. Applications may be submitted at any time during the year. School officials verify that the information furnished in the application is correct.

If a family member becomes unemployed or if the family size changes, the parent should contact the school to file a new application. If a child is approved for meal benefits, the school must be notified when the household income increases by more than \$50.00 per month (\$600.00 per year) or when the size of the household decreases. The information provided by the household is confidential and will be used only for purposes of determining eligibility and verifying data.

F. SCHOOL TELEPHONE

Students are allowed to use the school telephone with permission from the office and only for school related purposes.

Students will not be called from class to the telephone except in a case of an emergency

G. DISASTER DRILLS

FIRE: Signaled by one continuous blast over the alarm system. You should proceed to the nearest exit, at your teacher’s direction, with the rest of your class or study hall. Once the alarm has been silenced, you will be signaled to return to the building. **WALK AT ALL TIMES!** Running makes matters more dangerous.

TORNADO WARNING: The school district is constantly in touch with the Civil Defense officials. We will be warned in plenty of time if a tornado or bad storm is in the area. A tornado warning is signaled by a series of short blasts on the alarm system. Your teacher has been instructed on the various areas of safety within the building. Stay with the teacher and the members of your class at all times during the alarm. Pay close attention to the directions given by the teacher and follow those instructions that are given for your protection. **WALK AT ALL TIMES!** The teachers will be signaled to return to class when the danger has passed.

EARTHQUAKE: Take cover under desks. Do not leave room until shaking stops. If necessary to exit building—all classes meet on East side of building east of flagpole for attendance. Your cooperation during fire and tornado drills is important in case an actual emergency should occur.

H. EMERGENCY SITUATIONS

Parent Notification

Arcola District # 306 has detailed plans and procedures for emergency situations that may arise in relation to school. Included are plans for Fire, Tornado and Tornado Alerts, Winter Snow Storms and other Weather Conditions, Earthquake, etc. Emergency information is posted in each classroom. Each classroom teacher reviews the emergency information with students and the students practice disaster drills to prepare students and teachers for getting to the best safety location in an emergency.

The plan also addresses emergencies that will require evacuation of the building. In the event evacuation is necessary K-6 will be relocated in **the Catholic Church** and 7-12 will be relocated in the **Methodist Church**. Information regarding the release of all students to their parents will be available as soon as possible on the local TV and radio stations. Students driving cars will not be permitted to remove cars from the parking lot until local law enforcement agencies determine it to be safe. Additional information for all emergency situations will be made available to parents as soon as possible.

It is important that students and parent(s) or guardian(s) refrain from calling the school or school administrators’ home during an emergency or bad weather advisories.

Phone lines are needed by school personnel to provide for the safety and well being of the students. School plans call for the notification of parent(s) or guardian(s) directly, or by area/local radio and TV stations as soon as possible in cases where notification is advisable.

Parents should not call the radio or TV stations concerning school concerning school closing. Do not call the school. We need to keep phone lines open.

Decisions to close school will be made and given to the media by 6:30 a.m. if possible. Early dismissal notification will also be given to the media in as timely a manner to fit the conditions.

School closings and dismissals are announced on the following radio and TV stations:

Radio/TV Notification				
Radio		TV		
WKIO	92.5	Champaign	WAND	Decatur
WLBH	96.5 FM	Mattoon	WCIA	Champaign
WLRW	94.5	Champaign	WEIU	Charleston
WDZQ	95.1 FM	Decatur	WICD	Champaign
WMCI	101.3 FM	Mattoon		
WDWS	97.5 FM	Champaign		
WXET	1400 AM	Effingham		

I. GUIDANCE SERVICES

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

More information concerning the services offered through the guidance office can be found on the school website or in the guidance office. For questions please contact the guidance counselor.

J. PRE-REGISTRATION

Pre-Registration will begin in the fall for the upcoming school year. Students will be provided information and materials at special meetings starting with the freshmen and continuing in grade order during the following weeks. The class schedule will be developed student by student and class by class according to individual requests. The student is responsible for meeting all deadlines as posted in the daily announcements. It is critical that class requests be returned to the guidance office in a timely manner. After the schedule is developed and approved, a copy will be distributed to each student for review.

A practice schedule day will be held in May to provide students and teachers an opportunity to meet. Class schedule changes may be made following the practice day for the next two weeks or until the posted deadline. Changes will be made as requested with consideration to class size and graduation requirements as a priority. Limited changes will be made the first 5 days of the new school year for individuals who have a special circumstance or an emergency situation only.

A student may be taken out of a class only by written request from the parent or guardian and/or by teacher recommendation.

Parents are encouraged to contact the guidance office for additional information. New students may contact the school office for assistance. Students are responsible for meeting all posted deadlines.

K. PROGRAMS AVAILABLE FOR DROP OUTS

Any student who withdraws from Arcola High School without completing graduation requirements may consult with the guidance counselor in order to develop a plan for meeting individual career and educational goals. If a student does not wish to receive individual services, they may contact the following local organizations for assistance:

1. Parkland College for GED and Continuing Ed. information.
2. Lakeland College for GED and Continuing Ed. information.
3. Regional Office of Education concerning Pathways, GED, and additional Resources
4. Mattoon Adult Education or Pathways for GED

L. STUDENT RECORDS

The school will comply with the Federal legislation pertaining to the "Family Rights and Privacy Act of 1974", and the "Illinois School Student Record Act of REV. STAT. 1985. Detailed information of these laws will be supplied upon request.

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school record if maintained by the District except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school

State and federal laws grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school 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 parent(s)/guardian(s) shall have the right to object to the release of information regarding their 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 parent(s)/guardian

M. MODEL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate or misleading. The parents or eligible student may ask the Arcola School District to amend records that they believe are inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, a supervisor, an instructor, or a support staff member (including health or medial staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, an auditor, a medical consultant, or a therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the District discloses education records without consent to officials of another school district in which a student intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.] The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

N. TRANSCRIPT AND RECORD REQUEST

Transcript request forms are available in the High School Office. Transcript request forms should be completed and signed by a parent, if a student is under 18, or by the student if the student is **18 or over**. Requests for transcripts will be processed within 10 days of being submitted to the High School Office. Please note: Transcript requests should be made between August 1 and June 30 of each year. July request will be honored when the office reopens following summer vacation.

Post Graduation Records

Permanent student records and the information contained therein will be maintained for not less than 60 years after the student has transferred, graduated, or otherwise withdrawn from Arcola High School. High school transcripts considered to be permanent records. Temporary student records and the information contained therein shall be maintained for not less than 5 years after the student has transferred, graduated, or otherwise withdrawn from Arcola High School. However, student temporary records shall not be disclosed except as provided in Section 5 or 6 [105 ILCS 10/5 or 105 ILCS 10/6] or by court order. Special Education records are considered temporary records.

O. AUTHORIZATION FOR INTERNET ACCESS

Arcola CUSD #306 has the ability to enhance your child's education through the use of our own computer network and the Internet. Our computer network offers the students the ability to store and retrieve work on any computer attached to the network. It offers access to a wide variety of education software and better access to the computer equipment such as printers and CD-ROMs.

The Internet offers vast, diverse, and unique resources. The district's goal in providing this service is to promote education excellence by facilitating resource sharing, innovation, and communication. However, with this educational opportunity also comes responsibility. You and your child should read and discuss the **Authorization for Internet Access** received at registration (also available on the school website). The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The district takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user

may discover inappropriate material. Ultimately, the parent(s)/guardian(s) are responsible for setting and conveying the standards that their child should follow. To that end, the school district supports and respects each family's right to decide whether or not to authorize Internet access. If you agree to allow your child to have an Internet account, sign the authorization form and return it to the school.

VII. STUDENT TRANSPORTATION

A. BUS TRANSPORTATION

Transportation to and from school is provided for students enrolled in grade K-12 who live more than 1.5 miles from the school. The distance from the student's home to the school entrance is figured in exact distance using maps available at the School District Administrative Center when there is a question on whether or not a child is eligible to be transported.

B. NOTICE OF PARENTS/GUARDIANS

Parent(s) or legal guardian(s) who must provide transportation to and from school, **because free transportation is not available for their children**, may be eligible to receive money from the state to help offset some of the costs, for example: bus fares, mileage reimbursement at 22.5 cents per mile. You may be eligible if you can answer yes to the following questions for the current school year:

- (1) Will the pupil be under the age of 21 at the close of the school year?
- (2) Is the pupil a full-time student in grades Kindergarten through 12?
- (3) Does the pupil either live 1 ½ miles or more from school or lives less than 1 ½ miles from school but **must be transported** due to a serious safety hazard resulting from vehicles (see following paragraphs)?
- (4) Does the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
- (5) Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?

If you answered "yes" to the above questions, live in Illinois and wish to file a claim, you must go to the school where your children enrolled by June 30th of the current year to complete a claim application. Claim forms will be available from February through June. Parent(s)/guardian(s) who have pupils living **less than 1 ½ miles** from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazard at the Regional Superintendent of Schools office for the county in which they lived by February 1 of the current year. The Regional Superintendent is required to send the Application to the Department of Transportation within 15 days. The Illinois DOT reviews and approves or denies the application and returns it to the Regional Superintendent within 30 days who mails it to the requesting parent/guardian. **If the safety hazard is certified, the parent/guardian must go to the school the pupil attends and complete the claim form.** The completed claim form will be sent to the Illinois State Board of Education. If the claim is approved, a check will be mailed to the applicant during November of the following year for the lesser of the costs of transporting the pupil(s) or the average per pupil paid to the public schools for transporting regular education pupils. If you have any questions, contact the school.

Arcola Community Unit #306 District operates six different bus routes plus kindergarten routes and 2 city buses. In order to protect the children and to keep school in session we operate the following bus routes when weather conditions or other emergencies dictate. Please note the six bus routes have been reduced to two. In the event the roads and weather is so severe that the schools are closed, none of the buses will operate.

C. USE OF VIDEO CAMERAS ON BUSES

Video cameras may be used on school buses as necessary in order to monitor, conduct, and maintain a safe environment for students and employees.

The content of the videotapes are student records and are subject to district policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the superintendent, building principal, transportation director, bus driver, and sponsor, coach, or other supervisor. If the content of a video tape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

D. EMERGENCY BUS ROUTES

EMERGENCY ROUTE 1:

Leaves Arcola and proceeds to Galton on Route 45 and waits there. The bus will then return to Arcola and pick up students along Route 45. After returning to Arcola, this bus will then proceed west on Route 133 toward Chesterville. If the road into Country Club Estates is passable the bus will pick up there. If the driver deems it too dangerous he will proceed onto Chesterville to the restaurant and will wait 10 min. At this time the bus will go south of Chesterville to the Warren Arthur corner, then turn left towards Arcola picking students along the Springfield Rd. on the return to the school.

EMERGENCY ROUTE 2:

This bus leaves Kemp and goes to Hindsboro and waits at the restaurant for 10 min. then proceeds back toward Arcola on Rt. 133 to Rt. 130. Returning to Rt. 133 the bus will pick up along Rt. 133 and into Kemp. Then on Rt. 133 back to Arcola coming through the Trailer Park on Robin Lane. This bus also goes into Filson from Rt. 133.

THE TWO CITY ROUTE BUSES WILL OPERATE WHEREVER POSSIBLE.

Please Note:

The general rule is that the buses will not run on any country road except those mentioned above. Parents can bring their children to the nearest designated pick-up point and they will be transported to school and returned to that point.

A child who cannot get to one of the pick-up points and is thereby unable to be in school will receive an excused absence for the day missed. Such absences will be considered as school-related and will not be charged against the student.

E. STUDENTS WHO DRIVE TO SCHOOL

Driving to school is a privilege, not a right. Students must park only in designated areas as announced at the beginning of school. Students must drive safely and obey all traffic laws or lose their privileges for driving to school. Parking preference will not be given for grade level nor for class rank. Parking in designated student areas will be on a first come, first served basis. No student will have an assigned parking spot. Students parking in designated staff parking areas will be asked to move their vehicle to an appropriate student parking area. Administration reserves the right to have student vehicles towed at owner's expense if the vehicle is parked in an area reserved for staff.

F. BICYCLES

Bicycles must be parked in racks provided. It is the responsibility of each student to secure his or her bicycle during school hours. The school is not responsible for lost or stolen bicycles.

VIII. ACADEMICS

A. NO CHILD LEFT BEHIND

At Arcola School, we strive to provide an excellent education for every child. Ensuring that our teachers are highly qualified is an important part of achieving this goal. As a parent, you may request the following information about the professional qualifications of your child's classroom teacher(s):

1. Has the teacher met state qualification and licensing criteria for the grade levels and subject areas taught?
2. Is the teacher working under emergency or other provisional status?
3. What is the baccalaureate degree major of the teacher?
4. What graduate degrees does the teacher hold and in what subject(s)?
5. Does my child receive services by a paraprofessional, and if so, what are the paraprofessional's qualifications?

To receive any of the above information, please send a written request to the high school office.

B. SECTION 504 PROGRAM

Students who have a physical or mental impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working in the school setting may qualify for classroom accommodations through an Individual Section 504 Plan. The decision to implement a Section 504 Plan for a student is made by a committee consisting of the principal, classroom teacher, parent, and other school or medical officials. You may contact the building principal for more information about Section 504.

C. SPECIAL PROGRAMS & SERVICES FOR STUDENTS WITH DISABILITIES

The education of children with disabilities is an integral part of our total school program, and a variety of special education services are available. Students may receive the following services and programs on our campus: learning disability services in a resource setting, cross-categorical self-contained classes, and speech and language services.

Because of the uniqueness of children's needs, it is sometimes necessary for us to have help from outside our district. This help is available through the Eastern Illinois Area of Special Education (EIASE). Therefore, some of our students attend special education classes in our district, and other attend classes at EIASE programs, some of which are located in neighboring communities.

As a member of EIASE, additional services are available to our students. These include psychological services, social work services, program administration, audiological services, physical therapy, occupational therapy, adaptive physical education, teachers for visually impaired students, teachers and programs for hearing-impaired students, vocational education, early childhood programs, programs for severely or multiply handicapped children, and programs for behaviorally or emotionally disturbed students.

A few children with disabilities require placement in special residential schools operated by private facilities. The district arranges these placements in conjunction with special education specialists and parents, and pays tuition as prescribed by the state.

The district provides an intensive screening program in the spring for all children ages 3-5 as a method of identifying children whom may have difficulty in school. We test for possible hearing, vision, speech, motor, and learning problems. Students may be identified for special education services in a public school's early childhood or speech program as early as age 3. This is an excellent program, and we encourage all parents to take advantage of this free service.

Before any child can become eligible for a special education program, a case study evaluation must be completed. Parents, teachers, administrators, parents, the Illinois State Board of Education, and community services agencies may refer any child for such an evaluation.

Prior to case study evaluation, except for home/hospital instruction, the parent or guardian must be notified in writing of the procedures that will be conducted and that he/she will be asked for written consent to begin the evaluation. Referrals may be made through the office of the building principal. For more information about the case study evaluation process, contact the principal.

All information obtained for a case study evaluation is confidential. The district has a policy that describes the method for obtaining student information, the confidential nature of the information, the use of the information, how the information is recorded and maintained, how long it is maintained, and to whom it is made available. You may read this policy in the office of the superintendent.

Parents or guardians of a child with disabilities who disagree with the school regarding their child's special education program, lack of a program, his or her individual education prescription, possible suspension from school, dismissal from a program, or even the recommendation of graduation from a program should contact the school principal or district

superintendent to express their concerns and try to work out a solution. However, if these concerns cannot be resolved in this manner, a parent or guardian may seek relief by requesting an impartial due process hearing or special mediation. The Illinois State Board of Education will schedule an impartial due process hearing and appoint an impartial hearing officer to hear both sides of the dispute and render a recommendation to the local school district. Requests for due process hearing should be made in writing to the district superintendent. Upon such a request, parents or guardians will be informed about due process procedures and their rights to representation.

Additional information regarding rights of children with disabilities may be found in [A Parent's Guide: The Educational Rights of Students with Disabilities](#) and in [Rules and Regulations to Govern the Administration and Operation of Special Education \(21 Illinois Administrative Code 226-Special Education\)](#). These documents are available through the district superintendent and the Regional Office of Education.

All exceptional children in Illinois, ages 3-21, have a right to a free appropriate public education. We are striving to provide the appropriate services. If at any time you wish to take advantage of a special program or have questions concerning the program, please call the building principal or district superintendent.

Specific information regarding special education programs and the referral process may be obtained from Cindy Mills through the High School Office.

D. BILINGUAL PROGRAM

Limited English Proficient students receive English language instruction through the bilingual program. Students are screened and parental permission is obtained for participation

E. CLASS RANK, GPA AND GRADING SCALE

All students will have GPA's and class ranks computed on a four point unweighted system. Each class will earn credits toward graduation. Twenty-four credits are required to graduate. Letter grades will be earned for each class. Driver's Education, Community Service, and dual credit classes will be listed on the transcript, however, the grade will not be calculated in the GPA.

Grades will be computed as follows:

- A= 4 credit points
- B= 3 credit points
- C= 2 credit points
- D= 1 credit point
- F= 0 credit points

Grade point average is computed by taking total earned credit points divided by credits toward graduation. This computation will be made following the second semester, fourth semester, sixth semester, seventh semester, and eighth semester. Class rank will be assigned after the computations are completed.

A uniform grading scale will be used for all class in the junior/senior high school with the exception of the dual credit classes and health occupation course.

100	A+	78-79	C+
93-99	A	73-77	C
90-92	A-	70-72	C-
88-89	B+	68-69	D+
83-87	B	63-67	D
80-82	B-	60-62	D-
		59 & below	F

F. SEMESTER EXAMS

1. Semester exams will be required for all high school classes. Semester exams at the junior high level will be administered at the discretion of the classroom teacher.
2. Semester grades will be an average of the two nine week grades (40% each) and the semester test grade (20%). Grades for junior high classes where a final exam is not given shall be the average of the two nine weeks grades (50% each).
3. Student may be waived from taking final exams under the following conditions:
 - a. Seniors who maintain a B average may be waived from second semester exams for year-long classes. Seniors who maintain a B average in a semester class only will be waived from taking the semester exam.
 - b. Sophomores, Juniors and Seniors who meet the following attendance/grade criteria may be waived from both first semester and second semester exams:
 - A average with 3 absences per semester
 - B average with 2 absences per semester

For the purposes of this policy, all absences will be recorded in the total, regardless of the reason for the absence with the exception of school related absences due to field trips, college visit days or extra-curricular activities.

4. Exceptions to the final exam waiver policy will apply under the following conditions:
 - a. Students who receive an unexcused absence will be required to take all semester exams.
 - b. Students who receive a detention, Saturday School, ISS or OSS will be required to take all semester exams.
 - c. The classroom teacher may require all students to take the final exam in his/her class regardless of the attendance/grade received. Teachers will notify the students at the beginning of the semester of their policy for final exams.

G. PARENT-TEACHER CONFERENCES

The report card cannot possibly communicate to the parent everything which the teacher would like to express or everything which the parent would like to know. An opportunity for parent-teacher conferences is provided soon after the end of the first quarter, but conferences are encouraged at any time throughout the year through the initiative of either the parent or teacher as the need arises. Parents are invited to make appointments by calling the school at 268-4962.

H. REPORT CARDS

Report cards are scheduled to be given to students following the end of each quarter. Teachers evaluate the work of their students at the middle of each grading period and will notify parents with a D/F. Unsatisfactory progress reports are sent out at the mid-point of the grading period for all students who are in danger of failing the course at that point. It is also the policy that students who are in danger of failing courses or who have grades that would keep them from being promoted or from graduating, be advised well in advance that the danger exists. Parent(s) or guardian(s) also are to be advised well in advance.

I. HONOR ROLL

JUNIOR HIGH HONOR ROLL

Straight A Honor Roll – 4.00

High Honors—GPA of 3.7 – 3.99 with no grades below a B

Honors--GPA of 3.2 – 3.69 with only one grade of C

HIGH SCHOOL HONOR ROLL

Straight A Honor Roll – 4.00

High Honors – GPA of 3.7 – 3.99 with no grades below a B

Honors – GPA of 3.2 – 3.69 with only one grade of C

Driver's Ed, Community Service and Dual Credit are not computed in honor roll.

J. PROCEDURE FOR APPEALING A GRADE

1. A request is made to meet with the teacher for an explanation of the grade.
2. If Step 1 fails, a meeting is to be held with the student, parents, teacher, and building principal.
3. If Step 2 fails, a meeting with the student, parents, teacher, building principal, and superintendent will be held.
4. The final step would be a request to meet with the school board, in Executive Session, to appeal the grade. The school board will have the final authority to change a grade.

K. NATIONAL HONOR SOCIETY

The Arcola Chapter of the National Honor Society is a group of students who have been elected into membership by meeting selection criteria. Sophomore, junior and senior students who meet the criteria of character, leadership and service combined with a scholastic cumulative weighted grade point average of 3.5 are eligible for selection. The goal of the chapter is to provide recognition of students who excel in the areas required for membership. Their activities include a service project, recognition of honor roll students and social activities.

Scholarship

1. A semester cumulative grade point average of at least 3.5 based upon the grade scale for nomination for selection. Students are eligible for nomination after the first semester of their sophomore year.
2. Students who achieve membership must maintain this cumulative average. If a student falls below this average at the end of any semester, he/she will be issued a warning. The student will have one semester to raise his/her average back to the 3.5 minimum. Students who do not attain this average after one semester may be subject to dismissal after a hearing by the executive committee.

Leadership and Service

At the end of each year the student should be able to show the following point totals as evidence of leadership and service.

Sophomore	8 points
Junior	12 points
Senior	16 points

Students will achieve points as follows:

- 1 point Membership in club, activity, sport (this will include related youth activity groups)
- 2 points Chairperson of committee within the activity beyond normal duties
- 3 points Class officer, officer of a club, activity, church activity, special honors related to student activity (i.e. Most Valuable Player, scholastic honors, choral and band honors through contest, captain of a team)

Points will accumulate and must be maintained throughout high school. Should a member not continue to accumulate points, the student will be issued a warning. The student will have one semester to achieve points needed. Should the student not attain the points required after he/she has been issued a warning, he/she may be dismissed after a hearing by the executive council.

Character

The executive committee will use the character criteria outlined in the NHS Handbook in this evaluation.

Final Selection

1. If the student has the 3.5 cumulative grade point average and the correct number of service and leadership points, the executive committee will vote upon selection.
2. The teachers may vote "yes" or "no" or "abstain" for each potential member.
3. Three of the five teachers must vote "yes" or "no".
4. If a teacher does not know the student, the teacher may abstain from voting.
5. Majority rules on selection.

L. CLASS CREDIT: PROMOTION – RETENTION

At the end of each school term each student is to be promoted or retained. The final authority for decisions on the promotion or retention of a student rests with the building principal. Promotion means advancement to the next higher grade level, and retention means repeating the grade level just completed to the extent deemed necessary by the building principal. In compliance with Section 10-20.9a of the School Code, the Arcola schools shall not promote a student to the next higher grade level based upon age or any other social reasons not related to the academic performance of the student.

To qualify for promotion based upon successful completion of the curriculum, a student must:

- In grades 7, 8 must not receive a yearly average of “F” in three or more academic subjects.
- In grade 7 must receive a passing mark on the test on the Constitution of the United States, the Declaration of Independence, the United States Flag Code, and the Constitution of the State of Illinois

If a student does not qualify for promotion based upon the successful completion of the curriculum (above), the building principal may consider that student’s performance in the following areas as a basis for promotion:

- Performance based on Illinois Assessment tests.
- Performance on the standardized testing done at that building.
- Successful completion of a summer school program.
- Successful completion of additional instruction during the current school year.
- Other criteria consistent with the intent of this policy.
- Performance and successful completion of non-academic courses (Art, Band, Chorus, Physical Education).
- Attendance

If additional instruction of summer work is done outside the Arcola schools, it should be approved in advance by the building principal.

The building principal shall consider input from staff and parents in regard to the promotion or retention of a student; however, the responsibility for compliance with Illinois law and this policy rests with the building principal. The building principal shall make all final decisions on promotion and retention

M. CLASS RANK

Only classes taken at Arcola High School or those transferred from an accredited school, and accepted will count toward G.P.A. and class rank. G.P.A. will be figured for National Honor Society purposes only at the end of 3 semesters. Class rank will be determined at the end of the 4th semester and mailed home in June following a student’s sophomore year.

N. VALEDICTORIAN/SALUTATORIAN

The valedictorian and salutarian will be named from students who have attended an accredited high school for 8 semesters as a full time student. The student must have attended Arcola High School for at least four semesters including the 7th and 8th semester. If at the end of the 8th semester the class rank has changed, a student could then be named co-valedictorian or co-salutarian with the 7th semester honoree. Any student who enters the district from an accredited school after the beginning of the 5th semester may be considered to share the honor as co-valedictorian or co-salutarian.

O. STUDENT CLASSIFICATION

0	Credits	Freshman
6-11	Credits	Sophomore
12-17	Credits	Junior
18 and over		Senior*

If at the end of his/her junior year a student does not have the number of credits necessary to be considered a senior but it is mathematically possible for the student to earn enough credits to graduate by the end of their senior year the student will be included as a member of the senior class

P. CONCURRENT ENROLLMENT IN COLLEGE

COLLEGE CLASSES/DUAL CREDIT

A student who successfully completes community college courses may receive high school credit provided:

1. The student is a junior in good academic standing.
2. The course is not offered in the high school curriculum or cannot be offered due to a student's scheduling conflict.
3. The course is being taken as an elective.
4. The course is approved in advance by the student's guidance counselor and the High School Principal; and
5. The student assumes responsibility for all fees.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation. Dual Credit classes will not be counted on Grade Point Average (GPA).

Q. SUMMER SCHOOL/DEFICIENT COURSEWORK

Students that have failed classes and are deficient in credits for graduation may take outside-of-school courses. This may be done with the approval of the guidance counselor and principal. The classes must be taken at an approved and accredited high school or junior college. Credit will be given on a semester for semester basis (1 semester of coursework will receive 1 semester of credit at Arcola High School). The classes will not be counted toward Grade Point Average (GPA).

R. FOREIGN EXCHANGE STUDENT GUIDELINES

School Programs – For summer departure (June, July, August) and winter departure (January, February, March) school programs, the student must achieve a cumulative high school GPA of B (3.0). In addition, the student must receive the approval of the local screening committee, administration, and the Board of Education.

Course Work – Required courses offered only in the U.S. must be taken locally (for example: U.S. History, Consumer Education). Other courses taken abroad which are evaluated as acceptable may be allowed credit subject to approval by the Board of Education. In order to make this determination, local officials need a complete course description, in English, along with the number of minutes per week and the number of weeks the class met. Responsibility for the timely delivery of this information rests with the student.

Students will be awarded credit for classes passed. Grades will be calculated by converting grades from the host country to the U.S. system. These grades will be included in the student's rank at Arcola.

Students are encouraged to accumulate credits for early graduation prior to departure. They should make special efforts to complete as many required courses as possible before participation in an exchange. The availability of classes needed for graduation cannot be guaranteed.

S. PHYSICAL EDUCATION DRESS POLICY

All students enrolled in physical education classes grades 7-12 must wear a standard tee shirt and any color shorts which meet the standards of the class instructor.

T. POLICY REGARDING ACCEPTANCE OF STUDENTS

WHO HAVE ATTENDED NON-ACCREDITED AND/OR UNRECOGNIZED PRIVATE SCHOOLS

For the purpose of this policy the following terms are defined:

Public School --a school supported by tax dollars, general state aid, and money from grants provided by local, state, or federal sources;

Private School – a school not supported by tax dollars, nor general state aid; or a school contained within a private home;

Accredited – endorsed by the State of Illinois and/or North Central Association;

Recognized – endorsed by the state in which the school exists and by the State of Illinois;

Core Curriculum Areas – Mathematics, Science, Reading, Social Studies, Language Arts.

Students who have been educated in a Non-accredited Private and/or Unrecognized Private School may be enrolled in any of grades one through twelve as a student at Arcola Community Unit School District #306. Grade placement will be based on the result of testing administered by school personnel.

Grades 1-8:

Students who wish to be enrolled at a specific grade level must pass a proficiency test at the grade level immediately below the one in which they wish to enroll.

The proficiency test will be defined to be either a Standardized Achievement Test such as the Iowa Test of Basic Skills or the end of the year book tests for the textbooks used in the classroom.

The choice of which set of proficiency test to be used will be determined jointly by the building principal and the parent or guardian of the student involved.

If the standardize test is used, the student must score no lower than .5 point below grade level on the composite score or on three or more of the core curricular areas. Example: If a student wishes to enroll at the beginning of grade four, his score must be 3.5. If a student wishes to enroll at 4.7, his score must be 4.2.

If the set of book tests are used, the promotion policy will be as follows: Students passing a test in one of the core curricular areas will be considered as passing in that particular area.

Grades 9-12:

Students who have been educated in a Non-accredited Private and/or Unrecognized Private School may be enrolled in any of grades 9-12 at Arcola High School. Such students must present proof of successful completion at the eighth grade level of the examinations for both the United States Constitution and that of the State of Illinois. Further such students must meet all credit requirements for grade placement and graduation from Arcola High School.

Students wishing to enroll in Arcola High School under the aforementioned circumstances may receive credit for courses offered as a part of the regular curriculum of Arcola High School. Such credit may be earned and courses placed on the transcript for said student in one of the following ways:

1. successful completion of Standardized Tests such as the Iowa Test of Basic Skills; or
2. successful completion of the final examinations for each course they wish credited to their transcript.

If option 1 is used, credit will be granted only if the course is a core curricular course and only if the student scores no lower than .5 point below the grade level at which the course is first offered to the student body.

Extra-Curricular:

Students who reside within the boundary of Arcola Community Unit School District #306 and who do not attend the public school in that district because of enrollment in Non-accredited Private and/or Unrecognized Private Schools will not be allowed to participate in the extra curricular activities of the public school.

IX. GRADUATION

A. GRADUATION REQUIREMENTS

Arcola High School requires 24 credits for graduation.

Requirements will be changing as required by the new state law.

Current Requirements

4 Years	English
3 Years	Mathematics (1 year – Algebra, 1 year – Geometry)
2 Years	Science
2 Years	Social Studies (1 year – American History/Government)
4 Years	Physical Education
1 Semester	Health Education
1 Semester	Consumer Education
1 Year	Elective (Art, Music, Foreign Language, Vocational Ed)

B. COLLEGE PREP RECOMMENDATION

4 Years	English
4 Years	Mathematics
3 Years	Science
3 Years	Social Studies

C. POLICY FOR ISSUING A DIPLOMA UNDER SPECIAL CIRCUMSTANCES

An individual who did not meet graduation requirements may under certain circumstance be issued a diploma at a later date. The criteria are listed as follows.

1. You must have attended Arcola High School during your last year in attendance.
2. You must make a written request for an evaluation of your high school transcript. An evaluation will be made based upon the requirements for graduation when your class graduated.
3. If you are three credits or less away from meeting the graduation requirements, you may attend an approved or accredited high school program, Jr. College or University to make up the credits.
4. Credit will not be awarded for correspondence courses, proficiency testing, life experiences or other non-formal education endeavors.
5. A study plan must be made in writing and approved by an authorized school official. This plan will state the credits that you need, the class or classes that you plan to take and the institution that you plan to attend.
6. Credits will be awarded on a semester by semester basis. A semester of college credit will be equivalent to one semester of high school credit.
7. After an official transcript is received by the Superintendent, the credit requirements will be verified and a diploma will be issued by the Superintendent.
8. Questions regarding circumstances not addressed in this policy should be submitted in writing to the Superintendent and a determination will be made by him, on a case by case basis.

X. STUDENT ACTIVITIES

A. FIELD TRIPS

A student's eligibility for field trips will be based upon his/her academic and/or discipline record to the point in the school year when the field trip occurs. A denial of participation may be invoked by the teacher and/or principal if the student's behavior to that point in the school year indicates that the student is likely to be a behavioral problem on the field trip and/or because he/she has not earned the privilege of participating in the field trip because of their behavior at school.

B. SCHOOL SPONSORED ACTIVITIES

During the school term and into vacation periods, including summer, there are a number of activities involving students which are sponsored by groups and individuals. These activities appear, on the surface, to be school sponsored, but are not. Parents, guardians, or students who question whether an activity is school sponsored should always call the office of the school concerned. The secretary or the principal will have the answer. A properly sponsored and school approved activity has certain identifying characteristics that help parent(s) or guardian(s) and students determine what is school sponsored and what is not. They are:

A school sponsored activity is always approved by the school principal and is always on the school calendar.

Unless it is a school sponsored field trip, it **always** takes place on school grounds or grounds approved for school use.

It is always supervised by a teacher or teacher aide assigned by the principal for that purpose.

Unit facilities are often rented by other groups and the fact that the activity is held at school does not always mean it is school sponsored.

C. ACADEMIC/IHSA AND IESA ACTIVITIES ELIGIBILITY

High School

In addition to the IHSA eligibility requirements, Arcola CUSD #306 has implemented an academic-based No Pass/No Play Policy for all students enrolled in grades nine through twelve who participate in school sponsored athletic activities. In

accordance with Section 10-20.30 of the School Code, and in conjunction with Section 3.0000 of the IHSA Handbook, the board has determined eligibility requirements to be as follows:

1. Weekly Eligibility

- a. **Students shall not be failing more than two (2) classes and shall be passing work in at least twenty (20) credit hours of high school work per week. (IHSA rule 3.021)**
- b. Any student who fails to meet the minimum requirements established in Paragraph A, Section I of this policy, shall be suspended from further participation in any school sponsored, school supported, or extra-curricular activity for one calendar week.
- c. **The weekly eligibility grade is determined by the semester average grade.**

2. Semester Eligibility

- a. **Students shall not be failing more than two (2) classes and be on track for graduation as determined by the final semester grades submitted by the classroom teachers. Determination for being on track for graduation will begin after the 1st semester of the high school career.**
- b. Any student who fails to meet the minimum requirements established in Paragraph A, Section II of this policy, shall be suspended from further participation in any school sponsored, school supported, or extra-curricular activity for the ensuing semester.
- c. Each coach will review rules and standards to which all team members must adhere.

IHSA BY-LAW 3.020 SCHOLASTIC STANDING

3:021 They (students) shall be doing passing work in at least twenty (20) credit hours of high school work per week.

3:022 They (students) shall, unless they are entering high school for the first time, have credit on the school records for twenty (20) credit hours of high school work for the previous semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received.

Junior High

2.041 All contestants shall be in grades five through eight and shall not have passed eighth-grade standing.

2.042 **A student shall be doing passing work as determined by the local school district in ALL school subjects** and the school shall certify compliance with this By-Law. Use of a player, contestant, or participant shall be deemed such certification.

2.043 For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. **Students must be passing each subject each week to be eligible.** For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity.

2.044 The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week.

2.045 Grades shall be accumulative for the school's grading period. **(Grade determination will be based on the current quarter status of the student. Eligibility will be governed by the current quarter grade status unless the student has failed in the preceding quarter. If a student is failing at the end of a quarter they are ineligible and will remain ineligible into the next quarter until they establish a passing grade for the present quarter.)**

D. GUIDELINES FOR DANCES – GUEST REGISTER

High school students only may bring a guest from another school, but that student's name and town must be registered on a form provided by the school.

XI. DISTRICT NOTICES

A. MANDATED REPORTER

All district employees, and personnel are mandated reporters of suspected child abuse and/or neglect.

B. REQUIRED INSTRUCTION FOR COURSEWORK WHICH DEALS WITH RECOGNIZING AND AVOIDING SEXUAL ABUSE

Parents or guardians who do not want their children to receive mandated instruction (K-8) in recognizing and avoiding sexual abuse should submit a written objection to the building principal.

C. CURRICULUM, INSTRUCTIONAL MATERIALS OR PROGRAM COMPLAINTS

Parents/guardians may voice complaints. Parents with complaints about curriculum, instructional materials, and programs should complete a curriculum objection form and 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 and using the Uniform Grievance Procedure.

D. INTERVIEW OF PUPILS BY LAW ENFORCEMENT

The Principal shall co-operate 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 parents and inform them of the arrest.
2. If the law enforcement official has no warrant, but wishes to interrogate the students, the school official shall:
 - a. Notify the parents and request their presence and obtain their permission to interrogate the student
 - b. If parents are unable to be present or cannot be contacted, then the school official should be present.
 - c. If the school official is present, he should be sure the student is aware of his rights and that the student understands those rights, which are:
 - i. Entitlement to be advised that he need not make any statement and if he does, it may be used against him.
 - ii. Entitlement to right of counsel. If he cannot afford an attorney, one will be supplied for him.
 - iii. The law enforcement official will be shown this portion of our policy statement by the building Principal when a request for assistance is made.

E. EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or 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 the Uniform Grievance Procedure.

F. SEX EQUITY POLICY

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

G. SEX OFFENDER NOTIFICATION LAW

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

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

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

Anytime that a convicted child sex offender is present on school property – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

H. UNIFORM GRIEVANCE PROCEDURE

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

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

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

1. Filing a Complaint

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

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 10 school 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.

3. Decision and Appeal

Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 5 school days after receiving the Superintendent’s decision, the Complainant 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 10 school days, the School Board shall affirm, reverse, or amend the Superintendent’s decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board’s decision, the Superintendent shall inform the Complainant of the Board’s action. The Complainant may appeal the School Board’s decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 23.8 of The School Code.

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

Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District’s Nondiscrimination Coordinator, if any, may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Name	Jim Crane	Cindy Mills
Address	351 W. Washington	351 W. Washington
Phone #	(217) 268-4962	(217) 268-4962

I. TITLE IX GRIEVANCE PROCEDURES

In the event of a problem, chain of command should be followed: teacher, Principal, Superintendent, Board.