

*AMBOY CENTRAL  
ELEMENTARY SCHOOL*

*STUDENT HANDBOOK*

**2023-24**

Welcome to Amboy Central School's K-4th grade student handbook. The staff in our 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 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, Jessica Meusel, by stopping by the office or phoning 815-857-3619.

The contents of this handbook were discussed and shared with the Central teaching staff and was approved by the Amboy Board of Education. We encourage you to get direct answers to your questions about Central 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. 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,  
Jessica Meusel  
Principal Central School

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 2023-24 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. We hope it helps you understand better how your schools operate.

Sincerely,

Joshua Nichols  
Superintendent

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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](http://www.amboy.net) or at the Board office, located at: 11 E Hawley Street, Amboy, Illinois.

Amboy Community Unit School District #272

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Amboy Central Elementary School

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**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. Town students are dismissed.

## **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.

## **Student Absences**

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS<sup>1</sup>, attend a civic event,<sup>2</sup> or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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<sup>1</sup> Applies to grades 6-12 only.

<sup>2</sup> Beginning 1-1-23, any student from a public middle school or high school, subject to guidelines established by ISBE, shall be permitted by a school board one school day-long excused absence per school year for the student to engage in a civic event. The school board may require that the student provide reasonable advance notice and require that the student provide appropriate documentation of participation in the civic event.

"Civic event" means an event sponsored by a non-profit organization or governmental entity that is open to the public. "Civic event" includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. The State Board of Education may adopt rules to further define "civic event".

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.<sup>3</sup>

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

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

In the event of any absence, the student's parent/guardian is required to call the school at [phone number] before 8:00 a.m. 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/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

### **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families

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<sup>3</sup> Alternatively, insert a specific timeframe that students have to make up homework.

such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.<sup>4</sup>

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.<sup>5</sup>

## **ATTENDANCE AND TRUANCY**

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

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

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

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

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

### **EXCUSED ABSENCES:**

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<sup>4</sup> Insert other diagnostic procedures used by the School or District.

<sup>5</sup> Insert additional supportive services used by the School or District.

## **Excused Absences according to the Illinois School Code**

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

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

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

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

### **Medical Excuse**

**All absences must be accompanied by a phone call from a parent within 24-hours of an absence whether the absence is excused or unexcused. The attendance number is 815-857-3619.**

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

If a student becomes ill during the school day, he/she needs to report to the nurse's office.

**Students must be cleared through the nurse and main office before they can leave school.**

Parent contact will be required.

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

### **PRE-ARRANGED ABSENCE:**

Pre-arranged absences permit the student to make prior arrangements to get assignments and have them completed before or upon returning to class. Parents must notify the office prior to pre-arranged absence.

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

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

### **UNEXCUSED ABSENCES:**

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

Some examples of unexcused absences are:

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

### **Unexcused Absences for Failure to Call**

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

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

### **Truancy**

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

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

### **Absence due to Suspension**

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

### **LEAVING SCHOOL WITHOUT PERMISSION**

- In school suspension (ISS) for first offense.
- Out of school suspension (OSS) for second offense.
- Subsequent offenses will be alternated ISS and OSS until the 10th offense.
- 11th offense and beyond will OSS.
- Administration reserves the right to administer appropriate discipline on a case-by-case basis.

### **Sign In/Out**

- All students must sign in and out upon entering school late or having to leave school early.
- Students that are to leave school early for any reason must receive a pass from the office before they are allowed to leave.
- Failure to do so results in a detention, ISS, or OSS. Administration reserves the right to administer appropriate discipline on a case-by-case basis.

### **EXCESSIVE ABSENCE PROCEDURE:**

When considering excessive absence, all days absent may be considered:

**Step 1:** When a student has been absent a total of TWO (2) unexcused days in a particular class during the semester, an attendance report with the dates of each absence (both excused and unexcused) will be sent to the parents or legal guardians. School staff will meet with the student and the parent/guardian/custodian as soon as possible a referral will be made to the Lee County Truancy Officer.

**Step 2:** When a student has been absent a total of FIVE (5) unexcused days during a semester, a second referral will be made to the Lee County Truancy Officer. A complaint may be filed with the Illinois State Board of Education (ISBE) by the Board or Administration if no action is taken on truancy reports by the Lee County Truancy Officer. Chronic truants shall be subject to the District's Truancy Policy.

### **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)857-3619.

### **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 if 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**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safe.

## **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 your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal.

Parents/guardians are responsible for and must:

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

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

### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

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

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

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

### **Administration of Medical Cannabis**

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

### **Undesignated Medications**

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

### **Emergency Aid to Students**

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

## **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)857-3619 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 support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. (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 immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. 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. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **EYE EXAMINATION**

All students entering Kindergarten or the school for the first time must present proof 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 complete eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **DENTAL EXAMINATION**

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

will take place within 60 days after May 15.

### **EXEMPTIONS**

A student will be exempted from the above requirements for

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

### **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 Association<sup>1</sup> 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 the 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 COURSEWORK**

Recommendations from 4<sup>th</sup> grade at Central School and evidence of advanced coursework in the Accelerated Math Program will be used to determine placement.

### **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 3-4 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

### **Criteria for Early Admission to Kindergarten**

**Assessments will be completed in June of the year before through October 1st of the current school year you would like the child to be considered for Kindergarten. After this time, only new students transferring into District 272 will be considered for Early Admission.**

Children eligible for Early Entrance to Kindergarten must turn five years of age during the current school year. Children eligible for Early Admission to Kindergarten must score at the 90th percentile or above in the areas of Motor, Concepts, Language, Self-Help and Social-Emotional Development on the DIAL-4 assessment.

**Month of Testing 90th percentile comparison age group for Motor, Concepts and Language\***

May to September 5.0 (5 years, 0 months)

October 5.1 (5 years, 1 month)

\* Development of Motor, Concepts and Language are assessed through the administration of the DIAL-4 by the Amboy District #272 evaluation team.

## **Home and Hospital Instruction**

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

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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

For information on home or hospital instruction, contact: [Joyce Schamberger](#)

## **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.

## **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.

## **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. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

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

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

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

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

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

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

## **TEACHER EASE**

Students will have the opportunity to view grades at any time online through "TeacherEase," the secure, web-based student information system used **Grades 3<sup>rd</sup>-4<sup>th</sup>**. The TeacherEase link is available anywhere that has an Internet connection. More information about TeacherEase is handed out to students and parents at the beginning of the school year. Grades and attendance are updated in TeacherEase regularly. This will be helpful when a student is absent or if he/she is checking to make sure 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 reasons 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, Social Studies, or Physical Education) 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.

## **REPORT CARDS**

Report cards are issued four times during the year at nine-week intervals. At Central communication from school to home is done with great frequency so midterms 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) 857-3619

# **DISCIPLINE**

## **PROHIBITED STUDENT CONDUCT**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley’s Law*).
  - Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.

- Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- 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.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

1. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.

10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. 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.
18. 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.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

### **When and Where Conduct Rules Apply**

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

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

### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.

11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

### **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.

### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable

relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

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

(2) A knife, brass knuckles or other knuckle 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.

### **Gang & Gang Activity Prohibited**

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

### **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.

## **PREVENTING BULLYING, INTIMIDATION, TEEN DATING VIOLENCE & HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all

students equal access to a safe, non-hostile learning environment are important district and school goals.

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

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

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

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

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

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

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

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

Nondiscrimination Coordinator:

Mrs. Jessica Meusel  
30 East Provost Street  
Amboy, Illinois 61310  
(815)857-3619

Complaint Manager:

Mrs. Susan Spurny  
Amboy, Illinois 61310  
(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 sunglasses 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.
- Students 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 to 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.

## **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, loose, 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 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 to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **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.

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a

student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

### **Students Searches**

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **Seizure of Property**

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

### **Questioning of Students Suspected of Committing Criminal Activity**

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

## **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 the 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 the assigned seat, if given by the driver, otherwise get a seat and remain seated until the bus reaches your destination.
- Keep your head and hands inside the bus. Do not open the windows unless instructed to do so by the driver.
- Do not take pop or other liquids on the bus. Help keep the bus clean by putting waste paper in the trash box in front of the bus.
- Loud talking or playing radios or tape players at high volumes is not permitted as it may distract the driver.
- Be careful not to damage the bus seats. If you notice any damage, report it to the driver immediately.
- Help look after the safety and comfort of smaller children, rather than teasing or fighting with them.
- At no time should a student argue with a bus driver. If you feel you are being treated unfairly, report it to your principal.
- Be courteous to other passengers as well as the driver.
- Fighting, smoking, or profanity on the bus is not allowed. Those who are guilty of these violations will be punished.
- Be very quiet when approaching a railroad track.
- Know how to get off the bus should an emergency arise. If you are unsure, wait for instructions from the driver.
- At a discharge point where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway and remain there until a signal is given by the bus driver to cross.
- Do not ask the driver to stop at places other than the regular bus stop.
- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Use the emergency door only in an emergency.
- In the event of an emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Do not open windows.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.

- Be waiting at your bus stop on time.
- Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
- Eating is not permitted on the bus.
- Parents will be liable for any defacing or damage students do to the bus.

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

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

- Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.
- For questions regarding school transportation issues, contact:  
Al 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 \$2.60 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.

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.

Cafeteria rules: Students using the cafeteria are expected to follow the 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.
- 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.

## **VISITORS**

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to

proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

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

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

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

## **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 at the end of the year. If an activity is an extension of a class taken for credit, any unexcused absence from that activity will be considered a factor in determining the student's grade for that class.

## **Extracurricular and Athletic Activities Code of Conduct**<sup>6</sup>

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."<sup>7</sup>
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.<sup>8</sup>
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;<sup>9</sup> and

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<sup>6</sup> This handbook procedure contains both required and optional language that represents best educational practice. Consult your school district policy manual to assure consistency and alignment with district policy.

<sup>7</sup> Substitute "Illinois Elementary School Association's "Pre-participation Examination Form" if appropriate.

<sup>8</sup> Required for IHSA schools.

<sup>9</sup> 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 truancy or who has been suspended from school may be suspended from participation in athletic activities by administration.

### **SUSPENSION**

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

### **TRANSPORTATION**

All participants must ride the school transportation to and from events, unless a written permission waiver is received from the parent and is on file with the coach allowing the student to ride home with the designated adult. The permission form must be the waiver/hold harmless agreement that is provided by the coach. Students must be signed out at the event through the coach. Only the names listed on the student's waiver form will be allowed to sign out the student from the event. **If a student is on the fail list for the week, he/she may not attend away games/meets by riding the team bus.**

### **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.

## **GENERAL**

### **SCHOOL CLOSING**

#### **WEATHER RELATED DISMISSAL OR CLOSING REMINDERS**

If weather conditions are uncertain, listen to the local television stations for announcements for **AMBOY CUSD #272**. Parent Square notice will be made to all parents if school is canceled.

The following media sources are used by the Amboy School District in an event of bad weather or closures:

- WREX TV Channel 13
- WTVO TV Channel 17
- WIFR TV Channel 23
- KWQC TV Channel 6
- WQAD TV Channel 8
- WHBF TV Channel 4

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.

### **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, academic meetings and behavioral meetings. 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.

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

## **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 students whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

### **Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

## **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), an 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:<sup>2</sup>

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 devices 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.<sup>1</sup>

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]**<sup>10</sup>

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:

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 disrupts 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.

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<sup>10</sup> 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.

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 3<sup>rd</sup>-8<sup>th</sup> 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;

### **Student Records**

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

such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

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

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

**The right to have one or more scores received on college entrance examinations included on the student’s academic transcript.<sup>1</sup>**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student’s academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

**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.

**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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); 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 or contractual obligation with the district. 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.

#### **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.

#### **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.

**The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>2</sup>**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

**The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

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

The name and address of the Office that administers FERPA is: U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

## 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 students and, if so, their qualifications. If you would like to receive any of this information, please contact the school office.

### **Fines, Fees, and Charges; Waiver of Student Fees<sup>1</sup>**

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:<sup>2</sup>

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.<sup>3</sup>

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

**Cross-references:**

**PRESS 4:110, Transportation**

**PRESS 4:140, Waiver of Student Fees**

**PRESS 4:140-AP, Fines, Fees, and Charges – Waiver of Student Fees**

**PRESS 4:140-E1, Application for Fee Waivers**

**PRESS 4:140-E3, Response to Application for Fee Waiver, Appeal, and Response to Appeal**

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*<sup>1</sup>Illinois law now gives school districts two options with respect to school fee waiver applications. Option #1 allows a district to use students' application for free meals. Previously, this was the only option available to school districts and requires schools to follow guidelines of the free meals program to determine students' eligibility for a fee waiver. Option #2 now establishes a new application process to determine students' eligibility for a fee waiver. This second option is still based on the same income guidelines established by the federal meals program, but allows a district more flexibility in verifying the information in students' fee waiver applications. This model policy follows new option #2. This procedure is consistent with the Illinois Association of School Board's PRESS Service*

*<sup>2</sup>This optional language follows the Illinois Association of School Board's PRESS Service policy.*

*<sup>3</sup>The Hunger-Free Students' Bill of Rights Act applies to all schools that participate in the United States Department of Agriculture child nutrition program.*