

## Movies in the Classroom

\_\_\_\_\_ Yes, my child (\_\_\_\_\_) has permission to view PG movies in the classroom.

\_\_\_\_\_ No, I would rather my child (\_\_\_\_\_) not watch PG movies in the classroom.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Prior to watching a movie teachers will list the title of movies to be watched.

Date \_\_\_\_\_ Movie Title \_\_\_\_\_

Date \_\_\_\_\_ Movie Title \_\_\_\_\_

Date \_\_\_\_\_ Movie Title \_\_\_\_\_

Date \_\_\_\_\_ Movie Title \_\_\_\_\_

Date \_\_\_\_\_ Movie Title \_\_\_\_\_

## Field Trips in Town

Throughout the school year, your child's class may take a walk around town. Locations may be post office, bank, old school house, Salt Lick Trail, etc. Teacher will inform parents through the school notification system prior to the walk. This will serve as a permission slip for those walks.

\_\_\_\_\_ Yes, my child (\_\_\_\_\_) has permission to go on a walk in town.

\_\_\_\_\_ No, I would rather my child (\_\_\_\_\_) did not go on a walk in town.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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# Valmeyer Community School District #3

## Elementary Handbook

### 2016-2017

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### **1.30      General School Information**

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.valmeyer12.org](http://www.valmeyer12.org) or at the Board office, located at:

300 South Cedar Bluff Drive  
Valmeyer, IL 62295

The School Board governs the school district, and is elected by the community. Current School Board members are:

Zoe Ann Schwarze, President  
Kim Franke, Vice-President  
John Niebruegge, Member  
Ginny Rusteberg, Member  
Bruce Brinkman, Member  
Dan McCarthy, Member  
Andrea Knobloch, Member

The School Board has hired the following administrative staff to operate the school:

Eric Frankford, Superintendent and High School Principal  
Teena Riechmann, Elementary and Junior High Principal  
Lori Brutton, Title 1 Coordinator

The school is located and may be contacted at:

300 South Cedar Bluff Drive  
Valmeyer, IL 62295  
618-935-2100  
618-935-2108 (fax)  
[www.valmeyer12.org](http://www.valmeyer12.org)

### **1.40      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.

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.

*Parents who wish to schedule a conference with a teacher, observe a class, or meet with office staff are requested to contact the school prior to their visit.*

Cross-reference:  
PRESS 8:30, *Visitors to and Conduct on School Property*

### **1.50      Equal Opportunity and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact administration.

Cross-Reference:  
PRESS 7:10, *Equal Educational Opportunities*  
PRESS 2:260, *Uniform Grievance Procedure*

**1.60 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.

**1.70 School Volunteers**

All school volunteers must be approved by the school principal prior to assisting at the school. 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.

Cross-Reference:

PRESS 6:250, *Community Resource Persons and Volunteers*

**1.80 Invitations & Gifts**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students.

**1.85 Treats & Snacks [K-8]**

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.

*Parents should check with the classroom teacher for any food allergies specific to your child's classroom.*

**1.90 Emergency School Closings**

In cases of bad weather and other local emergencies, please listen to any television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 6 am if at all possible. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

*The school phone notification system will be utilized to inform parents of school closings.*

Cross-Reference:

PRESS 4:170, *Safety*

**1.100 Video & Audio Monitoring Systems**

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.

Cross-Reference:

PRESS 4:110, *Transportation*

**1.110 Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:

PRESS 8:70, *Accommodating Individuals with Disabilities*

**1.120 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 school nurse.

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

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

Cross Reference:  
PRESS 7:285, *Food Allergy Management Program*

**1.130 Care of Students with Diabetes**

If your child has diabetes, a Diabetes Care Plan must be completed and submitted to the school nurse. Parents/guardians are responsible for and must:

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

For further information, please contact the school nurse.

Cross Reference:  
Pending

**1.140 Suicide and Depression Awareness and Prevention**

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

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

Cross-Reference:  
PRESS 7:290, *Suicide and Depression Awareness and Prevention*

**Closed Campus**

*During school hours, students are not permitted to leave the school premises without permission from the principal. All students leaving the school during the school day are required to sign out in the office and sign in if they are late or return to school before the day is over. Prior to leaving school, parents must call or write a note to the office. Any student who does not follow this procedure will be considered truant.*

**Kids Club**

*The Kids Club program is available for Pre-Kindergarten through 6<sup>th</sup> grade students in the district. Contracts and medical forms must be on file before attending. More information and necessary forms may be picked up in the school office.*

**Library and Media Center**

*The library is for the purpose of studying, researching, writing projects and reading. Students who use the library area improperly shall be denied use of it. Students must have a pass from a teacher in order to use the library during class or study hall time. Library rules are clearly posted for all to observe. The use of student library cards carries the responsibility of items checked out on that card. Any fines or lost items are the responsibility of the card holder. Students who request material that is not age-appropriate from other libraries in the Lewis and Clark Library System will require a note or phone call from their parents in order to pick-up the items.*

**Locker Usage**

1. *Use of scotch tape or other adhesives to decorate lockers inside or out is prohibited. Strips of magnetic tape may be utilized if the student feels that decoration of the locker is necessary. Open cans of soda/water and open candy are not to be kept in lockers.*
2. *The school does not provide locks for the lockers. Students may bring a lock from home but must supply the combination and/or second key to the principal. Each student will be held responsible for the condition of his/her assigned locker. If a locker does not function properly, please contact the office.*

**Student Insurance**

All students are covered against medical expenses for accidents that occur while attending regular school sessions. This coverage includes travel time for students traveling directly to and from their residence to attend regular school sessions, up to one hour before or after regular classes. If the student travels to school on a district bus, the coverage extends to the travel time of the bus. This generous protection is provided to this school district at no cost to you.

**Withdrawal from School**

Parents should contact the school secretary as soon as possible prior to the withdrawal date.

**Calendar 2016-2017**

## August

- 15 Teacher's Institute - Students are not in attendance.
- 15 OPEN HOUSE - 6:30 p.m. to 8 p.m. (Grades K-8)
- 16 First Day of School - Doors open at 8. School will be in session all day on the first day 8:10 – 3:00 pm

## September

- 02 School Improvement In-Service - Students dismissed at 12:15 p.m.
- 05 Labor Day - No School
- 09 Mid-Term of 1st Grading Period

## October

- 06 1<sup>st</sup> Grading Period Ends
- 07 Teacher's Institute No School
- 10 Columbus Day – No School
- 14 Report cards - Available Online
- 19 Parent/Teacher Conferences 3-7 p.m.-Students dismissed at 2 p.m.
- 20 Parent/Teacher Conferences 4-8 p.m.-Students dismissed at 2 p.m.
- 21 No School

## November

- 10 Mid Term of 2<sup>nd</sup> Grading Period
- 11 Veteran's Day - No School
- 23 School Improvement In-Service - Students dismissed at 12:15 pm.
- 24 Thanksgiving Day - No School
- 25 Thanksgiving Vacation - No School

## December

- 20 2<sup>nd</sup> Grading Period Ends/1st Semester Ends
- 21 Teacher Institute - Students are not in attendance. Winter Break begins for students.

## January

- 03 School Resumes - 2<sup>nd</sup> Semester Begins
- 06 Report Cards - Available Online
- 13 School Improvement In-service -Dismiss at 12:15 p.m.
- 16 Martin Luther King's Birthday Observed - No School

## February

- 03 Mid-Term of 3rd Grading Period
- 17 School Improvement In-Service - Students dismissed at 12:15 p.m.
- 20 President's Day - No School

## March

- 03 School Improvement In-Service - Students dismissed at 12:15 p.m.
- 06 Casimir Pulaski Day - No School
- 10 3<sup>rd</sup> Grading Period Ends
- 17 Report Cards - Available Online

## April

- 13 School Improvement In-Service - Students dismissed at 12:15 p.m.
- 13 Mid-Term of 4<sup>th</sup> Grading Period
- 14 Spring Break
- 17 Spring Break

## May

- 16 Last Day of Student Attendance **(This will change with the use of Emergency Days.)**
- 17 Teacher's Institute No Student Attendance

## **2.10 Attendance**

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

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

Cross-reference:  
PRESS 7:70, *Attendance and Truancy*

*The Illinois Supreme Court has ruled that school boards have a statutory obligation to charge tuition to non-resident students. A person who knowingly attempts to enroll in a school district on a tuition free basis, a pupil known by that person to be a non-resident of the district shall be guilty of a Class C misdemeanor. Furthermore a person who knowingly presents to any school district any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend in that district without the payment of tuition shall be guilty of a Class C misdemeanor. If you're not sure about the district of your residence, please call the Regional Office of Education at 939-5650.*

Cross-reference:  
PRESS 7:70, *Attendance and Truancy*

### **Late Arrival/Tardy**

*Students arriving late must report to the office. The office must have a note or a phone call from the parents explaining why the student was late.*

### **Leaving School**

*If a student needs to leave school at any time, a parent/guardian must inform the school with a written note or by phone call in emergencies. Parents must pick up their child in the school office.*

### **Doctor and Dental Appointments**

*Appointments during school hours will require an appointment card or some other means of verification for an excused absence to be granted. In Elementary School, the classroom teacher will notify the office if a student has permission to leave school early. The classroom teacher will dismiss the student to go to the office at the noted dismissal time. Students are responsible for any missed assignments due to leaving early. The assignments are due when the student returns to class.*

## **2.20 Student Absences**

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

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

In the event of any absence, the student's parent or guardian is required to call the school at 925-2100 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 or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

*Students are not permitted to participate in any school activities on days they are not in full attendance. Excused absences for reasons other than illness will not cause a student to miss evening activities.*

Cross-reference:  
PRESS 7:70, *Attendance and Truancy*

## **2.30 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.



Cross Reference:  
PRESS 7:80, *Release Time for Religious Instruction/Observation*

#### **2.40 Make-Up Work**

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

Cross-reference:  
PRESS 7:70, *Attendance and Truancy*

#### **2.50 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 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

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

*If at any time a student has been absent three or more consecutive days, or his/her absenteeism has become chronic in nature, a doctor's note may be required in order for absences to be excused. If a student's attendance becomes chronic in nature, the student will be reported to the Regional Office of Education's Truancy Intervention Specialist in conjunction with the Right Track Truancy Program in Monroe County. The following procedures will be followed: 7 unexcused days absent/semester: letter sent home; 10 days unexcused absent/semester: referral to truancy interventionist.*

Cross-references:  
PRESS 7:70, *Attendance and Truancy*

#### **2.60 Grading & Promotion**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

*A student who fails two or more core classes, in their current grade, will have his/her academic achievement reviewed to determine whether or not to promote the student to the next grade. Other criteria to be used for placement may include, but is not limited to: district administered achievement tests, attendance and records from previous school enrollment.*

*Parent/guardians will be invited to attend a problem-solving meeting consisting of the classroom teacher and any other school staff having important information needed about the student if retention is a concern.*

*Parents of students have access to grades online through [www.teacherease.com](http://www.teacherease.com). The report card shows only letter grades and is based on class participation, behavior, homework, and test results. Report cards are sent home through the students at the end of each grading period. If a parent or guardian has a concern about their child's grades, they are encouraged to contact the teacher. The following grade scale shall be used to determine grades:*

A+ = 100, 99	A = 98, 97, 96, 95, 94	A- = 93, 92
B+ = 91, 90	B = 89, 88, 87, 86, 85	B- = 84, 83
C+ = 82, 81	C = 80, 79, 78, 77, 76	C- = 75, 74
D+ = 73, 72	D = 71, 70, 69, 68, 67	D- = 66, 65
		F = 64 – 0

Cross Reference:  
PRESS 6:280, *Grading & Promotion*

### **2.70 Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

### **2.100 Home and Hospital Instruction**

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the building administrator.

Cross Reference:  
PRESS 6:150, *Home and Hospital Instruction*

### **Student Assignment**

*New students to the district will be placed initially in the grade they have reached elsewhere. The school principal will determine later whether any changes will take place.*

### **Assignment of Non-Public School Students**

*Recognition of grade placement and academic credits awarded by a non-public school is at the sole discretion of the district. All school and class assignments will be made according to the School Board policy.*

### **3.10 Fines, Fees, and Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

Administration will give additional consideration where one or more of the following factors are present:

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

Within 30 days, administration will notify the parent/guardian if the fee waiver has been denied, along with the appropriate appeal process. If you have any questions regarding the fee waiver process, you may contact administration.

*Book rental bills are due in the superintendent's office no later than September 30. If a student loses or damages a textbook/agenda, he/she is responsible for the cost of replacing or repairing the textbook/agenda.*

<i>Book Rental Fees K-8</i>	<i>\$60</i>
<i>Athletic Fees</i>	<i>\$50 per sport (\$200 family cap)</i>
<i>Extracurricular Fees</i>	<i>\$25 per organization (Scholar Bowl and Chess)(\$200 family cap)</i>

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-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

### **3.20 School Breakfast & Lunch Program**

#### ***Cafeteria Prices***

Breakfast	Prek-8	\$1.35	Adult	\$1.65
Lunch	Prek-5	\$2.35	6-8	\$2.60
Afternoon Milk	.32 per carton			

Breakfast is served every school day starting at 7:50 a.m. until 8:10 am.

A student may bring a sack lunch from home or may purchase a school lunch.

Free or reduced price meals are available for qualifying students. For an application, contact the cafeteria manager.

*Students will be provided either a student identification card or identification number to use in the cafeteria. This card/number will allow all cafeteria transactions for the student to be tracked. A minimum of \$10.00 will need to be deposited in the student's account at the beginning of the school year. If sending a check please put the student's name on the bottom so funds can deposit in the correct account and if sending cash please put money in an envelope and mark the student's name on the envelope. If a student's account becomes negative -\$10.00 a peanut butter sandwich at \$.50 and milk at \$.32 will be served to them until the account is paid in full. Kindergarten through 3<sup>rd</sup> grade will not receive afternoon milk if their account goes past a negative -\$10.00.*

*Parents have the ability to pay online through the school website either with a credit or debit card. There will be a \$2.00 fee for each deposit made. Student accounts may also be monitored from this website needing your child's identification number.*

*Students in Kindergarten through 8<sup>th</sup> grade are not allowed to bring soda to school. Microwaves are available for students 5-8.*

Cross Reference:  
PRESS 4:130, *Free and Reduced-Price Food Services*

#### **4.10 Bus Transportation**

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

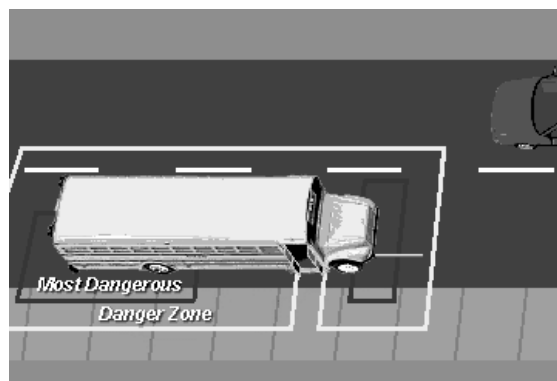
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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 administration.

**Cross-references:**

PRESS 4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

PRESS 4:170-AP3, *School Bus Safety Rules*

PRESS 7:220, *Bus Conduct*

PRESS 7:220-AP, *Electronic Recordings on School Buses*

#### **4.15 Bus Conduct**

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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.

**Cross-references:**

PRESS 4:110, *Transportation*

#### **4.20 Parking**

The school has parking locations available for visitor parking in front of the building.

Those dropping of and picking up children may do so in the back of the building during the following hours: 8:00 – 8:10 am and 3:00- 3:20 pm.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

#### **Drop Off and Pick Up Procedures**

*Parents are encouraged to walk their children to the classrooms as needed the first week of school. For the duration of the school year parents are encouraged to utilize the back drive for drop off and pick up. Speeds must be reduced while on school property. The front of the building is for buses only from 7:45 – 8:10 am and 2:50 - 3:10 pm. All bus safety rules must be followed, no walking between buses, no passing buses while loading or unloading, etc.*

*If necessary, parents may park in the front parking lots and walk in. Parents will need to wait until 8 am and/or 3 pm to enter the building. Parents upon entering are to stop at the office to sign in and receive a visitor badge as well as check out before leaving. The intent of these procedures is student safety and minimizing class/school disruptions.*

### **Transportation Changes**

*Changes must be done by a written note except in emergencies and then calls must be made by 2 pm.*

## **5.10 Immunization, Health, Eye and Dental Examinations**

### **Required Health Examinations and Immunizations**

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

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

### **Dental Examination**

All students entering kindergarten, second and sixth 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.

*Vision and hearing screenings as required by the Illinois Department of Public Health are conducted yearly by the school nurse.*

### **Cross Reference:**

PRESS 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

## **5.20 Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student 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 Student Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district

shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

*Medication must be brought to the school in the original package or appropriately labeled container. Prescription drugs shall display: student's name, prescription number, medication name/dosage, administration route and /or other direction, date and refill, licensed prescriber's name, pharmacy name, address and phone number, and name or initials of pharmacist. Non-prescription drugs shall be brought to school and stored with the manufacturer's original label indicating the ingredients and the student's name affixed to the container. All student medication shall be left with the school nurse during the school day. If there is no school nurse in the building, then the medication shall be left with the person designated by the Building Principal.*

Cross-References:  
 PRESS 7:270, *Administering Medicines to Students*  
 PRESS 7:270-AP, *Dispensing Medication*  
 PRESS 7:270-E, *School Medication Authorization*

### **5.30 Guidance & Counseling**

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

Cross-reference:  
 PRESS 6:270, *Guidance and Counseling Programs*

### **5.40 Safety Drill Procedures and Conduct**

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

Cross-References:  
 PRESS 4:170, *Safety*  
 PRESS 4:170-AP1, *Comprehensive Safety and Crisis Program*

### **5.50 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.

Cross-references:  
 PRESS 7:280, *Communicable and Chronic Infectious Disease*  
 PRESS 7:280-AP, *Managing Students with Communicable or Infectious Diseases*

### **5.60 Head Lice**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross-References:  
 PRESS 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

### **Medical Excuse from Physical Education**

If a student needs to be excused from P.E. activity because of illness or injury, the student must present a request signed by a doctor stating how long the student is to avoid activity. Any excuse from P.E. will also apply to athletics unless otherwise specified by the doctor. Students will be required to complete written work to count as daily participation points unless injury exceeds a week: students may be assigned to a study hall.

### **360 Team**

Valmeyer School's 360 Team is committed to improving the health and well-being of all students by identifying and providing appropriate intervention for those students whose behavior, attendance, health, or academic performance indicates they may be at risk. The program focus is on school-based problems such as attendance, grades, and behavior. A core team of teachers along with others in the school community work to help students with these problems that may be due to problems with learning, socializing with others, substance abuse, changes in their families, peer pressure, and getting along in the school environment. Referrals may be made by school faculty or staff members, fellow students, or parents.

### **6.10 General Building Conduct**

Students shall not arrive at school before 8:00 a.m., classes begin at 8:10 a.m. and students are dismissed at 3:00 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not to be ridden in school.
- Gum is not permitted without permission from teacher or principal.
- Water guns, play guns, and/or real guns are not permitted at school.
- Electronic devices may not be a disruption to instruction during the school day. *(Cell phones are to be off and out of sight.)*

### **6.20 School Dress Code / Student Appearance**

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, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- *Bare-midriff tops, spaghetti straps and halter tops are not allowed. (shoulders are to be completely covered)*
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Cross Reference:  
PRESS 7:160, *Student Appearance*

### **6.30 Student Discipline**

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

#### **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 or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).

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

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

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



21. 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.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

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

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

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

### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary 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.

### **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.

Cross-references:

PRESS 7:190, *Student Discipline*

PRESS 7:190-AP2, *Gang Activity Prohibited*

## **6.40 Preventing Bullying, Intimidation & (Sexual) 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 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 nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

**Complaint Managers:**

Eric Frankford  
300 South Cedar Bluff Drive Valmeyer, IL 62295  
618-935-2100 ext 425 [efrankford@valmeyer12.org](mailto:efrankford@valmeyer12.org)

Teena Riechmann  
300 South Cedar Bluff Drive Valmeyer, IL 62295  
618-935-2100 ext 450 [triechmann@valmeyer12.org](mailto:triechmann@valmeyer12.org)

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

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

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

*Students may report bullying incidents through the school website, Harassment Report Forms available in the agenda, library, junior high hallway or from any school staff.*

Cross-references:  
PRESS 7:20, *Harassment of Students Prohibited*  
PRESS 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*  
PRESS 7:190, *Student Discipline*  
PRESS 2:260, *Uniform Grievance Procedure*

**6.45 Sexual Harassment & Teen Dating Violence Prohibited**

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

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

**Making a Complaint: Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

**Nondiscrimination Coordinator**

Tammy Crossin  
300 South Cedar Bluff Drive Valmeyer, IL 62295  
618-935-2100 ext 424 [tcrossin@valmeyer12.org](mailto:tcrossin@valmeyer12.org)

**Complaint Managers:**

Eric Frankford  
300 South Cedar Bluff Drive Valmeyer, IL 62295  
618-935-2100 ext 425 [efrankford@valmeyer12.org](mailto:efrankford@valmeyer12.org)

Teena Riechmann  
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618-935-2100 ext 450 [triechmann@valmeyer12.org](mailto:triechmann@valmeyer12.org)

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Cross-references:  
PRESS 7:20, *Harassment of Students Prohibited*  
PRESS 7:185, *Teen Dating Violence Prohibited*

**6.50 Cafeteria Rules**

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

**6.60 Field 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.

Cross-references:  
PRESS 6:240, *Field Trips*  
PRESS 6:240-AP, *Field Trip Guidelines*

**6.70 Access to Student Social Networking Passwords and 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.

Cross-references:

PRESS 7:140, *Search and Seizure*

PRESS 7:190-AP7,E1 *Letter to Parents/Guardians Regarding Access to Student Social Network Passwords and Websites*

### **6.80 Student Use of Electronic Devices**

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

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

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

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:

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

School officials may 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.

Cross-references:

PRESS 7:190-AP5, *Student Handbook, Electronic Devices*

### **7.10 Internet Acceptable Use**

The Valmeyer Community Unit School District #3 Board of Education supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration. The use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The Board expects all Faculty, Students, Staff, and Associates to use the District's Computers and Networks responsibly. All computing resources must be used in an Effective, Ethical, and in a Lawful manner. Users are expected to learn and follow normal standards of polite conduct and responsible behavior in their use of computer resources.

#### **Responsibility**

The district shall make every effort to ensure that this educational resource is used responsibly by students and staff. Administrators, teachers and staff have a professional responsibility to work to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use the information to meet their educational goals.

The students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet. The building administrator shall have the authority to determine what inappropriate use is, and his/her decision is final. The district network and access to the Internet exist for the primary purpose of transmitting and sharing information between Academic Organizations. It is the responsibility of each user on the district network or the Internet to recognize his/her accountability in having access to these vast services, sites, systems and people, and to act according to acceptable behavior standards when using them.

There should be no expectation of privacy in any use of E-mail, internet access, or use of the district's network as a whole. Any and all computers or other devices (I.E. PDAs or Cell Phones) that are connected directly or wirelessly to the district's network infrastructure are subject to inspection and monitoring at any time by district technology or administrative personnel. Random remote monitoring may be done without any indication or notice to any user at any time via: Virtual Network Connection (VNC), packet sniffing, or other means may be employed. Computer files and even deleted files not erased may be accessed and read at any time for monitoring and policy enforcement purposes by authorized personnel.

#### **Authority**

- The electronic information available to students does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet.
- The district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet.
- The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
- The district reserves the right to log network use and to monitor file server space utilization by district users.
- The Board establishes that the use of the Internet is a privilege, not a right. Inappropriate, unauthorized, or illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

### **RULES AND PROCEDURES FOR USE OF COMPUTER RESOURCES**

#### **I. Use of Computer Hardware**

- Computer hardware is like any other School property and shall be treated accordingly. All desktop computers, laptops, and cell phones provided by the District remain the property of the school district. All items must be made available for inventorying, inspection, updating, and or maintenance at any time by the district technology or administrative personnel at any time.
- Only authorized Individuals will install, service, and/or maintain district-owned computer hardware.
- No hardware, including cables or peripherals may be moved, removed from the district, or loaned to another district employee without authorization from the technology director.
- It is the responsibility of the faculty/staff member to whom the computer is assigned to log off and shut down the computer and all peripherals at the end of each day. It is the responsibility of the faculty, students, and staff, to keep the computers clean and free of dust, magnets, food, liquid, or any other foreign material known to be harmful to the hardware or functionality of the system.
- It is the responsibility of the faculty/staff member to whom the computer is assigned, to report malfunctions of the hardware or software to the technology director by means of the electronic form provided on the District web page.
- No privately owned computers, laptops, or palm computers may be introduced to the District network without the permission of the technology director. Such equipment approved must be presented for inspection and/or monitoring at the request of the technology director or administrator.

#### **II. Use of Computer Software**

- Only software (on disk or downloaded) that is legally owned and/or authorized by the district may be installed on district computers.
- The unlawful copying of any copyrighted software and/or its use on district hardware is prohibited.
- Modification, removal, or erasure of any software without authorization is prohibited.
- The intentional introduction of any viral agent(s) is prohibited. All externally used diskettes or "thumb" (USB) drives should be checked for viruses each time they are put into or connected to a district-owned computer system.
- Any individual who intentionally introduces a virus into the district system or violates the copyright laws shall be subject to appropriate district discipline policies and to the penalty provisions of the AUP.
- The technology director and/or the building administrators have the right and responsibility to remove any software from district-owned equipment where the user cannot provide original copies of the software and/or appropriate license for the software.

#### **III. Use of Remote Communications and the Computer Network**

- All computers for Student use from which the Internet and shared resources can be accessed will be in supervised areas. School district staff shall monitor student computer use, providing assistance, or taking corrective action when necessary. Any student found using a machine unsupervised will be subject to appropriate district discipline policies and to the penalty provisions of the AUP.
- Network use must be consistent with the goals and standards of the district, school, and specific curriculum. C. Networked computers may be used for research, experimentation in computer communications, and curriculum development where such use does not interfere with normal operations.
- Others must not use an account assigned to an individual, including student use accounts. Faculty, students, staff and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of network resources.
- Use of any login and password by any user through Telnet or FTP resources from district computers is prohibited without authorization from the Technology Director.
- Use of sites such as MySpace, Facebook, or You Tube is prohibited unless there is a valid educational benefit to be gained by doing so. Staff members may request use through their respective principal and the technology director.

#### **IV. Behavior Standards**

- A. Though the district uses an Internet filter that blocks inappropriate sites, no filter is perfect. Accessing or attempting to access inappropriate Internet sites is prohibited. Inappropriate Internet sites can be, but are not limited to:
  - Sites containing pornographic and other objectionable materials.
  - Sites using obscene language.
  - Sites encouraging hatred or terrorist acts.
  - Sites that enable and encourage circumvention of the district's internet filter
  - File sharing sites that encourage illegal downloading of copyrighted materials such as music, books, or video/motion pictures
- B. Abusive conduct when using district computers or the network is prohibited. Abusive conduct can be, but is not limited to:
  - Placing of unlawful information on any computer system.
  - Using abusive, obscene, threatening or objectionable language through email, social networking or any other means.
  - Sending messages that are likely to result in the loss of recipient's work or systems.
  - Sending "chain letters" or "broadcast" messages to lists or individuals.

- Use of the system to intimidate or create an atmosphere of harassment.
- C. Interference with or disruption of the network users, services, or equipment is prohibited. Disruptions can include, but are not limited to:
  - Distribution of unsolicited advertising.
  - Propagation of computer worms or viruses.
  - Unauthorized entry to any other machine accessible via the network.
  - Attempting to degrade or degrading computer or network system performance.
  - Transmission of any material in violation of any U.S. or State Laws or Regulations is prohibited and may constitute a criminal offense.
  - Accessing another individual's E-mail is prohibited, except when an investigation requires the monitoring of systems by the technology director or the administration.
  - Attempts to gain unauthorized access to remote systems are prohibited.
  - The use of another individual's access codes/passwords is prohibited.
  - Copying of another individual's work or copyrighted material is prohibited.

#### General Policies

- A. The network user shall be responsible for damages to equipment, systems and software resulting from deliberate or willful acts.
- B. Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violation, or theft of services will be reported to the appropriate legal authorities for possible prosecution.
- C. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Penalties for flagrant misuse of the Internet may include, but are not limited to, loss of Internet access and/or computer use and other disciplinary actions for a stipulated period of time.
- D. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes, but is not limited to, the uploading or creation of computer viruses
- E. All users of district equipment must sign the appropriate District Computer and Network AUP Agreement stating they understand all policies regarding computer use and agree to abide by them. Network access will not be given to a user until he/she has agreed to, and signed this policy.
- F. Any and all equipment district owned is subject to these rules and provisions when connected to the district network, including provisions for inspection and remote monitoring. Any form of remote connection from within or outside the school district, while connecting to computer resources inside the district are subject to these same rules and provisions. Connections may be made physically, wirelessly, or in any other fashion.
- G. Personally owned computers, laptops or other communications equipment may not be connected to the district network without consent from the technology office and is subject to the same rules and provisions for inspection and monitoring as district owned equipment.
- H. Any other party cannot hold the district liable for any losses, including lost revenues or for any claims or demands against the user. The district cannot be held responsible for any damages due to the loss of output, loss of data, time delay, system performance, software performance, incorrect advice, or any other damages arising from the use of the district's computer facilities and network.
- I. The individual user and/or their Parent or Guardian in the case of a Student, will be held liable for any of the above issues that he/she causes or policies that are violated.
- J. In accordance with the expectation that all computing resources being used in an Effective, Ethical, and Lawful manner, the following uses are specifically prohibited:
  - Use of the network to facilitate illegal activities
  - Use of the network for commercial or for-profit purposes
  - Use of the network for non-work or non-school related work
  - Use of the network for product advertisement or political lobbying
  - Use of the network for hate mail, discriminatory remarks, or offensive or inflammatory communication
  - Use of the network to intentionally obtain or modify files, passwords and data belonging to others
  - Use of the network to disrupt the work of other users
  - Use of the network to access obscene or pornographic material
  - Use of the network facilities for fraudulent, unauthorized or illegal installation, distribution, reproduction, modification, or use of copyrighted materials
  - Loading or use of unauthorized games, programs, files or other electronic media
  - Use of inappropriate language or profanity on the network
  - Destruction, modification or abuse of network hardware or software
  - Impersonation of another user, anonymity or pseudonyms
  - Quoting personal communications in a public forum without the original authors prior consent

#### Proper Respect for Copyright

In an effort to encourage the proper respect for copyright on the Internet, the following guide for Student users is provided:

- If the user did not create a non-public domain written work, piece of art, photograph or music, or obtain rights to it, the user does not own it!
- If the user does not own the non-public domain material, the user may not copy it or distribute it to others.
- The author or owner of a document or other type of information must explicitly relinquish rights in order to place a work in the "Public Domain" and thereby make copying/distribution with specific authorization possible.
- "Fair use" allows the user to copy small portions of a work the user does not own without permission, but only for Criticism, Education, News Reporting, and the like there of. Any copies must then be destroyed or erased.
- When in doubt, the user should ask the creator or owner of material for permission to use the work.

#### **7.20 Guidelines for Student Distribution of Non-School-Sponsored 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 selected 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.
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.

Cross Reference:  
PRESS 7:310, *Restrictions on Publications*

### **8.10 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

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

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

#### Seizure of Property

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

Cross-reference:  
PRESS 7:140, *Search and Seizure*



## **9.10 Athletic Rules & Code of Conduct**

*In grades 5, 6, 7, and 8 competitive athletics for students are available. Boys may compete in baseball and basketball. Girls may compete in softball, basketball and volleyball. All incoming 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students may try out for the cheerleading squad as well. There is an athletic fee assessed per sport for each student that is on a team. This fee does not guarantee playing time.*

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities.

### **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 Elementary School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

### **Academic Eligibility**

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

To retain athletic eligibility, an athlete must have not failed 2 semester hours of academic course work in the semester preceding his or her athletic eligibility and must have not failed 2 semester hours of academic course work in the week preceding his or her athletic eligibility.

*Grades will be checked on the last school day of each academic week to determine if students are "eligible" to participate in extra-curricular activities. All classes a student is enrolled in will be used to determine eligibility. If a student is failing two or more classes that week, he/she is ineligible to play for the following week. Eligibility/ineligibility goes from Monday through Sunday.*

### **SIJHSAA**

Eligibility for most athletics is also governed by the rules of the Southern Illinois Junior High Sports Athletic Association and, if applicable, these rules will apply in addition to this Extracurricular Athletic Code. In the case of a conflict between SIJHSAA and this Extracurricular Athletic Code, the most stringent rule will be enforced.

### **Absence from School on Day of Extracurricular or Athletic Activity**

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

### **Travel**

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the administration upon advance written request of a student's parent/guardian and provided the parent/guardian/grandparent appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

### **Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

**The student shall not:**

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *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.

**Due Process Procedures**

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
  - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
    - A specified period of time or percentage of events, competitions, or practices;
    - The remainder of the season or for the next season; or
    - The remainder of the student's school career.
  - b. Sanctions for alcohol and other drug violations, including tobacco, nicotine and products composed purely of caffeine in a loose powdered form, will be based on the following:

#### First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty may be reduced if the student is enrolled in a drug or alcohol counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student may be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

#### Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

#### Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the superintendent or superintendent's designee.

All students remain subject to the School District's student discipline policy and the school's student/parent handbook.

#### Cross-References:

PRESS 6:190, *Extracurricular and Co-Curricular Activities*  
 PRESS 6:190-AP, *Eligibility for Participation in Extracurricular Activities*  
 PRESS 7:240, *Conduct Code for Participants in Extracurricular Activities*  
 PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

#### Travel

*All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by an administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian/grandparent appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent/grandparent. Oral requests shall not be honored and oral permissions shall not be valid.*

#### Cross-References:

PRESS 6:190, *Extracurricular and Co-Curricular Activities*  
 PRESS 6:190-AP, *Eligibility for Participation in Extracurricular Activities*  
 PRESS 7:240, *Conduct Code for Participants in Extracurricular Activities*  
 PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

### **CODE OF CONDUCT FOR ATHLETES AND CHEERLEADERS**

*The coaching staff of Valmeyer Junior High School, the Administration and the Board of Education, has high expectations of athletes who represent our school.*

#### **RESPONSIBILITIES**

*The privilege of participating in our athletic program is extended to all students regardless of sex, providing they are willing to assume certain responsibilities in addition to any other school rules or regulations.*

*The greatest responsibility of an athlete is to be a credit to themselves, their parents, their school, and their community. Therefore, it is expected that the athlete:*

1. *Display high standards of social behavior.*
2. *Display outstanding sportsmanship.*
3. *Display proper respect for those in authority (teachers, administrators, officials) and their opponent.*
4. *Display a real spirit of cooperation.*
5. *Dress appropriately when attending a contest, whether home or away. Keep themselves neat, clean, and socially presentable at all times.*
6. *Use language that is socially acceptable. Profanity, vulgarity, and/or obscene gestures will not be tolerated on or off the field.*

### JUNIOR HIGH SCHOOL ELIGIBILITY RULES

*In order to represent Valmeyer Junior High School in any interscholastic competition, a student athlete must meet all eligibility requirements of the SIJHSAA (Southern Illinois Junior High School Athletic Association), Cahokia Conference as well as those of Valmeyer Junior High School.*

#### No Pass/No Play Policy

*Valmeyer Junior High School has adopted a No Pass/No Play Policy that applies to extra-curricular activities. In order to be "eligible" to participate:*

- 1. If a student is failing two or more classes they will be ineligible to participate. Grades will be checked each Friday and will be based on the cumulative grade to that date in that quarter. Ineligibility will begin on the Monday following the Friday grade check, and will continue until the next Monday.*
- 2. If a student receives a failing grade in two or more classes at the end of the current semester the student will be ineligible to participate the following semester.*

*The student athlete must attend school the entire day of a contest in order to participate unless the contest falls on a Saturday, holiday, or a day in which school is not officially in session. Exceptions to this rule must be approved by the administration, prior to the date of the absence.*

*The student athlete must turn in, prior to the first practice and regardless of the time, a completed current physical, insurance form or an insurance waiver, and school activity permission/health form.*

### DISCIPLINARY ACTIONS

*An athletic participant at Valmeyer Junior High School will be subject to disciplinary action if he or she commits any of the following violations:*

- 1. Use of/or possession of tobacco, alcohol, drugs (or lookalike), drug paraphernalia.*
- 2. Theft or vandalism of any school or personal property.*
- 3. Acts of unsportsmanlike conduct during the season in which the participant is involved, such as cheating, attempting to fight or fighting, verbal abuse of officials, contestants, coaches, spectators, or teammates or continued display of a poor attitude.*
- 4. Any gross misconduct or disobedience in or out of school.*
- 5. Violation of school rules and regulations that warrant an out-of-school suspension.*

#### FIRST VIOLATION

- 1. The student athlete will be suspended for 4 of the scheduled games.*
- 2. The suspension will take effect immediately.*
- 3. If a person is not currently participating in any athletic activity when the violation occurs, he/she will be suspended during the next athletic activity in which he/she has had a record of being a participant.*

#### SECOND VIOLATION

- 1. If a student athlete violates the rules a second time, he/she will be suspended for 6 of the scheduled games.*
- 2. The suspension will take effect immediately.*
- 3. If a student athlete wishes to participate in sports after a second violation, he/she must seek professional help and have an evaluation completed. If the evaluation recommends a rehabilitation program, the student athlete must participate and complete the program.*

#### THIRD VIOLATION

- 1. The student athlete will not be allowed to participate in sports for the remainder of their junior high school career.*
- 2. These rules shall be in effect 365 days a year for the student athlete and cheerleader. The sanctions apply to ALL whether or not they are actively engaged in their activity at the time of the violation. Furthermore, violations carry over from year to year and accumulate throughout the junior high school career.*

#### VERIFICATION

*The following people may verify that a student has violated the rules: student admission, media/electronic sources (including but not limited to: email, blogs, text messages, web page), district teachers, district administrators, law enforcement officers, human support counselors, parents reporting their own children, coaches, sponsors, and/or administration will verify reports by other individuals.*

#### INDIVIDUAL SPORT RULES

*The building principal shall require that all coaches and sponsors of athletic activities have Rules or a Code of Conduct for their participants with this policy and the rules adopted by the SIJHSAA and Cahokia Conference. These rules should contain a notice to participants that failure to abide by them could result in removal from the activity. The Rules or Code of Conduct shall be reviewed by the building principal periodically at his/her discretion and be presented to the school board of education.*

## APPEALS

*In the event of an appeal by student or parent(s), within 24 hours of notice of suspension, a final decision will be made by the Activity-Discipline Review Team made up of the Coach or sponsor and two (2) of the following: Superintendent, Principal, Athletic Director or Guidance Counselor.*

### Absence from School on Day of Activity

A student who is absent from school is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the principal: 1) for a medical absence pre-arranged with the principal or 2) for a death in the student's family. A student who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the principal.

### Travel

*All students shall travel to events and return home from events by use of school approved means of transportation. A written waiver of this rule may be issued by an administrator upon advance written request of a student's parent or guardian and provided the parent or guardian/grandparent appears and accepts custody of the student. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent/grandparent. Oral requests shall not be honored and oral permissions shall not be valid.*

## JUNIOR HIGH SCHOOL ELIGIBILITY RULES

*In order to represent Valmeyer Junior High School in any extracurricular activity, a student must meet all eligibility requirements of Valmeyer Junior High School.*

### No Pass/No Play Policy

*Valmeyer Junior High School has adopted a No Pass/No Play Policy that applies to extra-curricular activities. In order to be "eligible" to participate:*

1. *If a student is failing two or more classes they will be ineligible to participate. Grades will be checked each Friday and will be based on the cumulative grade to that date in that quarter. Ineligibility will begin on the Monday following the Friday grade check, and will continue until the next Monday.*
2. *If a student receives a failing grade in two or more classes at the end of the current semester the student will be ineligible to participate the following semester.*

*The student must attend school the entire day of a scheduled activity in order to participate unless the activity falls on a Saturday, holiday, or a day in which school is not officially in session. Exceptions to this rule must be approved by the administration, prior to the date of the absence.*

## DISCIPLINARY ACTIONS

*Any student who is involved in extra-curricular activities at Valmeyer Junior High School will be subject to disciplinary action if he or she commits any of the following violations:*

1. *Use of/or possession of tobacco, alcohol, drugs (or lookalike), drug paraphernalia.*
2. *Theft or vandalism of any school or personal property.*
3. *Acts of misconduct during the extracurricular activity in which the participant is involved.*
4. *Any gross misconduct or disobedience in or out of school.*
5. *Violation of school rules and regulations that warrant an out-of-school suspension.*

### FIRST VIOLATION

1. *The student will be suspended from all extracurricular activities for 4 weeks.*
2. *The suspension will take effect immediately.*

### SECOND VIOLATION

1. *If a student violates the rules a second time, he/she will be suspended from all extracurricular activities for 8 weeks.*
2. *The suspension will take effect immediately.*

### THIRD VIOLATION

1. *The student will not be allowed to participate in extracurricular activities for one calendar year.*
2. *The suspension will take effect immediately.*

### FOURTH VIOLATION

1. *The student will not be allowed to participate in extracurricular activities for the remainder of their high school career.*
2. *The suspension will take effect immediately.*
3. *These rules shall be in effect 365 days a year for extracurricular activities. The sanctions apply to ALL whether or not they are actively engaged in their activity at the time of the violation. Furthermore, violations carry over from year to year and accumulate throughout the student's junior high school career.*

**VERIFICATION**

The following people may verify that a student has violated the rules: student admission, media/electronic sources (Including but not limited to: email, blogs, text messages, web page), district teachers, district administrators, law enforcement officers, human support counselors, parents reporting their own children, coaches, sponsors, and/or administration will verify reports by other individuals.

**INDIVIDUAL CLUB AND ORGANIZATION RULES**

The building principal shall require that all sponsors of extracurricular activities have expectations for their participants with this policy. These rules should contain a notice to participants that failure to abide by them could result in removal from the activity. The Extra Curricular Code of Conduct shall be reviewed by the building principal periodically at his/her discretion and be presented to the school board of education.

**APPEALS**

In the event of an appeal by student or parent(s), within 24 hours of notice of suspension, a final decision will be made by the Activity-Discipline Review Team made up of the Coach or sponsor and two (2) of the following: Superintendent, Principal, Athletic Director or Guidance Counselor

**Rules When Attending School Events or Outside the School Day Activities**

All students attending the home games are expected to sit in the bleachers and watch the game. Students will not be permitted to leave the game during the game time. Students may be in the lobby before the game starts, at half time, and between games. When the cheerleaders perform their routine at half time, students should remain in the gym until the end of the routine. Students are representatives of the school and are expected to behave in a responsible manner, exhibiting good manners, good sportsmanship and good character.

If a student is failing two or more classes they will be ineligible to attend games. Grades will be checked each Friday and will be based on the cumulative grade to that date in the current semester. Ineligibility will begin on the Monday following the Friday grade check, and will continue until the next Monday.

**9.20 Attendance at School Dances**

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

- Use, possess, distribute, purchase, or sell tobacco materials.
- Use, possess, distribute, purchase, or sell alcoholic beverages.
- Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
- Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon.
- Vandalize or steal;
- Haze other students;
- Behave in a manner that is detrimental to the good of the school; or
- Be insubordinate or disrespectful toward teachers and chaperones.

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

**Cross-references:**

PRESS 6:190, *Extracurricular and Co-Curricular Activities*  
PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

**9.30 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 Southern Illinois Junior High Sports Athletic Association 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.

**Cross Reference:**

PRESS 7:305, Student Athlete Concussions and Head Injuries

**10.10 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 22<sup>nd</sup> birthday for

whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the special education staff.

Cross Reference:  
PRESS 6:120, *Education of Children with Disabilities*

### **10.20 Discipline of Students with Disabilities**

#### **Behavioral Interventions**

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

#### **Discipline of Special Education Students**

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

Cross Reference:  
PRESS 7:230, *Misconduct by Students with Disabilities*

### **10.30 Exemption From Physical Education Requirement**

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

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

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

Cross Reference:  
PRESS 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions*

### **10.50 Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the building administration.

Cross Reference:  
PRESS 6:120, *Education of Children with Disabilities*  
PRESS 6:120-AP2,E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes*

### **11.10 Student Privacy Protections**

#### **Surveys by Third Parties**

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

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

#### **Surveys Requesting Personal Information**

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.

6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

#### Instructional Material

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

#### Cross-References:

PRESS 7:15, *Student and Family Privacy Rights*

PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

### **11.20 Student Records**

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

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

**1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.



**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

Name  
 Address  
 Gender  
 Grade level  
 Birth date and place  
 Parent/guardian names, addresses, electronic mail addresses, and telephone numbers  
 Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs  
 Academic awards, degrees, and honors  
 Information in relation to school-sponsored activities, organizations, and athletics  
 Major field of study  
 Period of attendance in school

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

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

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

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington DC 20202-4605

Cross-reference:  
 PRESS 7:340, *Student Records*

**11.30 Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Cross-reference:  
 PRESS 7:340, *Student Records*

**12.10 Teacher Qualifications**

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

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessional provide services to your child and, if so, their qualifications.

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

Cross-References:  
 PRESS 5:190, *Teacher Qualifications*  
 PRESS 5:190-E1, *Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications*

### **12.20 Standardized Testing**

Students and parents/guardians should be aware that students in grades 3 - 8 will take standardized tests the last two weeks April and first two weeks of May. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

Cross-Reference:

PRESS 6:340, *Student Testing and Assessment Programs*

### **12.30 Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

1. Educational organizations and schools
2. Food bank and meal programs
3. Local service organizations (Goodwill, Salvation Army, etc.)
4. Family shelters
5. Medical services

Cross-References:

PRESS 6:140, *Education of Homeless Children*

PRESS 6:140-AP, *Education of Homeless Children*

### **12.40 Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

Cross-References:

PRESS 6:60-AP, *Comprehensive Health Education Program*

PRESS 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

### **12.50 Parental Involvement (Title 1)**

The school annually has a meeting for all Parents/Guardians.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include PTO (Parent Teacher Organization), Music Booster and BOSS (Boosters of School Sports). Contact your school administrator for calendars and contact information.

The school provides Parents/Guardians with access to:

- a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- c) opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- d) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the building administrator

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the Title 1 director.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Cross-reference:  
PRESS 6:170, *Title I Programs*

#### **12.60 English Language Learners**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact the building administration.

Cross Reference:  
6:160, *English Language Learners*

#### **12.70 School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Cross-References:  
PRESS 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*  
PRESS 8:95-E2, *Verification of School Visitation*

#### **12.80 Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the building administrator

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross-Reference:  
PRESS 4:160-AP, *Environmental Quality of Buildings and Grounds*

**12.90 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.

Cross Reference:  
PRESS 5:90, *Abused and Neglected Child Reporting*

**12.110 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.

Cross-References:  
PRESS 4:170-AP2, *Criminal Offender Notification Laws*

**12.120 Sex Offender & Violent Offender Community Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:  
<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:  
<http://www.isp.state.il.us/cmvo/>.

Cross Reference:  
PRESS 4:170-E6, *Informing Parents About Offender Community Notification Laws*