

**2020-2021
AMBOY JUNIOR
HIGH SCHOOL
STUDENT
HANDBOOK**



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Article I: School Information

Amboy Junior High School
140 S. Appleton
Amboy, IL 61310
Telephone: (815) 857-3528
FAX: (815) 857-4603

Andrew Full
Principal

Section I:

COLORS/NICKNAME

School Colors: Red, Black, White

Nickname: Vikings

Section II: Statements

Vision Statement

The vision of AJHS is to
empower students to pursue Clipper P.R.I.D.E. ~

P= positive mindset

R= respect(ful) is given and received

I= inspired to follow dreams

D= determined to work hard

E= excellence pursued daily

Mission Statement

The mission of AJHS is to provide a safe place for all students where we educate the whole child to reach their full potential by building skills, engaging students in authentic learning while creating community partnerships.

Article II: General Information

Section I: Amboy Junior High School Staff Directory

Administration

Mr. Joshua Nichols	Superintendent	jnichols@amboy.net
Mr. Andrew Full	Principal	afull@amboy.net
Mrs. Katie Bulfer	5-12 Dean of Students	kbulfer@amboy.net

Faculty

Mr. Christofer Delimata	Counselor	cdelimata@amboy.net
Mrs. Shauna Dinges shauna.dinges@amboy.net	Math RTI/Curriculum	
Mr. Brad Dunlap	PE	bdunlap@amboy.net
Mr. Aaron Fassler	ELA	afassler@amboy.net
Mrs. Kelly Foster	Social Studies	kfoster@amboy.net
Mrs. Vanessa Goslin	Art	vgoslin@amboy.net
Mrs. Katie Henkel	7th/8th Special Ed.	khenkel@amboy.net
Mrs. Betsy Jones	English/LA	bjones@amboy.net
Ms. Kaylee Jones	Math	kjones@amboy.net
Mr. Avery Kerley	Band, Chorus	akerley@amboy.net
Mrs. Sarah Land	Science	sland@amboy.net
Mrs. Tina Lindenmeyer	English/LA	tlindenmeyer@amboy.net
Mrs. Robin Lovgren	Science	rlovgren@amboy.net
Mrs. Marsh Monaghan	Library	mmonaghan@amboy.net
Ms. Jacqueline Owensby	Math	jowensby@amboy.net
Mrs. Ashley Platz	Math	aplitz@amboy.net
Mrs. Scotlyn Schabacker	Math	sschabacker@amboy.net
Mr. Ben Schott	PE & Health	bschott@amboy.net
Mr. Michael Olsen	5th/6h Special Ed.	molsen@amboy.net
Ms. Yvonne Vicks	ELA RTI/Curriculum	yvicks@amboy.net
Mrs. MaryJo Zinke	Library	mzinke@amboy.net
Ms. Kelsi Eyster	English/LA	keyster@amboy.net

Secretarial Staff

Mrs. Becky Walter	Secretary	bwalter@amboy.net
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Support Staff

Toni Fassig	Head Cook	tfassig@amboy.net
Cindy Mundell	Assistant Cook	cmundell@amboy.net
Michelle Haub	Health Aide	mhaub@amboy.net
Arly Kacker	Day Custodian	akacker@amboy.net
Patty Kuper	Para-Professional	pkuper@amboy.net
Belinda Lewis	Para-Professional	blewis@amboy.net
Josie Morris	Para-Professional	jmorris@amboy.net
Gaylene Noble	Para-Professional	gnoble@amboy.net
Karen Smith	Night Custodian	ksmith@amboy.net

Section II: Time Schedule

AJHS School Hours

Any student wishing to eat breakfast should report straight to the cafeteria. If it is below 40 degrees students may come in, stop at their locker and then head to the big gym. Students will remain in the big gym until the bell rings. If it is above 40 degrees students may come in, stop at their locker, and then go back outside. The school day begins at 8:10 AM and ends at 3:10 PM for bus students and 3:15 PM for town students. All students involved in extracurricular activities should remain in 9th period until 3:15.

*Breakfast Served Daily 7:40-8:05

Bell Schedule: 3:10 Dismissal Days

Period	Time		School Improvement
1	8:10-8:50		11:30 Dismissal
2	8:53-9:33		1 8:10-8:35
3	9:36-10:16		2 8:38-9:03
4	10:19-10:59		3 9:06-9:31
5	11:02-11:32	½ - Lunch	4 9:33-9:58
	11:35-12:05	⅔ - Lunch	6 10:01-10:26
6	12:08-12:48		7 10:29-10:54
7	12:51-1:31q		8 Bus 10:57-11:25
8	1:34-2:14		Town 11:30
9	2:17-2:57		
Homeroom	3:00-3:10	Bus Students	
	3:15	Town Students	

Article III: Opportunities

Section I: Equal Educational Opportunities

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status. Further, the District may not enter into agreements with any entity or any individual that discriminates against students on the basis of sex.

Section II: Guidance and Counseling

The guidance office is located by the library. Students are encouraged to utilize the services of the counselor. Students are NOT TO MISS REGULAR CLASSES to visit with a counselor UNLESS it is an emergency visit, or the counselor has given the student a pass to miss his/her scheduled class. Parents or the student may request to see and examine student records.

Suicide and Depression Awareness and Prevention

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

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

Section III: Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact the principal (815) 857-3632.

Section IV: Special Education

A variety of special education programs are available. A student may be tested through the Ogle County Educational Cooperative. After this testing, staffing is held with the parents to determine the proper placement or program to meet any special needs.

Comprehensive Needs Assessment

A Comprehensive Needs Assessment is completed each year by our local special education cooperative. They work cooperatively with our guidance and counseling services as well as our special education students and our regular education students.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact the principal (815) 857-3632.

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a

child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Section V: English Learners

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

For questions related to this program or to express input in the school's English Learners program, contact, contact the principal at 815-857-3528.

HOME LANGUAGE SURVEY

Each year, the Amboy School District #272 completes a home language survey asking two of the following questions:

1. Does anyone in your home speak another language other than English?
2. Does your son/daughter speak another language other than English?

If either of the above questions is answered "yes," the student will be administered an assessment of their English listening, reading, and writing skills.

Section VI: Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment.

Section VII: TeacherEase

Students will have the opportunity to view graded assignments at any time online through "TeacherEase" the secure, web-based student information system used at Amboy Junior High School. The TeacherEase link is available anywhere that has an Internet connection. More information about TeacherEase is handed out to students and parents at the beginning of the school year. Homework assignments, as well as grades and attendance, are updated in TeacherEase regularly. This will be helpful when a student is absent or if he/she is checking to make certain all assignments are completed. Parents are encouraged to contact teachers with any questions by the email links provided in TeacherEase.

Section VIII: Electronic Devices

Electronic Signaling Devices

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

Cell Phones and Other Electronic Devices

The possession and use of smartphones, cell phones, and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned **off** during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency. Classroom use of any electronic device is at the discretion of the teacher in the classroom.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. They may not be used for creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions* as defined in State law, i.e., *sexting*. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device

may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies.

Cell Phone Policy:

All students will be **expected and required** to leave cell phones in their lockers. If their phone is taken away, it will be turned into the office. Listed below are the consequences that will occur:

1. First Offense - The device will be confiscated by school personnel. A verbal warning will be given by administration. The student will receive the device back at the end of the day in the school office.
2. Second Offense-Fourth Offense - The device will be confiscated by school personnel. The parent/guardian of the student will be contacted and required to pick up the device in the school office.
3. 5th offense and on - Student will not be allowed to bring a phone to school

* Refusal to hand the phone to staff or office personnel will result in an Out of School Suspension.

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Section IX: Non-School Publications

Guidelines for Student Distribution of Non-School Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or end of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. The distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous invades the privacy of others, or infringes on a copyright;
 - c. It is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.¹

7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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

Section X: Telephone

In an emergency situation, and with staff permission, a student may be allowed to use the office phone. Students will not be allowed to take incoming calls unless it involves a family emergency.

Section XI: Sex Education Instruction

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.¹

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

Section XII: Bus Transportation

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

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

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

2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
 3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
 4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
 5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
 6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
 7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
 8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
 9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
 10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
 11. Never run back to the bus, even if you dropped or forgot something.
 12. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.
- For questions regarding school transportation issues, contact the Director of Transportation at 815-857-3506.

Article IV Academic Information

Section I: Policies

Grading System:

Students in grades 5th-8th will receive percentage grades based on the following grading scale:

A	100%-90%
B	89%-80%
C	79%-70%
D	69%-60%
F	59% or lower

Make-Up Work:

If a student's absence is excused or if a student is suspended from school he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

Late Homework Policy

Students who do not turn in homework on time will be subject to the following:

Late work can only receive up to the following percent of the grade:

5th Grade - 90% 6th Grade - 80% 7th Grade - 70% 8th Grade - 60%

After two weeks from the original due date and the work is still not turned in, students will receive a "zero" in the grade book and that work will no longer be accepted. Students who are absent are given two days for every one day absent to make up work before the above policies are implemented.

Hall Passes

No student shall be allowed in the hallway or restrooms during class time unless he/she has the quarter hall pass. Each quarter students will receive a new hall pass. If the student loses this pass, they will not receive a new one. Students should keep this pass on them at all times. This includes going to their locker, restroom, or water fountain. Students should obtain passes from the teacher, Dean, nurse, secretary or principal before going to class. Any student arriving to class late without a pass is tardy and reported to the office as such. (See tardy policy)

School Identification Badges

All students and staff members will be given a school identification badge that is to be kept at school. Students that destroy, lose, or deface their badges will be asked to replace them at a fee designated by the Tech. Dept. Students use their ID badges with the Lunchbox program. Students scan their badges for the hot lunches, milk purchase or checking out library books.

Physical Education

Students in grades five through eight are required to report to physical education with gym shoes and a regulation uniform. Physical education uniforms are to be worn in physical education classes ONLY. If gym wear is incorrect in any manner, the student is graded down for that particular day and must still participate in class. Students and parents are responsible for replacing the loss or destruction of the PE uniform. It is strongly suggested that each student has his/her name on all clothes used in PE classes. Students must keep PE lockers locked at all times. Many other organizations use our locker rooms. A school-issued lock will be provided for the PE locker. Please do not bring valuables to school. The replacement fee for clothes is \$16.00 and a lock \$6.00.

Exemption from Physical Education

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

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in the Handbook Procedure (IPA)

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

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course: 2

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

Advanced Coursework

Advanced coursework is offered in mathematics in Grade 5-8. Recommendations from 4th grade at Central School and evidence of advanced coursework in the Accelerated Math Program will be used to determine placement. Grade Level teams and or the AJHS Student Assistance Team may also recommend placement. 7th grade will offer a section of Pre-Algebra and 8th grade will offer a section of Algebra.

Honor Roll at AJHS

Quarterly honor rolls recognize AJHS students on a 4.0 scale in coursework, including PE, band, and chorus.

- Highest Honors recognizes 4.0-4.2 achievements.
- High Honors recognizes 3.5-3.9 achievements.
- Honors recognize 3.0-3.4 achievements.

Student names will be published in the newspaper. Honor roll will be posted at the junior high before it is taken to the newspaper. Students are responsible for notifying the office if a mistake has been made.

Grading and Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted upon age or any other social reason not related to academic performance.

Promotion/Retention

Students will normally progress annually from grade to grade. Exceptions to this promotion will be made if a student fails two or more core subjects (ELA, Math, Science, Social Studies or Physical Education). Example: A student's FINAL grade for math is U (59 or below) and the P.E. grade is F also. The student will be retained at the current grade level. Illinois State Law states "School districts shall not promote students to the next grade based upon age, or any social reasons not related to the academic performance of the students. Decisions to promote or retain students in any classes shall be based upon successful completion of the curriculum, attendance, performance on Illinois Standards and assessment program tests or any other testing or any criteria established by the school board." Of the classes failed, all but one may be made up in a summer school program. The student then could be placed in the next grade by the principal. The Amboy District does not necessarily provide summer school. The parent or guardian of the student must assume the cost of summer school.

Promotion Ceremony at AJHS

The promotion ceremony is an earned privilege by those students who successfully complete the requirements for promotion by the end of the second-semester eighth grade year. Students who do not meet this requirement will not be invited or allowed to participate in the promotion ceremony.

Report Cards

Report cards are issued four times during the year at nine-week intervals. At AJHS, Mid-term reports are given to students or mailed when deemed necessary, at 4 ½ week intervals to parents of all students doing substandard or failing work. Parents who receive such a report are urged to call the office at (815) 857-3528 to make an appointment to meet with their child's team of teachers. to parents of students or sent to the email address listed in TeacherEase, who are not doing acceptable work in one or more subjects.

Standardized Testing

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

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Article V: Rules and Regulations

Section I: Search and Seizure

In order to maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" include school liaison police officers. (BP 7:140)

Student Locker Policy

All the lockers remain under the control and jurisdiction of this school district. They are assigned to students for the storage of books, school supplies, and outer garments. Students are responsible for the security of the locker and shall not disclose the locker combination to another student.

STUDENTS MUST PURCHASE A LOCK AT REGISTRATION!

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

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

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

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

Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search

will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Interview by Law Enforcement Officers

Law enforcement officers will be permitted to interview students at school in the presence of a school official. In any criminal investigations of a student who is a minor, school officials will make every reasonable effort to notify the parent and/or legal guardian of the requested interview by telephone. If the student is taken into custody, school officials must be notified and the parents will be informed by telephone. All reasonable attempts to reach the parents will be used.

Section II: Attendance Regulations

The purpose of the following attendance policy is to afford the Amboy students an opportunity to develop habits of punctuality, self-discipline, and responsibility in preparation for continuing education and the world of work while providing the parent/legal guardian with student attendance information. Students cannot learn effectively if they are not present and do not participate in classroom learning activities.

Eight semesters of attendance are required unless otherwise determined by the Board of Education. Teachers are responsible for keeping accurate attendance and tardy records in each class. **The School Administration shall determine the validity of reasons given for absences.**

The Illinois School Code (Section 26-1) states: *Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.* Therefore, parents/guardians have a responsibility under State Law to ensure attendance.

ONLY SCHOOL OFFICIALS, PARENTS, LEGAL GUARDIANS OR LEGAL CUSTODIANS have the authority to fully verify a child's absence.

For purposes of this Attendance Policy parents, legal guardians or legal custodians may designate, in writing, a responsible adult who shall have authority to verify the child's absences provided the responsible adult's name, address and phone number are provided to the District prior to the date of any absences.

EXCUSED ABSENCES:

Excused Absences according to the Illinois School Code

Section 26-2a of the Illinois School Code, considers the following circumstances to be valid causes for a student's absence:

- ***Significant illness***
- ***Family emergency***
- ***Observance of a religious holiday***
- ***Death in the immediate family***
- ***Circumstances, which cause the parent concern for the safety or health of their child***
- ***Parent/Guardian military deployment***

The School Administration has the right to determine what constitutes an excused absence.

Students receiving an excused absence will have the opportunity to make up assignments missed according to the handbook policy. Make-up work for excused absences will be done at the classroom teacher's convenience, preferably outside the regular class period. Students and their parents/guardians/legal custodians have the responsibility for getting assignments and making sure work is completed.

Medical Excuse

All absences must be accompanied by a phone call from a parent within 24-hours of an absence whether the absence is excused or unexcused. The attendance number is 815-857-3632 x301.

- Failure of parents to call in will result in the student being truant.
- Students will be allowed only 10 days each school year to be considered excused with a parental phone call to the school.
- A doctor's verification note provided for the absence will not count against the 10-days.
- After ten absences whether excused or unexcused, the student must provide a doctor's verification note stating the specific reason for the absence with the dates the student is excused.
- If a student leaves school sick at any point during the day without returning, even if they have been at school for at least half a day (150 Minutes), will not be allowed to participate or practice that evening in an athletic event.
- If a student leaves school sick and comes back, that student will not be allowed to participate or practice unless a doctor's note is provided and have been cleared to participate by their doctor.
- If a student leaves school because of a doctor's appointment, the student must provide a doctor's note to school that day or at the very least to the coach that evening in order for the student to be allowed to participate or practice.
- If a student is sick during the morning and comes back for at least half a day (150 minutes), the student will be allowed to participate with a parental phone call.

If a student becomes ill during the school day, he/she needs to report to the nurse's office. **Students must be cleared through the nurse and main office before they can leave school.** Parent contact will be required.

If a student is present for less than half of the day (150 Minutes), participation in extracurricular activities that day will not be allowed. Unexcused absence during the day may result in the student not being eligible to practice or participate in all extra-curricular activities. The final decision will be made by the administration.

PRE-ARRANGED ABSENCE:

Pre-arranged absences permit the student to make prior arrangements to get assignments and have them completed before or upon returning to class.

Except for emergency situations, failure to notify the school a day in advance may result in an unexcused absence or in the case of a field trip or other approved outing, the student will not be allowed to participate.

Students are to miss only the time required to be at a medical appointment. Verification of medical or dental appointments must be made with slips from the doctor or dentist. Students will be excused for medical purposes that require the entire day if they bring in a slip verifying the date and time they were at a doctors office. **Note: On the third (3rd) day of consecutive absence a doctor's note or contact with the principal will be required by the school.**

UNEXCUSED ABSENCES:

An absence due to truancy or other cause which the administration cannot approve as excused is classified as unexcused.

Some examples of unexcused absences are:

1. Truancy
 - (a) **Truant** - a student subject to compulsory school attendance and who is absent without excuse from such attendance for a school day or portion thereof.
 - (b) **Chronic or habitual truant** - a student who is subject to compulsory school attendance and who is absent without excuse from such attendance for five percent (5%) or more of the previous 180 regular attendance days.
2. Skipping school
3. Unapproved vacations

Unexcused Absences for Failure to Call

Any full-day or partial day absence which is not called in by a parent within two hours of the beginning of the school day for the reasons identified, as "excused absences" will be termed "unexcused." A parent's call does not make the absence excused if the reason for the absence is not excusable (e.g., shopping, sleep, hunting, babysitting, car problems, etc.).

The school will phone or otherwise notify the student and the parents/guardians/custodians within 24 hours if any student is absent without a prior excused absence.

Truancy

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Absence due to Suspension

Students will be allowed to make up work missed during. If a student is suspended all assignments will be due the day the student returns to school and full credit will be given for such assignments. It is the student's responsibility to obtain those assignments. Tests will be made up at a time convenient to the teacher.

Tardy Policy

Students are considered tardy when they are not in the classroom by 8:10 AM. Whenever possible please notify AJHS's office at (815) 857-3528, ext. 303.

At AJHS students must have a pass from the office to be admitted into first hour. The office will keep a record of AM tardies. Consequences are as follows:

- First Tardy - warning
- 2nd-4th Tardy - Lunch Detention
- 5+Tardy -30 minute detention after school for each offense, per quarter

Teachers will keep a record of tardies to class period to period throughout the day. All unexcused tardies will be handled by the teacher in the following manner:

- First Tardy - warning
- 2nd+Tardy - 30-minute detention after school for each offense per quarter.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement. (BP 7:80)

Section III: Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant of advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact the building principal.

Section IV: Discipline Procedures

Detention

Teachers have the prerogative to retain a student after school as a disciplinary measure or to complete unfinished assignments. Parents will have prior notification before the detention is to be served so that transportation arrangements can be made. Parent/guardian signature is required on every detention form. Forms not returned signed in one day will result in a second detention. Skipping a detention will result in two detentions, in-school suspension or an out of school suspension.

In-School Suspension

A student may be assigned an in-school suspension. During this time the student will work on material supplied by the teachers.

Out of School Suspension

This is a temporary exclusion (up to ten days of a student from school, riding a bus, or participating in any extracurricular activities. Students will be encouraged to keep up with the class assignments. Students who continue to exhibit disruptive behavior problems may be placed on an increasing suspension system. Amboy Junior High School is allowed by State Code to suspend any student for up to a ten-day period. Students who are suspended out of school are NOT permitted to be on school grounds during their suspension.

Expulsion

This is the **complete** removal of a student from the school system. Board policy stipulates the procedures to follow in a student expulsion hearing.

Section V: General Rules of Conduct at Amboy Junior High

Proper behavior of Amboy students is expected at school and at all school-sponsored events, whether home or away. Following is a list of some of the types of conduct, which will not be tolerated. The administration has the right to use its judgment to deal with other behaviors not mentioned should that behavior reflect inappropriately on Amboy Junior High School.

1. Pushing, shoving, fighting or running.
2. Loud noises and yelling.
3. The use of profanity on school property.
4. Objectionable literature on school property.
5. Throwing of objects.
6. Pop/chips/snacks in the classroom unless approved by the classroom teacher.
7. Students are **not** permitted to have purses or bookbags in the classroom; they are to remain in their locker. Students are permitted to carry a small bag that will hold their Chromebook and charger.
8. Any other acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel or other students.

Some of these actions are discussed in the following sections. All of these could result in ranging from warnings through further disciplinary actions.

Section VI: Student Conduct

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials; including electronic cigarettes or e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*)
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe

that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- g. Drug Paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
- 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- 14. Entering school property or a school facility without proper authorization.
- 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- 16. Being absent without a recognized excuse.
- 17. Being involved with any public school fraternity, sorority, or secret society.
- 18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- 19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
22. Making an explicit threat on an Internet website or social media account against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians
2. Disciplinary conferences
3. Withholding of privileges
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen or damaged property
6. In-school suspension

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

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

Parent Discipline Notification

Parents will be notified in the case of a discipline procedure involving out of school suspension. If parents cannot be reached at home, the parent will be called at work. The student WILL NOT be released from the school for out of school suspension until parent contact has been made. Parents will be notified of detention, and in-school suspension by written notification. Parents must sign the detention form etc. The teacher (for detention) or principal may call the parent for permission to stay for the detention.

Video & Audio Monitoring System

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

Discipline of Students with Disabilities

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

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction

of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property. (BP 7:190)

Weapons Prohibition

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

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

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

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. (BP 7:190)

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person. (BP 7:190)

Re-Engagement of Returning Students

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

Section VII: Drugs and Alcohol

The use of illicit drugs and the unlawful possession and use of alcohol by students is wrong and harmful. It is the policy of the Board of Education to clearly prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol by students on school premises or as part of school activities. This Student Behavior Code is intended to comply with the Federal Drug Free School and Community Act Amendments of 1989, P.L. 101-226. Violations may be referred for prosecution.

Consequences are as follows:

Suspension, police referral; subject to arrest, or suspension and recommendation to the Board of Education for expulsion

Option - The student and his/her parent(s) (guardian) will participate in a counseling program approved by the school district. Any cost incurred by participation in this program shall be assumed by the parent or legal guardian. Students failing to participate in and/or complete the program(s) will be suspended for the full ten (10) day out-of-school suspension.

Section VIII: Smoking or Possession of Tobacco Products

Smoking or possession of tobacco products or electronic / e-cigarette on school property or at school sponsored events is prohibited under Illinois State law. This applies to AHS students even if they are 18 21 years old or older. Consequences will be as follows:

1st offense - ISS or enrollment in an approved smoking education program.

2nd offense – 2- Day OSS; police referral/citation

3rd offense - a five (5) day out-of-school suspension; police referral/citation.

4th & Additional – 10- day out-of-school suspension; police referral/citation.

Section IX: Bullying

Prevention of and Response to Bullying, Intimidation, and Harassment.

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

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

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

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

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

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

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

Complaint Managers:

Name: AJHS Office

Address: 140 S. Appleton, Amboy, IL 61310
Phone Number: 815-857-3528 ext. 301
Email Address: afull@amboy.net or kbulfer@amboy.net

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

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

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

Section X: Sexual Harassment Policy

District Policy Against Harassment: Everyone at Amboy Junior High School has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment, and harassment because of race, color, ethnicity, national origin, sexual orientation, marital status, religion and disability.

It is illegal and against Board of Education policy for any employee, male or female, to sexually harass a student, or for any student to sexually harass an employee or another student by:

1. Making unwelcome sexual advances or requests for sexual favors and other verbal or physical conduct of a sexual nature as a condition of a student's academic status; or
2. Making submission to or rejections of such unwelcome conduct the basis for employment or academic decisions affecting an employee or student; or
3. Creating an intimidating, hostile or offensive working or educational environment by such conduct.

An employee engaging in sexual harassment will be subject to potential discipline, up to and including termination. A student engaging in sexual harassment will be subject to potential discipline, up to and including expulsion.

If a student believes that he or she has been sexually harassed, the student (or parent of the student) should report the alleged act immediately to the Building Principal, Guidance Counselor, or faculty member of the same sex, who will report the incident appropriately.

Section XI: Public Display of Affection

Students should refrain from public displays of affection while on school property. First offense, the students involved will be warned and referred to the principal or dean if further activity exists.

Section XII : Plagiarism/Cheating

Cheating is defined as: Intentionally and knowingly using or attempting to use unauthorized materials, information, study aids, or electronic data. This will include:

- Intentionally and knowingly helping or attempting to help another to commit an infraction.
- Intentionally and knowingly representing the words or ideas of another as one's own.
- Bribing or attempting to bribe, promising favors to, and making threats against any person with the intention of affecting a record of a grade or evaluation of academic performance. This includes a student conspiring with another person who then takes the action on behalf of the student.
- Use of the Internet for inappropriate completion of academic assignments. (This includes such things as: using reports, all or in part, from the Internet, foreign language translations from the Internet, pictures of assignments or study guides, etc.)

If a student is caught cheating in a class, the following consequence will be issued:

- The student will receive a zero on the assignment (i.e., test, report, homework, quiz, semester test, etc.) and parent contacted.
- A 60-minute instructional component will be arranged with the teacher and student.
- Subsequent offense, student will receive a zero on the assignment, receive an ISS, and a parent meeting will be conducted.

Section XIII : Dress Code

The product that Amboy Junior High School produces for society is “you”, the student. The respectful manner of dress our students display in school and in public will reflect not only upon the student, but the school, community, and the individual’s family. Students are encouraged to wear clothing that is DECENT, NEAT, and CLEAN while attending Amboy Junior High School. The following guidelines will help the students dress in a manner becoming to first-rate students who are concerned more with learning than with making any type of fashion statement:

1. No suggestive or profane language, nor messages promoting illegal drugs OR ALCOHOL should be displayed on any of the student’s clothing.
2. Articles of clothing, which are specifically designed to be worn as underclothing should not be worn as outer clothing.
3. Hoods will not be worn in the building during school hours (from 1st period until dismissal).
4. Clothing which would distract other students from their studies or pose a threat to the reputation of the student body of Amboy Junior High School should not be worn during school hours.
5. Dress-up days may be designated throughout the school year with exact announcements made in advance as to the specific dress approved by the Administration.
6. No clothing shall be worn which exposes a student’s bare midriff. All tops must meet the bottoms.
7. Shirt straps must be two finger widths wide.
8. Skirts, shorts, and dresses must reach the length of the fingertips held straight to the side
9. No Chains.
10. Students whose appearance is disruptive to the educational process are in violation of the dress/grooming guidelines and may be excluded.

The school administration has the final say on the definition of the terms contained in the above policies dealing with what is appropriate for students to wear to school.

Section XIV : Vandalism

Damage to the school property will be dealt with severely. Those responsible will be suspended and will make reimbursements. If the guilty parties cannot be found, each class will be assessed part of the cost until the parties are found. Monies will be deducted from class treasuries until reimbursement is made by the offenders for the damages.

Section XV : Cafeteria and Hot Lunch Services

Amboy C.U.S.D. #272 serves hot breakfast and lunch daily at all three attendance centers. These nutritious meals meet the standards set by the United States Department of Agriculture, and as such, qualify for state and federal reimbursement. The meals are made available to all students in all grade levels at a cost of \$1.35 for breakfast and \$2.50 for lunch. Families whose income falls within a range determined by the federal government may, by proper application, qualify for a free meal or a reduced price of \$0.40 for lunch or \$0.30 for breakfast. Applications for the National School Lunch Program are available at registration or through your building principal. Additional milk is available to all students at a price of \$0.40 each, and adult meals are available at a cost of \$3.00.

Weekly and monthly breakfasts & lunches **must be paid for in the office. Lunch count will be taken at the start of the school day.** Daily lunches and extras must be purchased from the office prior to 1st-hour class.

Cafeteria Rules: Students using the cafeteria are expected to follow rules of common courtesy and good table manners. This includes remaining seated and talking in a conversational voice, “not yelling”.

- In an effort to promote healthy dietary habits we are prohibiting pop/energy drinks from being brought into the cafeteria/school.
- Students are required to have their school ID badge on a lanyard on their person to speed the process through the lunch line for the Lunchbox point of sale program.
- All eating shall be confined to the cafeteria, and food or drink should not be taken out of the cafeteria. Students are NOT allowed to bring in soda pop(including energy drinks) for their lunch as per Wellness Policy.
- Students are to return trays, dishes, utensils and garbage to the designated areas.
- Accidents should be reported to the cafeteria supervisor.
- Students are expected to help clean up and keep the eating areas presentable.
- Misconduct such as yelling, swearing, running, throwing food, smashing milk cartons, and using tables for anything other than their designed purpose will not be tolerated.
- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks.
- Students shall not trade food.
- Students shall not save places in line, cut in line, or otherwise, cheat or intimidate their way into line for foodservice.
- Students shall not leave the cafeteria until the after the appropriate bell rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria supervisors and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria supervisors immediately.

Misbehavior will result in disciplinary action according to the school’s disciplinary procedures. Consequences for lunchroom or recess misbehavior will include loss of recess, table cleaning, change of seating, detention, and suspension.

- Vending machines are provided for student convenience but cannot be used until after school. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines.

Section XVI: Field Trips & Class Trips

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

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

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;

- Denial of permission from administration;
- Other reasons as determined by the school.

Field trips or class trips are an integral part of the educational process. Field trips are a privilege not a right and students must earn this privilege. Students involved in the following situations MAY not be allowed to participate in class trips and/or field trips.

1. Failing two or more classes the week of the trip
2. More than two in-school suspensions OR out-of-school suspensions
3. Excessive unexcused tardies and/or unexcused absences from school.
4. Excessive detentions the week of the trip.

Section XVII: Bus Conduct Rules and Policies

Student Bus Discipline

The following procedure has been established to deal with students reported by their bus driver for serious infractions of school bus rules:

- First offense reported by the bus driver to the student's Principal.

The principal will call the student to his office and explain the danger and seriousness of misbehavior on a school bus. Parents will be notified by mail.

- Second offense reported by the bus driver to the student's Principal.

The principal will inform the student and parents concerning the incident of misbehavior on the school bus.

- Third offense reported by the bus driver to the student's Principal.

The principal will inform the student and parents of a suspension from riding the school bus.

- Fourth offense reported by the bus driver to the student's Principal.

The principal will inform the student and parents of the suspension from riding the school bus until the student and parents can assure the Superintendent of Schools that this misbehavior will definitely cease.

- Fifth offense reported by the bus driver to the student's Principal.

The principal will inform the student and parents of a suspension from riding the school bus until the student and parents can assure the Board of Education that this misbehavior will definitely cease.

Bus Guidelines

- District buses are intended for eligible riders only. Non-eligible riders must have the written permission of their building principal in order to ride a bus.
- Riders must load and unload buses at their assigned pick-up point only.
- Riders must unload and load at their assigned attendance center only. (Students will not be allowed to board a bus from another center without written permission from a school official.)
- After boarding a bus, students will not be allowed off the bus until they arrive at their destination, unless with written permission.
- Riders are not permitted to bring pets on the bus under any circumstances.
- Riders with large musical instruments must store the instrument per the instructions of the driver.
- Buses are not allowed to travel on private lanes regardless of how far the residence is located from the nearest public road.
- With a written note from the parent, eligible riders will be allowed to load or unload at the residence of a babysitter as long as the bus is already traveling by the babysitter's residence. (Under no circumstance will a driver be permitted to go off of his/her regularly scheduled route).

- Be careful in approaching the place where the bus stops. There should be absolutely no horseplay at the bus stop.
- Sit in assigned seat, if given by the driver, otherwise get a seat and remain seated until the bus reaches your destination.
- Keep your head and hands inside the bus. Do not open the windows unless instructed to do so by the driver.
- Do not take pop or other liquids on the bus. Help keep the bus clean by putting waste papers in the trash box in front of the bus.
- Loud talking or playing radios or tape players at high volumes is not permitted as it may distract the driver.
- Be careful not to damage the bus seats. If you notice any damage, report it to the driver immediately.
- Help look after the safety and comfort of smaller children, rather than teasing or fighting with them.
- At no time should a student argue with a bus driver. If you feel you are being treated unfairly, report it to your principal.
- Be courteous to other passengers as well as the driver.
- Fighting, smoking, or profanity on the bus is not allowed. Those who are guilty of these violations will be punished.
- Be very quiet when approaching a railroad track.
- Know how to get off the bus should an emergency arise. If you are unsure, wait for instructions from the driver.
- At a discharge point where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway and remain there until a signal is given by the bus driver to cross.
- Do not ask the driver to stop at places other than the regular bus stop.
- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Use the emergency door only in an emergency.
- In the event of an emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Do not open windows.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- Be waiting at your bus stop on time.
- Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
- Eating is not permitted on the bus.
- Parents will be liable for any defacing or damage students do to the bus.

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

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

- Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of an investigation into misconduct or accidents on the bus.
- For questions regarding school transportation issues, contact:
Director of Transit at 815/857-3506.

District transportation is an extension of the school. All disciplinary actions described in the disciplinary procedures and out-of-school suspension/expulsion sections of this handbook will be enforced on district transportation.

Section XVIII: Student Conduct at Extracurricular Activities

Participants will follow the guidelines as set forward in the Activity Code as well as:

1. Show respect for opponents before, during, and after matches.
2. Respect the integrity and judgment of game officials and accept their decisions graciously.
3. Show respect for members of the coaching staff and team.
4. Display modesty in victory and graciousness in defeat.
5. Encourage other players and fans to SPORT A WINNING ATTITUDE!

Spectators will:

1. Show respect for opposing players, coaches, spectators, and support groups.
2. Respect the integrity and judgment of game officials and accept their decisions graciously.
3. Show respect for members of the coaching staff and team.
4. Display modesty in victory and graciousness in defeat.
5. Recognize and show appreciation for outstanding plays by either team.
6. Use only cheers that are positive in support of their team.
7. Encourage coaches, players, and other fans to SPORT A WINNING ATTITUDE!

****8. ANY STUDENT WHO HAS UNSERVED DETENTIONS WILL NOT BE ADMITTED INTO THE EXTRA CURRICULAR ACTIVITY UNTIL THE DETENTIONS ARE SERVED!**

ACCEPTABLE BEHAVIOR . . .

- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize the player's performance with applause.
- Accept all decisions of game officials.
- Cheerleaders lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance and coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

UNACCEPTABLE BEHAVIOR . . .

- Yelling or waving arms during opponent free throws, etc.
- Disrespectful or derogatory yells, chants, songs or gestures.
- Booming or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.

- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of cheerleaders.
- In the best interest of the health and safety of all students, any students junior high school age or younger, should be accompanied by a parent/guardian or other supervisory adult at any Amboy High school extra-curricular event.
- Attending extra-curricular activities is a privilege. If an official or referee asks students to leave for any reason, they will not be permitted to return to the game. Upon a second ejection, the student will permanently be barred.

Section XIX: Appeal Clause

This handbook is designed to address some of the most common examples and situations of student conduct at Amboy High School. All possible incidents involving student conduct cannot be outlined in this handbook. Extraordinary circumstances will most likely make each discipline case fairly unique. Therefore, when new or uncommon situations or violations occur, a firm, fair and consistent action will be taken by the administration.

Any student who believes that a decision made by the school district has violated his/her civil rights may appeal to the Board of Education through the established grievance procedure.

Students have both the right and the responsibility to express school-related concerns and grievances to the Administration. Student complaints and grievances are to be resolved through orderly processes and at the lowest possible level, therefore:

1. Any student or parent(s) shall be provided the opportunity to discuss with his/her teacher a decision or situation that he/she considers unjust or unfair.
2. If the incident remains unresolved, the student, the student's parents, or the teacher may bring the matter to the principal's attention for his consideration and action.
3. If the matter is still unresolved after the procedure outlined above, it may be brought to the Superintendent of Schools for his consideration.
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board for review.

Article VI: Medical and Health Guidelines

Administering Medicine To Students

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

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

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

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

Administration of Medical Cannabis

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

Undesignated Medications

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

Emergency Aid to Students

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

Required Health Examinations and Immunizations

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

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year¹ will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization

schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

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 communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice Policy

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or

building principal and the child is determined to be free of the head lice and eggs (nits).
Infested children are prohibited from riding the bus to school to be checked for head lice.

Nurse/Health Guidelines

All of these guidelines are guidelines and each case will be handled on a case-by-case basis.

Student Fever - A student with an oral temperature measuring 100 degrees or greater will be sent home from school. It is the responsibility of the parent/guardian to make arrangements for their student's transportation home. The student must remain fever free for twenty-four (24) hours before returning to school.

Student Vomiting – Any student who has vomited due to illness must stay home from school. The student must be vomit free for twenty-four (24) hours before returning to school. Any student who has vomited while at school or on a school sponsored field trip will be evaluated by the school nurse, or an accompanying teacher. If the student is believed to have an illness, that student will be required to leave school, or the school sponsored field trip. It is the responsibility of the parent/guardian to make arrangements for their student's transportation home.

Injury/Illness – When a child returns to school following a fracture, severe injury, prolonged illness, or medical procedure, parents must provide a doctor's note if activity restrictions apply. The doctor needs to specify the dates the restrictions apply (i.e., start and stop dates).

Students with Food Allergies

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

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 support 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.

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. Parents/guardians are responsible for and must:

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

For further information please contact the Building Principal.

Article VI: Miscellaneous Information

Section I: Accident & Insurance Claims

Any school injury must be reported immediately to the teacher or sponsor in charge who should complete an accident report. If parents have paid for student accident insurance and need to make a claim thereon, the school may be requested to furnish a copy of the accident report.

Section II: Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

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

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

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

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

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

Section III: Replacement Fees

Replacement of Lock \$6.00

Replacement of Student ID \$5.00

See district fee schedule for all other fees.

Section IV: Safety Drill Procedures & Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Section V: Student Transfers

Student Transfers To and From Non-District Schools

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

Section VI: Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey.

The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

Selling or Marketing Students' Personal Information Is Prohibited

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

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

Section VII: Student Records

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

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

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

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

2. **The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. This includes the State assessment that includes a college and career readiness determination. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of these scores from a student's academic transcript, the parent/guardian or eligible student must submit a written request to the building principal.

3. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or

other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**
The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. **The right to prohibit the release of directory information.**
Throughout the school year, the District may release directory information regarding students, limited to:
 - Name
 - Address
 - Grade level
 - Birth date and place
 - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - Academic awards, degrees, and honors
 - Information in relation to school-sponsored activities, organizations, and athletics
 - Major field of study
 - Period of attendance in school.

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.²**
Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

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.

Section VIII: Visitors to Amboy Junior High School

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

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

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

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

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

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

~~All Visitors are required to check sign in at the office first. Students are not allowed to bring guests to school.~~

Section IX: Weather Conditions

District #272 uses Parent Square to contact families regarding school closings and cancellations as well as event cancellations and other important messages. This automated system will text or email the parent or guardian, provided the parent or guardian has accepted the registration to the app. School closing announcements will also be carried by the following television stations: Remember, if it is necessary that school be closed for more than one day, the announcement will be repeated each day. In other words, if there is not an announcement, the school will be open. If school is dismissed early due to winter weather, **ALL** extra-curricular activities (practices, games, etc.) are canceled. An exception will be IHSA scheduled events.

Section X: Extra

Animals on School Property

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

Books and Supplies

The Board of Education furnishes texts to students on a tuition basis. There is a rental fee and all texts remain the property of Amboy Community District 272.

If a textbook or library book is lost or damaged, the student shall pay the replacement cost on a prorated basis. Deliberate marking, tearing, or defacing of books is just cause for the student to pay the replacement charge. Each student is responsible for providing his/her own supplies upon receiving the list at registration.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

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.

Article VI: Extra-Curricular Eligibility

Section I: Athletic/Extracurricular Eligibility & Participation

In order to participate or be a manager and/or statistician in extra-curricular activities, the student must receive passing grades in all subjects (including P.E.). Academic eligibility is checked weekly in accordance with IESA regulations as determined by board policy. Eligibility is checked on Tuesday and is in force from Tuesday through the following Tuesday. Students failing to meet academic eligibility may practice but not compete. If a student is on the fail list for the week, the student may attend away games/meets, etc. on the bus with the team. Students failing one subject for the 9 weeks will be ineligible for the following 9 weeks. This will be the same for failing the semester or at the end of the year. If an activity is an extension of a class taken for credit, any unexcused absence from that activity will be considered a factor in determining the student's grade for that class.

Extracurricular and Athletic Activities Code of Conduct

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

Requirements for Participation in Athletic Activities

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

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof that the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IESA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IESA's Performance-Enhancing Substance Testing Program.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Absence from School on Day of Activity

A student who is absent on the day of a scheduled extra-curricular activity must be in school for half of the school day in order to participate in the activity. If activity is on the weekend, then the athlete must be in attendance for half of the school day before the event.

Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truanancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

Suspension

Any student out of school as a result of a suspension may not attend or participate in any extra-curricular activities during the duration of the suspension assignment. Students serving an in-school suspension may not participate or attend extra-curricular activities the day of the suspension.

Transportation

All participants must ride the school transportation to and from events, unless a written permission waiver is received from the parent and is on file with the coach allowing the student to ride home with the designated adult. The permission form must be the waiver/hold harmless agreement that is provided by the coach. Students must be signed out at the event through the coach. Only the names listed on the student's waiver form will be allowed to sign out the student from the event.

THREE STRIKES:

- Three times on the weekly failing list during the season or 9-week period will result in your dismissal from the team or activity. Grades are important!
- Three detentions during the season or 9-week period may result in being off the team or activity.
- One suspension will result in dismissal from the team or activity. Behavior is important!

Conduct at Games and Contests

Students must not "boo" opposing teams, players, fans, or officials. Care should be taken not to litter the playing floor with gum and candy wrappers. Always walk around the edge of the playing floor when attempting to go to the other side of the gymnasium. Do not bother people in attendance by continuously running in and out of the gymnasium. In addition, any student whose conduct is unacceptable during the normal school program as well as during the extra-curricular activity can lose privileges to attend and /or participate in this function. Such loss of privileges will be based on the student's actions. Students who attend extra-curricular activities must exhibit respect and responsibility.

Student Activity Pass

The Student Activity Pass may be used for high school and junior high school sporting events. This pass may be purchased at the unit office.

Section II: Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois. (BP 7:305)

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association¹ before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.