

Welcome to Amboy Schools K-8th grade. The staff at both buildings are here to help each child have a productive and, to the greatest extent possible, a pleasant school experience. We know that your child's happiness and success in school can best be fostered by developing a close working relationship between the home and the school.

The Student/Parent handbook has been prepared to help students and parents understand the daily policies that are practiced at Amboy Central and Amboy Jr. High/Middle School. Please keep it in a location that will permit a quick referral should questions arise during the year.

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change.

It cannot anticipate every individual occurrence during the school year, but it can and does provide the basic structure utilized by the administration and staff of the school. If you have any further questions please contact the building principal, Joyce Schamberger, by stopping by the office or phoning 815-857-3528 or 815-857-3619.

The contents of this handbook were discussed and shared with Central and AJHS teaching staff, the handbook committee and was approved by the Amboy Board of Education. If you would like to make suggestions or serve on next year's committee please contact Mrs. Joyce Schamberger, principal at Central and AJHS.

We encourage you to get direct answers to your questions about Central School or Amboy Junior High School by writing, calling, or by making an appointment to come in for a conference. For those items that pertain specifically to Central School, the address is 30 East Provost Street, phone number (815) 857-3619. For those items that pertain to Amboy Junior High School, the address is 140 South Appleton, phone number is (815) 857-3528. Some general items that pertain to the District may need to be directed to the Superintendent's Office, Amboy High School, 11 East Hawley, phone number (815) 857-2164.

We hope to become acquainted with as many of you as possible so that we can truly work together in this important business of education.

Sincerely,
Joyce Schamberger

Dear Students and Parents:

On behalf of the Board of Education and all of our staff, I want to welcome you to the Amboy Community Unit School District for the 2017–2018 school year.

All of us at the school are genuinely looking forward to working with you and your family. Our goal is to provide each student with the best educational opportunity that we can afford and a strong relationship between your home and the schools will help us realize this goal. We encourage you to contact us when a question on school issues arises. This handbook **includes** a variety of valuable information, including a school calendar. We hope it helps you understand better how your schools operate.

Sincerely,

Jeff Thake
Superintendent

Table of Contents

AJHS School Compact	6
Goals	7
Responsibilities	7
Parent’s and Family’s Responsibilities	7
Student’s Responsibilities	8
Teacher’s Responsibilities	9
Central School Success Contract	11
Parent’s and Family’s Responsibilities, We Will:	11
Student’s Responsibilities, I Will:	11
Teacher’s Responsibilities, I Will:	11
Principal’s Responsibilities, I Will:	12
Administration and School Board Members	13
Amboy Junior High School Staff	14
Amboy Central Elementary School	15
Central School Hours	16
AJHS School Hours	16
Student Transfers To and From Non-District Schools	17
Attendance and Truancy	17
Student Absences	17
Excused Absences	18
Vacation Policy	18
Unexcused Absences for Failure to Call	18
Truancy Referral	18
Tardy Policy	19
Illness at School	19
Medical Excuse	20
Release Time for Religious Instruction/Observance	20
Medical and Health Information	20
Accidents	20
Care of Students With Diabetes	20
Communicable Diseases	21
First Aid and Illness	21
Head Lice Policy	21
Medication at School	21
Students with Food Allergies	22
Immunization, Health, Eye, and Dental Examinations	23
Required Health Examinations and Immunizations	23
Eye Examination	23
Dental Examination	23
Exemptions	24
Student Athlete Concussions and Head Injuries	24
Suicide and Depression Awareness and Prevention	25

Academics and Course Work	25
Advanced Course Work	25
Grading System	25
Honor Roll at AJHS	26
Make-UP Work.....	26
Physical Education.....	26
Exemption From Physical Education	27
PE Uniforms at AJHS.....	27
Power School.....	27
Grading and Promotion.....	28
Promotion/Retention.....	28
Promotion Ceremony at AJHS	28
Report Cards.....	28
English Learners.....	29
Discipline	29
Prohibited Student Conduct.....	29
Disciplinary Measures.....	32
Corporal Punishment	33
Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm.....	33
Gang & Gang Activity.....	33
Preventing Bullying, Intimidation, Teen Dating Violence & Harassment.....	34
Access to Student Social Networking Passwords and Websites.....	35
Cheating.....	35
Detention.....	36
Dress Code	36
Disrespect	37
Video and Audio Monitoring System	37
Fighting or Assault	37
Hall Passes	37
Invitations and Gifts	37
Obscenity	37
Out of School Suspension/Expulsion.....	38
Re-Engagement of Returning Students.....	38
Parent Discipline Notification	38
Public Display of Affection	39
School Identification Badges.....	39
Skipping Class	39
Stealing	39
Field Trips and Class Trips	39
Safety Drill Procedures and Conduct.....	40
Student Locker Policy	40
Search and Seizure	40

School Property and Equipment as well as Personal Affects Left There by Students	40
Students	41
Seizure of Property	41
Telephone	41
Transportation Services	41
Student Bus Discipline	42
Bus Conduct Rules and Policies	43
Cafeteria and Hot Lunch Servies	45
Visitors	46
School Volunteers	46
Animals on School Property	46
Book Bags	47
Books and Supplies	47
Treats and Snacks	47
Athletic/Extra Curricular Eligibility and Participation	48
Absence From School On Day of Activity	49
Suspension	49
Transportation	49
Three Strikes Rule	49
Conduct at Games and Contests	49
Student Activity Passes	50
Attendance at School-Sponsored Dance	50
General	51
School Closing	51
Guidance and Counseling	51
Sex Education Instruction	51
School Visitation Rights	51
Education of Students With Disabilities	52
Discipline of Students With Disabilities	52
Mandated Reporters	52
Sex Offender Notification Law	52
Student Use of Electronic Devices	53
Guidelines For Student Distribution of Non-School Publications	54
Guidelines for School-Sponsored Publications, Productions, and Websites	55
Standardized Testing	56
Student Records	57
Teacher Qualifications	60

AJHS School Compact

Making sure that students are successful is the number one goal at Amboy Junior High, and in order to have them reach this lofty goal there needs to be a working relationship between students, parents, and teachers.

Education is a field that is constantly changing. The way that information is gathered, distributed, and received is moving away from paper and books and into the digital age, just like everything else in today's society.

Along with a change in how teachers and students do their business on a daily basis, there has also been a change in the skills needed by students and the information students are learning. The transition to Common Core Standards has, and will continue to be, difficult for teachers and students, and that is why it is increasingly important that there is a common goal between students, parents, and teachers.

In order to achieve this common goal it is important for all parties involved to understand what their role is as we push for higher achievement. That is why AJHS has created the Community Compact.

This document is intended to get everyone, (students, parents, and teachers) on the same page in terms of the education being provided at AJHS. The compact establishes common goals for the AJHS community. It also provides guidelines for students, parents, and teachers to succeed with the newly implemented Common Core Standards.

The compact has four common goals that deal with the following:

- reading
- study habits
- respect and responsibility
- community

Our first goal is to have students read well, read often, and to enjoy reading. The next goal is to help students be self-directed learners. Third, we want our students to develop a sense of responsibility and respect for others. Finally, we want to establish a school community where students, parents, and teachers can work together towards our common goals.

The compact specifically does the following:

- outlines each goal
- gives expectations for students, parents, and teachers on each standard
- helps the students at AJHS be as successful as possible.

The school is also going to ask for parents input on the compact and its contents. The compact will be sent home with AJHS students later this year, and will also be placed on the school's webpage at www.amboy.net.

It is our hope that this compact, along with the relationship it will foster between students, parents, and teachers, will allow us to reach new heights at AJHS and provide the education that all students in the Amboy School District deserve.

I. GOALS

We, the Amboy Junior High School community, establish this School Community Compact so that:

Goal 1: Reading.

- Every student will learn to **read well, read often, and enjoy reading** through a focused alliance of family support and powerful classroom instruction.

Goal 2: Studying.

- Every student will **become a self-directed learner** through teaching that incorporates study skills, homework practice that builds study habits, and parental guidance.

Goal 3: Respect & Responsibility.

- Every student will **develop a sense of responsibility and respect** for self and others through consistent direction and support from the family and the school.

Goal 4: Community.

- The **school will function as a community** of its constituents –parents, students, teachers, and other school personnel.

II. RESPONSIBILITIES

A. Parent's and Family's Responsibilities

We Will:

Goal 1: Reading

- Know what skills our child is learning in reading each day.
- Provide a quiet place for our child to read.
- Encourage our child to read for pleasure and to learn.
- Get a library card for our child, and encourage our child to bring reading materials from the library into the home.
- Visit the library with our child.
- Talk about reading with our child –what our child is reading and what we are reading.
- Establish family reading time as a family activity.

Goal 2: Studying

- See that our school-aged child spends at least 10 minutes per grade level per day, five days a week, studying and completing homework at home (example: 5th grader -50 minutes).
- Establish a study place at home that is quiet, well-lit, and where our child can sit to study.
- Monitor our child's study time, offering praise and encouragement.
- Check our child's assignment notebook everyday.
- Assist our child with study resources by providing books, going online, and taking him/her to the library.
- Ask you child what he/she is learning everyday.

Goal 3: Respect and Responsibility

- Make sure that our child attends school regularly, is on time, and is prepared to learn, with necessary supplies and homework completed.
- Expect our child to behave responsibly and treat other people with respect.
- Teach our child to help other people.
- Teach and reinforce table manners for lunch.
- Teach our child to make proper introductions and greet people warmly and respectfully.
- Teach and encourage our child to look for the good in other people and to pay and receive sincere compliments.
- Listen attentively to our child each day.
- Teach and model acceptance of responsibility for the positive and negative outcomes of personal behavior.
- Teach and model responsible decision-making.
- Model good citizenship and encourage our child to demonstrate good citizenship in the classroom, school, home, and community.

Goal 4: Community

- Attend parent-teacher-student conferences and open houses and communicate frequently with our child's teacher, through notes and conversation, about how well our child is doing and what we can do to help. Participate in programs offered by the school for parents, including workshops and courses.

B. Student's Responsibilities

I Will

Goal 1: Reading

- Read for 20 minutes every day.
- Read regularly for pleasure as well as to learn.
- Talk about reading with family members, friends, and teachers.
- Write leisurely about my reading by keeping a reading journal.

Goal 2: Studying

- Study at home in a quiet place at least 10 minutes per grade level per day, five days a week (example: 5th grader – 50 minutes)
- Complete my homework on time in a thorough and legible way.
- Welcome help from my family on my homework and papers.
- Study while sitting up in a quiet, well-lit place.
- Plan study time to avoid conflicts with other activities.
- Complete and turn in all assignments.
- Keep an assignment notebook to record daily assignments, due dates, work completed, and grades.

Goal 3: Respect and Responsibility

- Arrive at school on time and ready to learn.
- Pay attention to my teachers, family, and tutors, and ask questions when I need help.
- Help other people (family members, teachers, friends) each day.
- Exhibit good table manners.
- Make proper introductions and greet people warmly and respectfully.
- Look for the good in other people and pay a sincere compliment to someone (family member, teacher, friend) each day.
- Listen attentively (family member, teacher, friend) each day.
- Behave responsibly and treat other people with respect.
- Recognize and accept the positive and negative outcomes of my behavior.
- Accept responsibility for my learning and persist until I get the job done.
- Demonstrate good citizenship in the classroom, school, home, and community.

Goal 4: Community

- Attend parent-teacher-student conferences and keep my parents informed about what I am doing in school. Keep my parents inform about what I am learning and doing at school.

C. Teacher's Responsibilities

I Will

Goal 1: Reading

- Keep parents informed of the reading skills their children are learning and how they can reinforce the skills at home.
- Provide time for students to read and encourage discussion and writing about reading.
- Participate in professional development in how to teach reading and how to communicate with families.
- Read to students at least twice each week.
- Require students to read each day.
- Make "Writing about Reading" assignments each grading period.
- Encourage class discussions about reading.
- Teach students methods for reading for the purpose of mastering the material.

Goal 2: Studying

- Assign homework regularly, including reading assignments, and collect, correct, and return homework.
- Use homework assignments to help students master material rather than to introduce new material.
- Grade homework and return it promptly to students, marking the work with comments particular to the students as often as possible.

- Count homework grades toward the report card grade.
- Teach students how to study.
- Teach students to monitor their own learning.

Goal 3: Respect and Responsibility

- Encourage students to behave responsibly and treat other people with respect.
- Teach and encourage students to be helpful.
- Teach and reinforce table manners.
- Teach students to make proper introductions and greet people warmly and respectfully.
- Teach and encourage students to look for the good in people and to pay and receive sincere compliments.
- Teach and encourage attentive listening skills.
- Clearly inform students of assignments to be completed and hold students responsible for meeting obligations.
- Teach and model acceptance of responsibility for the positive and negative outcomes of personal behavior.
- Teach and model responsible decision-making.
- Model good citizenship and encourage students to demonstrate good citizenship in the classroom, school, home and community.

Goal 4: Community

- Communicate frequently with parents about their children's progress and show them how they can help. Hold at least one parent-teacher-student conference a year. Encourage parents to participate in parent education programs offered by the school.

CENTRAL SCHOOL SUCCESS CONTRACT

We, the Central School community, establish this Success Contract in order to foster the improvement and support of reading and other language arts, math, science, social science, physical education, health, and the fine arts. We believe this can be done with the planned partnership of parents, families, students, teachers, administration, and the community.

PARENT'S AND FAMILY'S RESPONSIBILITIES, WE WILL:

- ~Make sure that our child attends school regularly, is on time, and is prepared to learn, with homework completed.
- ~Know what skills our child is learning each day.
- ~Do activities at home that continue our child's classroom learning.
- ~Read with or to our child each day, five days a week.
- ~Attend parent-teacher conferences and communicate frequently with our child's teacher, through notes and conversation, about how well our child is doing.

Parent Signature

STUDENT'S RESPONSIBILITIES, I WILL:

- ~Come to school on time and be ready to learn.
- ~Pay attention to my teachers and family, and ask questions when I need help.
- ~Ask my family to read to me or with me each day, five days a week.
- ~Complete my homework on time in a thorough and legible way.
- ~Welcome help from my family on my homework and papers.
- ~Return signed homework and papers to school.

Student Signature

TEACHER'S RESPONSIBILITIES, I WILL:

- ~Provide quality teaching and leadership to my students and their families.
- ~Communicate frequently with families about my students' learning progress and show them how they can help.
- ~Assign regular homework of approximately 10 minutes per current grade number (1st grade = 10 minutes, 2nd grade = 20 minutes, etc.).
- ~Recognize that students are accountable for every assignment.
- ~Participate in meaningful professional development in how to provide differentiated instruction to meet individual needs.

Teacher Signature

PRINCIPAL'S RESPONSIBILITIES, I WILL:

- ~Set high standards in all subjects by providing a challenging curriculum.
- ~Allocate resources to ensure that Illinois Learning Standards are met.
- ~Provide materials and training so that parents can help their children learn.
- ~Welcome and involve all families, especially those with low literacy skills or limited English proficiency, or those who have not been involved in the school before.
- ~Help recognize and reward academic achievement and good citizenship.

Joyce Schamberger, Principal

Andrew Full, Assistant Principal

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.amboy.net or at the Board office, located at: 11 E Hawley Street, Amboy, Illinois.

Amboy Community Unit School District #272

Jeff Thake, Superintendent

11 East Hawley Street

Amboy, IL 61310

Phone: (815) 857-2164

Amboy High School

Joshua Nichols, Principal

11 East Hawley Street

Amboy, IL 61310

Phone: (815) 857-3632

Amboy Junior High School

Joyce Schamberger, Principal

Andrew Full, Assistant Principal

140 South Appleton

Amboy, IL 61310

Phone: (815) 857-3528

Amboy Central Elementary School

Joyce Schamberger, Principal

Andrew Full, Assistant Principal

30 East Provost Street

Amboy, IL 61310

Phone: (815) 857-3619

Board of Education

Nicole Jones, President

Ray Johnson, Vice President

Brian Fox, Secretary

Elsa Payne

Katie Pratt

Carol Schnaiter

Jason Leffelman

Amboy Junior High School Staff

Joyce Schamberger, Principal	jschamberger@amboy.net
Andrew Full, Assist. Prin	afull@amboy.net
Becky Walter, Secretary	bwalter@amboy.net
Michelle Haub, School Nurse	mhaub@amboy.net
Robert Halberg, 5th grade	rhalberg@amboy.net
Betsy Jones, 5th grade	bjones@amboy.net
Kalene Todd, 5 th grade	ktodd@amboy.net
Scott Spangler, Spec Ed 5/6	sspangler@amboy.net
Stacey Dinges, Lang Arts	sdinges@amboy.net
Aaron Fassler, English	afassler@amboy.net
Allen Duerksen, Social Studies	aduerksen@amboy.net
Robin Lovgren, Science	rlovgren@amboy.net
Deb Cleary, Art	dcleary@amboy.net
Shauna Dinges, Math	shauna.dinges@amboy.net
Tina Lindenmeyer, English/Lang Arts	tlindenmeyer@amboy.net
Kelly Foster, Social Studies	kfoster@amboy.net
Yvonne Vicks, English/Language Arts	yvicks@amboy.net
Jacqueline Owensby, Math	jowensby@amboy.net
Katie Bulfer, Health & PE	kbulfer@amboy.net
Andrew Dieterle, PE	adieterle@amboy.net
Jessica Vallette, Science/Math	jvallette@amboy.net
Christofer Delimata, Counselor	cdelimata@amboy.net
Katie Henkel, Spec Ed 7/8	katie.henkel@amboy.net
Jon James, Band	jjames@amboy.net
Brittany Fox, Spanish	bfox@amboy.net
Marsha Monaghan, library	mmonaghan@amboy.net
Mary Jo Zinke, library	mzinke@amboy.net

Kitchen & Custodian

Toni Fassig, Head Cook	tfassig@amboy.net
Barb Lowery	
Melissa Fields	
Rodney Schauff, Head Custodian	rschauff@amboy.net
Allen Ringenberg, Night Custodian	

Para Professionals:

Gaylene Noble	gnoble@amboy.net
Belinda Lewis	blewis@amboy.net
Donna Dewey	ddewey@amboy.net
Cheryl Bonnell	cebonnell@amboy.net

Amboy Central Elementary School

Kristi Boehle, Secretary	kboehle@amboy.net
Lindsey Spinelli, School Nurse	lsinelli@amboy.net
Amy Schwamberger, Spec Ed	aschwamberger@amboy.net
Anna Willis, Kindergarten	awillis@amboy.net
Amanda Henkel, Kindergarten	ahenkel@amboy.net
Linda Klein, Kindergarten	lklein@amboy.net
Lisa Moore, 1 st grade	lmoore@amboy.net
Jennifer Shafer, 1 st grade	jshafer@amboy.net
Laura Dickinson, 2 nd grade	ldickinson@amboy.net
Joanie Zimmerly, 2 nd grade	zimmerly@amboy.net
Emily Kastner, 2 nd grade	ekastner@amboy.net
Jamie Rodriguez, 3 rd grade	jrodriguez@amboy.net
Mary Knowles, 3 rd grade	mknowles@amboy.net
Wendy Shiaras, 3 rd Grade	wshiaras@amboy.net
Aubrey Burke, Spec. Ed.	aburke@amboy.net
Linda Grady, 4th grade	lgrady@amboy.net
Jim Murphy, 4th grade	jmurphy@amboy.net
Kim Payne, 4 th grade	kpayne@amboy.net
Chris Payne, Physical Education	cpayne@amboy.net
Terry Weber, Music	tweber@amboy.net
Kathleen Russell, Reading	krussell@amboy.net

Kitchen & Custodian

Dean Weidman, Head Custodian	
Adam Johnson, Night Custodian	
Rebecca Curl, Cook	
Dave Sutton, Cook	dsutton@amboy.net

Para Professionals:

Paula Leffelman
Teresa Jones
Josie Morris
Mary Ehlers

CENTRAL SCHOOL HOURS

7:45 A.M. Doors will open for breakfast.

8:00 A.M. Children **should not** arrive before this time except for work arranged with the teacher or to eat breakfast.

8:10 A.M Instructional day begins(Students will be considered Tardy if they arrive later).

3:18 P.M. Bus students are dismissed after buses arrive. Town students are dismissed after buses clear the area at about

3:20 P.M.

AJHS SCHOOL HOURS

Students should not be on school property before 8:00 A.M**. Supervision begins at this time. Upon arrival at school, all students will wait outdoors or will sit in the gym bleachers until 8:05 A.M. First period begins at 8:10 AM. At the end of the school day, bus students will be dismissed at 3:10 P.M. and town students at 3:15 PM. All students involved in extra-curricular activities should remain in 9th period until 3:15.

**Breakfast is served from 7:40 a.m. – 8:00 a.m. every morning! Those students eating breakfast are allowed to enter the building.

Bell Schedule: 3:10 Dismissal Days

<u>Period</u>	<u>Time</u>	
	8:00 - 8:05	
1	8:10 - 8:52	
2	8:55 - 9:37	
3	9:40 -10:22	
4	10:25 -11:07	
5	11:10 -11:40	5/6 Lunch
	11:43- 12:13	7/8 Lunch
6	12:16 - 12:57	
7	1:00 - 1:41	
8	1:44 - 2:26	
9	2:29 - 3:10	Bus students
	3:15	Town students

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.

ATTENDANCE AND TRUANCY

Illinois law requires that whoever has custody or control of any child between **six** (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program. (BP 7:70)

Success in school is dependent upon punctuality and regular attendance. Student attendance is not optional; it is a requirement of every class. We believe that regular class attendance increases the student's probability for successful performance and fosters the development of self-discipline and responsibility.

STUDENT ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

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

In the event of any absence, the student's parent or guardian is required to call the Jr. High School at 815-857-3528 before 8:00 a.m. or Central Elementary School at (815) 857-3619 to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for

the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

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

EXCUSED ABSENCES

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. In all other situations, the School Principal has the right to determine what constitutes and excused absence. A parent's call does not make the absence excused if the reason for the absence is not excusable (e.g. shopping, over sleeping, hunting, babysitting, car problems, etc).

VACATION POLICY

Family trips/vacations will be excused for up to five days. More than five days will be considered unexcused. Notification of family trips must be made at least ten days in advance. At AJHS students are responsible to get all assignments from the appropriate teachers before the anticipated absence. The student must complete all assignments and tests scheduled during an anticipated absence on the day returning to classes unless otherwise specified by the teacher. No credit will be given unless the specific requirements, as set by the teacher, are met. At Central work may be given and students prior to leaving for their trip. At Central upon return they will have the same number of days they missed to make up the work. Central and AJHS encourages vacations planned around our school schedule. If possible, all family trips should be planned so students will not miss school. If not possible, this policy goes into effect.

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, shall 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, over sleeping, hunting, babysitting, car problems, etc.)

TRUANCY REFERRAL

A referral may be made to the Lee/Ogle Regional Office of Education LODIS Truancy Intervention System after 5 unexcused absences during the previous 180 days of school attendance.

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

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

TARDY POLICY

Students are considered tardy when they are not in the classroom by 8:10 a.m. Whenever possible please notify Central's office at (815)857-3620 or 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 class. The office will keep a record of A.M. tardies. Consequences are as follows:

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

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

- 1st Tardy- Warning
- 2nd+ Tardy- 30 minute detention after school for each offense per quarter.

ILLNESS AT SCHOOL

If a student is ill at school, he/she will report to the office/or school nurse. Students ARE NOT to use a cell phone to call parents to come and get them from school. Each school has a school nurse/health aide and she or office will make the calls personally. Please do not come to get an ill student until you have received a call FROM THE SCHOOL OFFICE!! The school nurse/health aide will take the temperature of the student and determine if a call should be made to remove the student from school. Parents should notify the school of you have any changes on the emergency card.

MEDICAL EXCUSE

After ten absences per school year a physician's note stating specific medical reasons for the student's absence will be required within 24 hours of their return to school to excuse each absence. The ten absences need not be consecutive. While seeking a medical excuse, the student's parent or guardian must still comply with absence notification procedures. Should a parent or guardian choose not to secure a medical excuse, the absence will be considered unexcused and the student will receive zeroes for those days. Medical notes must state specific days that a student is excused from school and be signed by a doctor.

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)

MEDICAL AND HEALTH INFORMATION

ACCIDENTS

All accidents that occur at school must be reported to the office immediately. Students/teachers should report the particulars as soon as possible. Under no circumstances should the student leave the building because of an injury unless given permission to leave by the school office personnel.

CARE OF STUDENTS WITH DIABETES

If you 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. (BP 6:120-AP4)

For further information, please contact the Building Principal at AJHS at (815)857-3528 or Central (815)857-3619

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. (BP 7:280)

FIRST AID AND ILLNESS

An adequate supply of first aid supplies will be maintained in each school for minor first aid needs. However, in the event of a serious injury to a student, the parent or guardian shall be notified immediately. When the parent or guardian is unavailable, the person listed on the student's emergency card shall be notified. It shall be the responsibility of the parent or guardian to call a doctor or take the student to a doctor's office or hospital. In cases when it is impossible to reach the parents or guardian or emergency contact person and it is deemed necessary to take positive action, such action will be taken by the building principal or designee, and the parent shall be notified as soon as possible. In any case, the responsibility for payment of medical ambulance or hospital services shall rest with the parent or guardian. Parents please make sure any emergency numbers are kept updated.

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.

MEDICATION AT SCHOOL

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

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

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel. (BP 2:70)

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 at (815)-857-3528 AJHS or (815)857-3619 Central.

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

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. (IPA) (BP 7:285)

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received 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.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization 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 before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

DENTAL EXAMINATION

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) 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. Religious or medical grounds if the student's parent/guardian present to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. 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
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

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 Athlete Concussions and Head Injuries

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.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

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

ACADEMICS AND COURSE WORK

ADVANCED COURSE WORK

Advanced course work is offered in mathematics in Grades 5 – 8. Recommendations from 4th grade at Central School and evidence of advanced course work 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.

GRADING SYSTEM

Students in kindergarten and grades 1 and 2 use:

- E Exceeds grade level standard(used by grades 1 and 2 only)
- M Meets grade level standard
- P Progressing toward grade level standard
- B Below grade level standards

Students in grades 3-8 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

HONOR ROLL at AJHS

Quarterly honor rolls recognize AJHS students on 4.0 scale in course work 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.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. **Students who are unexcused from school will not be allowed to make up missed work.**

PHYSICAL EDUCATION

Physical Education is offered at Central daily either with PE 30 minutes each day or unstructured PE. Students are asked to have a separate pair of inexpensive gym shoes.

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. Repeated neglect of the proper physical education dress code will result in detention.

EXEMPTION FROM PHYSICAL EDUCATION

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. This excuse may be based on medical or religious prohibitions. State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course. (BP 7:260)

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

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

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program. (IPA)

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

PE UNIFORMS AT AJHS

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.

POWER SCHOOL

Students will have the opportunity to view grades at any time online through "PowerSchool," the secure, web-based student information system used **Grades 3rd-8th**. The PowerSchool link is available anywhere that has an Internet connection. More information about PowerSchool is handed out to students and parents at the beginning of the school year. Grades and attendance are updated in PowerSchool regularly. This will be helpful when a student is absent or if he/she is checking to make certain all assignments are completed.

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 based upon age or any other social reason not related to academic performance. (BP 6:280)

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 (Language Arts, English, Math, Science, or Social Studies) or one core subject and one other subject for the year. 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 into 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 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 1/2 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. At AJHS Fail Notices are also sent home with students on weekly basis to parents of students or sent to the email address listed in PowerSchool, who are not doing acceptable work in one or more subjects
(At Central communication from school to home is done with great frequency so mid-terms and fail notices are not generally sent home.)

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, Joyce Schamberger at (815) 857-3528.

DISCIPLINE

PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials; including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
 - Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.

- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling or transferring a firearm or “look alike,” knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.

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. All cell phones, smartphones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying

through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. 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.
17. 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 and indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.²
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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

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

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

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

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. 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.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.

10. In-school detention for a period not to exceed 5 school days.

11. After-school study or Saturday study provided the student's parent/guardian has been notified.

CORPORAL PUNISHMENT

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property. (BP 7:190)

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

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

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

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. (BP 7:190)

GANG & GANG ACTIVITY

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or 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)

PREVENTING BULLYING, INTIMIDATION, TEEN DATING VIOLENCE & HARASSMENT

Bullying, intimidation, teen dating violence and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal.

Bullying on the basis of actual or perceived race, color, nationality, 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.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, teen dating violence and/or harassment may take various forms, including without limitation: Threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, and school violence.

A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manager, Nondiscrimination Coordinator or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager, Nondiscrimination Coordinator or any staff member. The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation, teen dating

violence or harassment, and will take disciplinary action against any student who participates in such conduct.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences. (BP 7:180)

Nondiscrimination Coordinator:

Mrs. Joyce Schamberger
140 Appleton
Amboy, Illinois 61310
(815)857-3528 ext. 301
or
(815)857-3619

Complaint Manager:

Mr. Christofer Delimata
140 Appleton
Amboy, Illinois 61310
(815)857-3528 ext 312
or (815)857-3619 ext.

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.

CHEATING

Any form of deception to gain credit without proper effort is recognized as improper conduct. Students who engage in this type of conduct should be expected to find their

conduct reflected in their grades. A continued display of this type of conduct may lead to suspension or expulsion from school.

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. If a student fails to be present for the detention on the designated day, the detention will double. If the detention slip is not brought back signed by a parent after two days, the student will be given a four (4) hour Saturday Detention. Frequent skipping of detentions or refusal to serve detentions may also result in serving an in or out of school suspension.

DRESS CODE

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline. (SB BP 7:160)

DISRESPECT

The main purpose of the entire school staff is to help and educate the student body. Since the school staff stands in the place of the parent, we expect to receive the same respect due to the parent. Students who show continued disrespect to staff members may be suspended and /or brought before the Board of Education for expulsion.

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.

FIGHTING OR ASSAULT

Any student who participates in, or is responsible for a fight or an act of assault in the school building or on the school grounds may be subject to immediate suspension or Saturday detention. The nature and severity of the situation will determine the type of action taken by the principal. The parents will be notified of the situation. The parent will be asked to meet with the principal if the student is to be suspended. This act may be grounds for expulsion proceedings.

HALL PASSES

No student shall be allowed in the hallway or restrooms during class time unless he/she has a signed hall pass. The hall pass is located in the last two pages of the student planner. Each student will receive a copy of the student planner on the first day of school and will be REQUIRED to bring the planner to all classes. If the student does not have their student planner in class, they will not be allowed to sign out. Students may NOT borrow passes from other students!

Only a total of 10 student sign-outs will be permitted for each quarter. 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)

INVITATIONS & GIFTS

Party invitations or gifts for classmates should not be brought to school to be distributed. The office is unable to release addresses and phone numbers of students.

OBSCENITY

Obscene, profane, or vulgar language written, verbal, or expressed by symbols will not be tolerated on the school premises.

A student who participates in any of the above may be given a Saturday detention or in-school suspension. A student wearing objectionable clothing will be asked to change clothes or turn the shirt inside out. Objectionable notes written by students will be given to parents.

OUT-OF-SCHOOL SUSPENSION / EXPULSION

This is a temporary exclusion (up to ten days) of a student from school, riding a bus, or participating in ANY extra-curricular activities. Out-of-school suspension may be used in (but not limited to) the following situations.

- Possession, use, or under the influence of drugs on school property.
- Possession of or bringing guns, knives, or weapons of any kind including facsimiles to school or school related activities.
- Fighting or Assault
- Possession and/or use of tobacco products on school property.
- Gross insubordination.
- In lieu of Saturday detention or in-school suspension in the last two weeks of school.
- Failure to serve Saturday detention will result in an in or out of school suspension.
- Situations 1, 2, & 3 may result in further disciplinary action. These actions may include an expulsion hearing. Law enforcement agencies may be notified.

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.

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, Saturday detention and in-school suspension by written notification. Parents must sign the detention form etc. The teacher (for detention) or principal (for in school suspension) may call the parent for permission to stay for the detention, Saturday school or In-School if the student forgot the form.

PUBLIC DISPLAY OF AFFECTION

Students should refrain from public displays of affection while on school property. First Offense the students involved will be warned. Further violations will result in detention or Saturday detention.

SCHOOL IDENTIFICATION BADGES

All students and staff members will be given a school identification badge that is to be worn around the neck by a lanyard at all times (with the exception of during PE class!). 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 and milk purchase.

SKIPPING CLASS

Students that are caught skipping a class will be required to make up the skipped class time after school in Saturday detention or in school suspension. Parents will have prior notification before the student is required to make up the time.

STEALING

Stealing is a violation of Illinois law. A student who becomes involved in a theft of school property or the property of another person in the school may be suspended and /or reported to the proper authorities. Problems associated with stolen property in the classroom should be discussed with the teacher and principal. All students should lock both their gym locker and hall locker at all times. Students are requested not to bring valuables or unnecessary money to school.

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. More than one Saturday Detention
4. Excessive unexcused tardies and/or unexcused absences from school.
5. Excessive detentions the week of the trip.

SAFETY DRILL PROCEDURES AND CONDUCT

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

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!!

Access to all lockers is retained by the school district and school officials may search lockers at any time, with or without the student's knowledge or consent, when necessary to maintain order, discipline, safety, supervision, and education of the students of this district. The school officials are to maintain a confidential file of all lockers and the combination applicable to each.

SEARCH AND SEIZURE

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

SCHOOL PROPERTY & EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS

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

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

Students

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.

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. (B7:140)

TELEPHONE

The office telephone is a business phone and may NOT be used by students. Office personnel will make emergency calls.

TRANSPORTATION SERVICES

Students living one and one-half miles or more from their assigned attendance center are provided transportation to and from school at no charge. Transportation schedules are available at registration time.

Any physically handicapped student will be transported at no charge provided that a physician certifies that the student is physically unable to walk to and from school. Such transportation shall be terminated when the physical handicap is remedied.

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.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

- 1.) Any prohibited student conduct as defined in Student Discipline
- 2.) Willful injury or threat of injury to a bus driver or to another rider
- 3.) Willful and/or reported defacement of the bus
- 4.) Repeated use of profanity
- 5.) Repeated willful disobedience of a directive from a bus driver or other supervisor
- 6.) Such other behavior that the principal deems to threaten the safe operation of the bus and/or its occupants. (BP 7:220)

Any physically handicapped student will be transported at no charge provided that a physician certifies that the student is physically unable to walk to and from school. Such transportation shall be terminated when the physical handicap is remedied.

Questions regarding transportation should be directed to the Transportation Director, Al Quest at 815-857-3506 or 815-857-2164.

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 CONDUCT RULES AND POLICIES

- 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 baby-sitter 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 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 at front of 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 in 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 emergency door only in an emergency.
- In the event of 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 investigation into misconduct or accidents on the bus.
- For questions regarding school transportation issues, contact:
AI Quest 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.

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 first 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 around their neck or on their person to speed the process through the lunch line for the Lunchbox point of sale program. Students with five charges will be served peanut butter and milk instead of the full meal.
- 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 food service.

- 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 30 minutes after school. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines.

VISITORS

Visitors are welcome to our school. In order to assure the safety of our students and staff, all visitors must check in at the office. If the visitor is proceeding to other areas of the building, the visitor must sign the Visitors Log Book and wear a visitor name badge. Further information is contained in Amboy School Board Policy 8:1, 8:3, 8:5. These documents are included in this handbook.

SCHOOL VOLUNTEERS

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Resource Person and Volunteer Information Form and Waiver of Liability

Volunteers must complete this form one time each school year.

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

BOOK BAG

Book bags are to be stored in the student's locker. Book bags are NOT to be carried from class to class during the school day. School authorities may search a student's personal effects (i.e. book bags, purses, wallets, knapsacks, lunch boxes etc.) when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the district rules.

BOOKS & 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.

TREATS & SNACKS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

ATHLETIC/EXTRA-CURRICULAR ELIGIBILITY & PARTICIPATION

Eligibility: 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 student is on the fail list for the week, the student may not 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 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 Conduct¹

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
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA'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 IHSA's Performance-Enhancing Substance Testing Program.³
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;⁴ and

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

² Substitute "Illinois Elementary School Association's "Pre-participation Examination Form" if appropriate.

³ Required for IHSA schools.

⁴ See "Drug and Alcohol Testing Program," below. This is an optional program.

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 truancies 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 nor 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. **If student is on the fail list for the week, he/she may not attend away games/meets by riding the team bus.**

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 or two Saturday 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.

Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Students on the weekly fail list will not be allowed into the dance.

GENERAL

SCHOOL CLOSING

WEATHER RELATED DISMISSAL OR CLOSING REMINDERS

1. If the weather seems bad, listen to the local radio stations (WIXN-AM 1460, WSDR-AM 1240, WRHL-AM 1060, WLLT-FM 107.7, or WGLC-AM 1090) for a possible early dismissal. THIS IS THE MOST RELIABLE AND EFFICIENT MEANS OF NOTIFYING PARENTS.
2. DON'T CALL THE SCHOOL EXCEPT FOR EMERGENCIES! When the phone lines are kept busy with incoming calls, it slows down the calls that we need to make from the office.
3. Blackboard Connect Parent Notification System will also be used to notify parents by phone of weather related dismissals or closings. If you receive a Global Connect message in error or at an incorrect number, please notify your school's office to submit the correct numbers you wish to receive notifications at.

While the Global Connect system has proven to be very successful, we realize that not everyone is always home and that cell phones are sometimes turned off. For these reasons, we will continue to make emergency announcements on local radio and TV stations and on the District website as has been done in the past.

PLEASE REMEMBER: If it is necessary that school be closed for more than one day, the announcements will be repeated each day. In other words, if there is no announcement, the schools will be open.

GUIDANCE & COUNSELING

The school provides guidance and counseling program for students. The school's counselor is available to those students who require additional assistance.

SEX EDUCATION INSTRUCTION

Students will not be required to take or participate in any class or course in comprehensive sex education 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.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course. (BP 6:60-E)

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher

conferences. Letters verifying participation in this program are available from the school office upon request.

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 which 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.

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.

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.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school.

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

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

Students in violation of this procedure are subject to the following consequences:²

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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.

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 ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.

4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause 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. 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.

GUIDELINES FOR SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS AND WEBSITES [HS]⁵

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

⁵ This procedure only applies to high school student journalists. This procedure can be included in the student/parent handbook or distributed separately to student journalists.

1. Is libelous, slanderous, or obscene;
2. Constitutes and unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

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

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

Standardized Testing

Students and parents/guardians should be aware that students in grades 3rd-8th will take standardized tests in the SPRING. Parents 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.

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 that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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 15 school 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. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. 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 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.

3. 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.

4. 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

5. 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.

6. 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.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Teacher Qualifications

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

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

If you would like to receive any of this information, please contact the school office.