HALL PASS

Name: ____ **Grade:** ______________

Date	Time out	Time in	Destination	Teacher

Date	Time out	Time in	Destination	Teacher

Destination Codes: C=Counselor L=Locker N=Nurse PO=Principal’s Office R=Restroom

HALL PASS

Name: ______________________________ **Grade:** ______________

Date	**Time out**	**Time in**	**Destination**	**Teacher**

Date	**Time out**	**Time in**	**Destination**	**Teacher**

Destination Codes: C=Counselor L=Locker N=Nurse PO=Principal’s Office R=Restroom

* EVERY MONDAY WILL BE A 1:50 DISMISSAL *

2026

August 10	Teacher Institute – **Student non-attendance**
August 11	Teacher Institute – **Student non-attendance** – **OPEN HOUSE (4-6)**
August 12	**1ST DAY OF SCHOOL – 2:00 Dismissal**
September 7	**No School** – Labor Day
September 11	Quarter 1 Midterm
September 21	**Noon Dismissal** – ½ Day School Improvement
October 8	End of Quarter 1
October 9	ROE 30 Teacher Institute – **Student non-attendance**
October 12	**No School** – Columbus Day
October 14	Quarter 1 Report Cards Sent Home
October 15	Parent / Teacher Conference 4:00 – 7:00 – **Regular Dismissal**
October 20	Parent / Teacher Conference 4:00 – 7:00 – **Regular Dismissal**
November 11	**No School** – Veterans Day (observed)
November 13	Quarter 2 Midterm
November 24	2:00 Dismissal
November 25	**No School** – Thanksgiving Break
November 26	**No School** – Thanksgiving Day
November 27	**No School** – Thanksgiving Break
December 18	End of Quarter 2
December 18	2:00 Dismissal
December 21	**Beginning of Christmas Break**

2027

January 4	**Students return from Christmas Break**
January 6	Quarter 2 Report Cards Sent Home
January 18	**No School** – Dr. Martin Luther King, Jr. Day
February 5	Quarter 3 Midterm
February 11	Parent / Teacher Conference 4:00 – 7:00 – **Regular Dismissal**
February 15	**No School** – President's Day
February 16	Parent / Teacher Conference 4:00 – 7:00 – **Regular Dismissal**
March 5	End of Quarter 3
March 5	2:00 Dismissal
March 8	**Beginning of Spring Break**
March 15	**Students return from Spring Break**
March 17	Quarter 3 Report Cards Sent Home
March 25	2:00 Dismissal
March 26	**No School -** Good Friday
March 29	**No School -** Easter Monday
April 9	Quarter 4 Midterm
April 19	**Noon Dismissal** – ½ Day School Improvement
May 18	End of Quarter 4
May 18	Final Report Card Sent Home
May 18	**Last day of student attendance** (if **NO** emergency days are used) 2:00 dismissal (Report Cards sent home with students)
May 19	Teacher Institute – **Student non-attendance** (if **NO** emergency days are used)
May 25	End of Quarter 4 (if **ALL** emergency days are used) (Report Cards sent home with students)
May 26	Teacher Institute – **Student non-attendance** (if **ALL** emergency days are used)
May 31	**No School** – Memorial Day

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The Falcon indicates rules and/or policies specific to Elverado Intermediate and/or Jr. High Schools.

Additional copies are available in the school office. District policy or state regulations can be accessed at the Elverado district office. Please note the changes for this school year – most importantly reporting absences, grading scale, and late work.

Handbook Disclaimer: The policies, directives, procedures, rules, guidelines (etc.) published in the Elverado Intermediate and Junior High Schools Student Handbook are subject to change to ensure adherence and compliance to local, state, or federal ordinances and policies. Students may be disciplined for actions or behaviors not included in the handbook should those actions or behaviors distract from the educational environment or disrupt the learning process. As the year progresses, it may become necessary to add or to change rules or policies to better serve the needs of the schools and the student population. Proper notice will be given of any policy or procedural change during the year.

Elverado Community School District #196

Board of Education

Gary Tretter III, President
Mark Wisely, Vice-President
Kathy Elson, Secretary
Steven Farmer, Member
Stephanie Hawk, Member
Jessica Martin, Member
Nathan Reams, Member

SUPERINTENDENT
Connie Clendenin

PRINCIPAL
Connie Clendenin

ATHLETIC DIRECTOR
Taylor Cheek

SECRETARY
Dena Teague

SCHOOL ADDRESS

190 Harrison, Vergennes, IL 62994 Phone: 618-684-3527 FAX :618-687-3363

FACULTY & STAFF

Bobbie Banks ..... Mathematics 6-8
Jon Booker ..... Art K-8
Nikki Brand ..... Paraprofessional 3-5
Olivia Buza ..... Grade 4
Taylor Cheek ..... Physical Education 3-8
Bethany Cottle ..... School Social Worker 3-8
Abigail Smith ..... Language Arts 6-8
Jamie Ellis ..... Science 6-8
Tiffany Hulsey ..... Grade 5
Kacie Lang ..... Grade 3
Christina Lashbrook ..... Paraprofessional 3-5
Betty Jo Melby ..... Paraprofessional 6-8
Joseph P. Mowrer ..... Jr. High Special Education Math/Social Studies 6-8
Courtney Provart ..... Social Studies 6-8
Michelle Reeves ..... Jr. High Special Education Language Arts/Science 6-8
Elizabeth Thompson ..... Intermediate Special Education 3-5
Amy Tyner ..... Interventionist 3-8
Cinnamon VanZandt ..... Grade 5
Sophie Wallace ..... Grade 4

Notice of Highly Qualified

We would like to confirm that Elverado CUSD 196 Title I schools have 100% highly qualified teachers in the areas of concern for No Child Left Behind requirements. If you have any questions regarding this, please call the superintendent's office at 568-1321.

Notice of Non-Discrimination and Complaint

As per board policy 5:10: Notice is given that Elverado District #196 does not discriminate on the basis of race, sex, color, national origin, or disability in admission or access to its programs and activities.

Notice of Official Handbook

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. There are always circumstances, guidelines, and situations that cannot be directly addressed in this handbook. In those cases, decisions will be made with this handbook, board policy, and the Illinois School Code as guiding documents and the best interests of student safety and learning as the priority.

INTRODUCTORY INFORMATION & GENERAL NOTICES

We use a phone messaging service to relay information to parents throughout the year—including school closings. PLEASE make sure you are receiving those and make every effort to keep a current phone number on file with the office of your child(ren)'s school.

1.00 -- <u>SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY</u> *(July 2020)*

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

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

Additionally, please note the following:

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

1.40 – <u>VISITORS</u> (Buildings are locked during the school day. Please buzz in at the main door of EJHS.)

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office, before proceeding into the building. Visitors should identify themselves and inform office personnel of their reason for being at school. Due to safety concerns and possible disruption to the educational process, students are not permitted to bring guests to school. State law requires individuals (including parents and guardians) who visit the school, to report to the office so that their presence may be identified and understood by school personnel. Any unauthorized visitors will be asked to leave the property. Local police will be asked to assist when unauthorized visitors fail to leave when asked.

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.

Visitors to the school and on school-sponsored trips must obey all school rules and regulations. This includes rules regarding smoking on school property. Visitations by pupils from other schools are usually not allowed. Visitors create a hardship for both teachers and pupils. In Vergennes it is important to buzz in and speak with the office before entering the intermediate building. The secretary will direct you if you need to also sign in the office. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. 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. Parents/Guardians are also encouraged to make lunch arrangements and deliveries prior to the start of school. Takeout meals and fast food lunches are discouraged and cause great disruption and distraction to other students. Any deliveries (lunches, forgotten homework, etc.) should be taken directly to the office and will be given to your child at the earliest convenience or break in the child's school day. Deliveries should not be made to the child's classroom.

Parents and guardians are always welcome, but any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with (1) teachers, (2) the principal, or (3) to visit their children's classes are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. ALWAYS CHECK IN THE MAIN OFFICE (at EJHS) UPON ARRIVING AT SCHOOL!

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

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

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

1.50 – EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY (Updated: May 2025)

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity 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 the District Superintendent.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

1.60 – ANIMALS ON SCHOOL PROPERTY (Updated: February 2010)

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 principal 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 (Updated: November 2009)

All school volunteers must be approved by the building 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 before going to their destination. (PRESS 6:250, Community Resource Persons and Volunteers)

1.80 – INVITATIONS AND GIFTS [K-8] (Updated: February 2010)

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 using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

1.85 – TREATS AND SNACKS [K-8] (Updated: February 2010)

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.

1.90 – EMERGENCY SCHOOL CLOSINGS (Updated: November 2009)

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced as soon as reasonably possible with School Messenger or TeacherEase. Closing will also be posted on the district website and can be sent to you via text message if requested. 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 canceled.

1.100 – VIDEO AND AUDIO MONITORING SYSTEMS (Updated: February 2009)

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. (PRESS 4:110, Transportation)

1.110 – ACCOMODATING INDIVIDUALS WITH DISABILITIES (Updated: February 2011)

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.

1.120 – STUDENTS WITH FOOD ALLERGIES (Updated: November 2009)

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 684-3527.

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. (PRESS 7:285, Food Allergy Management Program)

1.130 – CARE OF STUDENTS WITH DIABETES (Updated: February 2011)

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

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

For further information, please contact the building principal.

1.140 – SUICIDE AND DEPRESSION AWARENESS AND PREVENTION (Updated February 2016)

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.

1.160 – PARENT ORGANIZATIONS AND BOOSTER CLUBS (New: June 2021)

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about

school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

1.170 – STUDENT APPEARANCE (New: July 2023)

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Students should not share hairbrushes or make-up. Students will not be allowed to put make-up on in the classroom and those products along with aerosol body sprays should remain at home.

1.180 -- AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS *(June 2022)*

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student

- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800-656-HOPE (4673)
National Sexual Abuse Chatline at online.rainn.org
Illinois Department of Children and Family Services Hotline at 1-800-25-ABUSE (2873)

1.185 – FAITH'S LAW NOTIFICATIONS *(September 2022)*

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

1.190 -- PREVENTION OF ANAPHYLAXIS *(June 2022)*

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal. (PRESS 7:285, Anaphylaxis Prevention, Response, and Management Program; PRESS 7:285-AP, Administrative Procedure – Anaphylaxis Prevention, Response, and Management Program)

1.200 – SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE *(July 2023)*

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

1.210 -- FREE AND REDUCED-PRICE FOOD SERVICES; MEAL CHARGE NOTIFICATIONS *(May 2024)*

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or School Secretary about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable. Cross Reference: PRESS 4:130-E, Exhibit – Free and Reduced-Price Food Services; Meal Charge Notifications

1.200 – SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE (New: July 2023)

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

ATTENDANCE, PROMOTION, & GRADUATION

EXPECTATIONS

The single most important factor in any student's opportunity to work up to his/her ability is regular attendance. It is impossible to teach a student who is absent from class. Each student is expected to attend every class of every school day unless circumstances of personal health or compelling family matters make such attendance impossible.

The policy of the Board of Education shall be to promote and require regular attendance in assigned classes of all students within the District. In recognition of the variety of factors, which may affect student attendance, the following limits shall prevail:

Any student, who is absent 10% of the school attendance days per month or five consecutive days without discernible cause, will be turned in to the Truancy Division of the Regional Superintendent of Schools office. Doctor's verification will be required when students miss due to extended illness or a doctor's or dentist appointment. Students who miss more than 10% of school days will also be required to produce a doctor's excuse in order for additional absences to be excused. This will be enforced**. Absences are detrimental to student grades and overall academic progress. Excessive absences can result in retention. Students who are absent without cause and are unexcused will not be allowed to make up work for credit. This will greatly impact a student's grades.**

2.10 – ATTENDANCE (Updated: December 2018)

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. (PRESS 7:70, Attendance and Truancy)

2.20 – STUDENT ABSENCES (Updated: May 2025)

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

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS , attend a civic event, or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence

includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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

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

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

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

In the event of any absence, the student's parent/guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

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

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

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

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

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

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services. (PRESS 7:70, Attendance and Truancy)

EXCUSED ABSENCES:

The student is permitted to make up work when absences are excused. **For an absence to be excused, the parent must notify the school within two days following the child's return to school**. Examples for excused absences are:

a. Sickness – personal or immediate family - *According to the guidelines from the Illinois Department of Public Health, students who have a fever, vomiting, diarrhea, or contagious disease must stay home 24 without the use of medications before symptoms have been gone 24 hours. Students must be fever free for 24 hours without the use of medications before returning to school. These guidelines are necessary to protect the health of the students and to control the spread of colds and illnesses. Please refer to the Communicable Disease Guide distributed by the Illinois Department of Public Health for further information.*

b. Medical or dental appointments (**Doctor's note required within two days of the absence—please bring in if absence for even a portion of the day**)

If students are absent between 30 minutes and 3 hours of the school day, they will be counted absent for ½ day. Students absent for more than 3 hours of the school day will be counted as a full day absence. Students who arrive at school after the start of classes will be counted as tardy and will serve the consequences for being tardy.

MENTAL HEALTH DAYS

Public Act 102-321, the Excused Student Absence for Mental Health Reasons Act, went into effect January 1, 2022. This act allows students an excused absence due to the mental or behavioral health of the student. Students will be allowed up to five excused Mental Health Days per school year. These five days WILL count towards the total excused absences allowed per school year. After using two Mental Health Days the student may be referred to the appropriate school support personnel. After the student uses five Mental Health Days, a doctor's note will be required. Students are not allowed to call themselves in; a parent must call the school in order for the absence to be considered excused. Mental Health Days are simply excused absences in the same way as if a student were physically ill. Elverado CUSD 196 recognizes the importance of mental health and wants to support our families. The following process has been implemented:

- Day One: Parent calls student in for Excused-Mental Health Day.
- Day Two: Student and parent will be notified of resources. Parents may be contacted for follow-up.
- Day Three: Student will meet with counselor or social worker, parent contact will be made; student and parent will be notified of resources.
- Day Four: Student meets with counselor or social worker, parent contact will be made; student and parent will again be notified of resources.
- Day Five: Student meets with counselor or social worker. Parents will be notified that there are no remaining Mental Health Days.

As a reminder, there are resources available to all students through our School Social Worker, Ms. Cottle, as well as other resources available if needed. If you would like to discuss your child's mental health with a social worker or counselor at school, please see the contact information below.

Please don't hesitate to reach out.

- Bethany Cottle, Social Worker, EIS/EJHS 618-684-3527
- National Suicide Prevention Lifeline 800-273-8255 available 24 hours every day - Text HELLO to 741741

PRE-ARRANGED ABSENCES:

The pre-arranged voluntary absence procedure enables a parent to withhold his/her student from school for an approved reason. Absences must be arranged at least **4 days in advance with the principal** in order for the students to be excused and the Pre-Arranged Absence form must be completed and submitted to the principal for approval. The following procedures should be followed:

1. The student must not have been absence for more than 10% of accumulated school days.
2. The Pre-Arranged Absence form must be submitted to each of the student's teachers for approval, signature and current grades. Teachers will in turn, as possible, provide assignments for the student.
3. The form must be approved and signed by the parents/guardians, after grades and attendance are recorded and then returned to the office a minimum of four days prior to absence for approval by the principal.
4. Parents/Guardians are expected to ensure that all assignments are completed and submitted upon first day of return.
5. Failure to meet all of the above guidelines will result in non-approval. If the absences are not approved by the principal, they will be deemed unexcused resulting in zeroes for all missed work.

UNEXCUSED ABSENCES:

Unexcused absences are given to students whose excuses are not listed above. Students who receive unexcused absences will not be able to make up missed work for a grade. Repeated unexcused absences will be reported to truancy and may also result in a student failing to promote to the next grade. Examples of unexcused absences are:

1. No parent telephone call or note following the absence
2. Absences for shopping or hair appointments
3. Extended or frequent absences due to illness, **unverified by physician (all absences above 10% without documentation)**
4. Doctor or dentist appointments with no verification
5. Vacation or other absences not listed above that are not **pre-approved** by the administration (see pre-arranged absences above)

STUDENT PARTICIPATION IN SCHOOL ACTIVITIES

A student will be permitted to participate in extracurricular activities if the absence is considered excused for reasons other than illness, **which must be pre-approved by the principal**. Students will not be allowed to participate if the absence is considered unexcused. Students absent due to illness must be in attendance the second half of the school day to be allowed to participate in or attend any extracurricular activities for the day. Students in violation of this policy will be subject to progressive consequences as outlined in the behavior guidelines.

2.30 – RELEASE TIME FOR RELIGIOUS INSTRUCTION AND OBSERVANCE (Updated: August 2017)

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 all missed work, including homework and tests, for equivalent academic credit. (PRESS 7:80, Release Time for Religious Instruction/Observation)

2.40 – MAKE-UP WORK (Updated: February 2016)

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. (PRESS 7:70, Attendance and Truancy)

EIS & EJHS GUIDELINES

As soon as students return to school after an absence, **they must make arrangements with their teachers to make up the missed work**. Students will be allowed one-day make-up time for each day of an excused absence. The first day's work will be due on the 2nd day the student returns to school, etc. It is the student's responsibility to contact the teachers and make the necessary arrangements.

Students should arrange, when possible, for a classmate to bring their schoolwork to them when they are absent. Parents may also pick up missed work in the school office between 2:30-3:30 p.m. Request for the student's work to be sent home or picked up must be made to the office by noon on the day of the absence. When a student is excused from classes for another activity (baseball, softball, basketball, Beta Club, student council, art, music events, etc.), they are to turn in all assignments due that day before leaving. These assignments are not considered make-up work and will be considered unprepared.

2.50 – TRUANCY (Updated: December 2018)

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

Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are 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

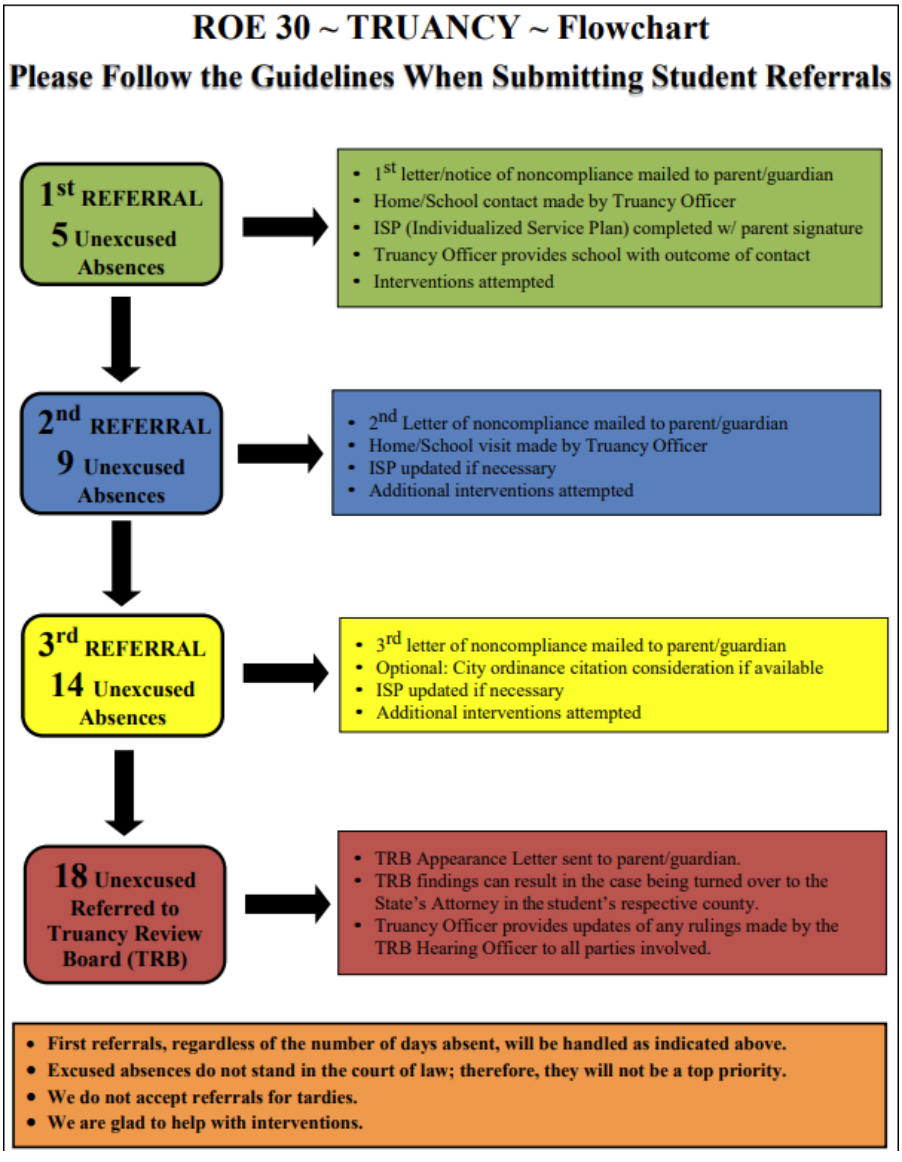
Additional absences beyond this may result in; referral to the truancy officer, reporting to officials under the Juvenile Court Act, referral to the State's Attorney, and/or appropriate school discipline. A student who misses 15 consecutive days of school

without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. (PRESS 7:70, Attendance and Truancy)

LEAVING SCHOOL

1. Pupils shall not leave the school grounds at any time during the school day without knowledge and consent of the principal.
2. Pupils desiring to go home due to sickness or injury must get permission from their teacher to go to the office. Permission to contact parent and/or to leave will be given by the principal. Students should not contact parents without permission. Students should **never** use cell phones for this purpose. **Consequences will be given for students who violate this rule**.
3. **Students who attend a partial day, are required to check in with the teachers whose classes were missed to acquire that day's lessons to be made up before the next attendance day**. If the first part of the day is missed, the student should check in with those teachers between classes, or during the Extra Opportunities/RtI Block at the end of the day. Students who leave early for an appointment or are sick, should check in with their afternoon teachers before leaving, to take home work they will miss in class that day.
4. Late bus students must report to the late bus supervisor for attendance check immediately after school. Late bus students wishing to leave school with a parent must inform the office. Late bus students wishing to leave school with anyone other than a parent must present to the office, a parent permission note with the date and specified person. More permanent arrangements can be made with the principal or secretary as needed.
5. Students may not walk home for lunch. Parents are encouraged to follow traffic patterns in the school lot and must park in the assigned areas. They may not wait in the area designated for bus traffic.
6. Students who are picked up by parents after school will not be dismissed until after the buses have left. Parents are encouraged to pick up their children after 3 p.m. on regular attendance days.
7. For student safety, parents should not drive between buses or turn around in front of the buses after school. Please wait until the buses have left.



2.60 – GRADING AND PROMOTION (Updated: November 2009)

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. (PRESS 6:280, Grading & Promotion)

ACADEMIC PERFORMANCE

1. **Honor Roll:** The honor roll has three levels: high honors, honors, and honorable mention. High Honors requires a grade point average of 4.50 or higher, Honors requires a grade point average between 3.99 and 4.49, and Honorable Mention is awarded for GPAs between 3.74 and 3.98. Core subjects are used for honor roll.
2. **Classroom Grading Scale**

99-100 = A+	93-98 = A	90-92 = A-
87-89 = B+	83-86 = B	80-82 = B-
77-79 = C+	73-76 = C	70-72 = C-
67-69 = D+	63-66 = D	60-62 = D-
0-59 = F		

3. **Letter/GPA Equivalency Scale**

A+ = 5.0	A = 4.7	A- = 4.3
B+ = 4.0	B = 3.7	B- = 3.3
C+ = 3.0	C = 2.7	C- = 2.3
D+ = 2.0	D = 1.7	D- = 1.3
F = 0.0		

3. **Parental Notification of Academic Performance**
   a. Students are expected to notify parents (keep them informed) of their academic progress and daily work. Parents are encouraged to check student planners and TeacherEase regularly.
   b. Parents are encouraged to schedule conferences with the teachers. Parents can also check grades online. They must ask for a password from the office for this service.
   c. At the end of the 5th week of a quarter, a midterm grade report will be given to all students. The midterm will require parent/guardian signature and return. These dates are on the calendar.
   d. Grade cards/Report Cards will be sent home with the students at the end of each quarter. These dates are on the calendar.
   e. Extra credit will not be given to a student who has not completed regular daily assignments or those who have unexcused absences.

2.70 – HOMEWORK (Updated: June 2022)

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.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

LATE WORK POLICY: Students at EIS and EJHS are expected to complete all assigned homework and turn in by the assigned due date for full credit. Students who fail to complete work fully on time will be allowed to turn it in the following day—but with a 50% reduction in grade and a U will be recorded in Jr. High planners for being Unprepared. They will also be assigned to noon workroom to complete the assignment. A zero will be given for work not completed within this timeline.

2.80 – EXEMPTION FROM PE REQUIREMENT [K-8] (Updated: November 2021)

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

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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

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

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

1. The time of year when the student's participation ceases; and
2. The student's class schedule. (PRESS 7:260, Exemption from Physical Education)

Students who are exempt from PE for medical reasons will not be allowed to participate in sports or athletic competitions and practice in accordance with the note received from the doctor's office. Students with open-ended notes must present a doctor note with a date to return to physical activity.

2.100 – HOME AND HOSPITAL INSTRUCTION (Updated: May 2025)

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

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

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
   a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
   b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact the Building Principal.

PARENTAL INVOLVEMENT (TITLE 1) - The school annually has a meeting for all Parents/Guardians. The time and place for this meeting will be posted on the school website. 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. 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.

GRADUATION REQUIREMENTS

In order to advance from one grade to the next, a student must not fail, in any combination 2 full credits of core classes or enrichment classes in one school year or in two consecutive years. Credits will be measured as 1/4 per quarter class and 1/2 per semester in semester classes or 1 per full year course.

A student transferring from another school into the Junior High must meet the same requirements from the date he/she enrolls. If the former school is a recognized school, his/her grade placement shall remain the same. Grades transferred from the previous school will be averaged with the Elverado Junior High grades to determine promotion.

2.130 – COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS, AND PROGRAMS: ABILITY TO OPT-OUT OF CERTAIN COURSE CONTENT AND PROGRAMS

(Updated: November 2025)

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing a Curriculum Objection Form.

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student.

STUDENT FEES & MEAL COSTS

ACADEMIC MATERIALS RENTAL - A textbook rental fee is required of each pupil when he/she enrolls on the opening day of school. The rental fee is set annually by the Board of Education. Grade cards will be withheld until fees are paid. Fees are nonrefundable. Students who qualify for free or reduced lunch and have completed the paperwork will be eligible for a waiver for these fees.

DUES AND FEES - Parents are expected to pay all dues and fees in a timely manner. Book rental, sports fees, breakfast/lunch bills, extra-curricular expenses, and other bills are incurred throughout a school year. Some extra fees may be supplemented through our Booster Club or other parent sponsors. Please check with the school if there is a bill you cannot pay. Payment plans can be set up. Prior to the end of each school year, Parents/ Guardians will be notified of all outstanding dues and fees

owed the district. Failure to make restitution or establish a payment agreement by the last day of student attendance will force Elverado CUSD #196 to pursue collection through small claims. The parent/guardian will be liable for all legal fees incurred by the district associated with small claims collection in addition to outstanding dues or fees.

3.10 – FEES, FINES & CHARGES; WAIVER OF STUDENT FEES (Updated: November 2022)

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

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 applies to all fees related to school, instruction, and extracurricular activities.

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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children); or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack. (The Hunger-Free Students' Bill of Rights Act applies to all schools that participate in the United States Department of Agriculture child nutrition program.)

(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)

3.15 – VANDALISM (Updated: May 2025)

The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

The Parental Responsibility Law makes parents/guardians of emancipated minors who are 11 through 18 years of age liable for actual damages. Parents/guardians may be liable up to $20,000 for the first act or occurrence of a willful or malicious act. If a pattern or practice of willful or malicious acts by a minor is found by a court to exist for another separate act or occurrence, parents/guardians may be liable up to $30,000. 740 ILCS 115/5.

3.20 – SCHOOL LUNCH PROGRAM (Updated: November 2009)

Breakfast is served every school day from 7:30 to 8:05 a.m. Lunch is served every school day from 10:50 a.m. to 12:20 p.m., except when there is an early dismissal.

The cost of lunch is $2.75 per day. Breakfast cost is $1.50 per day and reduced breakfast cost is 30¢ per day. Parents may send payment by the week or month. (Example: lunch for a five-day week would be $13.75 and a typical month of 20 school days would be $55). Adjustments will be made to each lunch account for absences, holidays, or other non-pay days. Individual milks cost 30¢ each. **We will notify you of any changes in the prices.**

Free or reduced price meals are available for qualifying students. For an application, contact the building secretary or principal. (PRESS 4:130, Free and Reduced-Price Food Services)

STUDENT FINES

The pupil shall be held responsible for payment of damage to equipment, furnishings, books, and damage to the building from his/her misconduct, violation of instructions, or established rules and regulation. The pupil is responsible for payment of fines assessed because of his/her loss, excessive wear or damage of school rental property.

TRANSPORTATION & PARKING

4.10 -- **BUS TRANSPORTATION** (Updated: February 2016)

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 the building principal.

4.15 – <u>BUS CONDUCT</u> (Updated: May 2024)

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.

<u>Exhibit - School Bus Safety Rules</u>

1. Be aware of moving traffic and pay attention to your surroundings.
2. 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.
3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
4. 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.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. 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.
8. 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.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) 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.

11. 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, even after the driver's signal.
12. Never run back to the bus, even if you dropped or forgot something.

Additional Resources:

- National Highway Traffic Safety Administration - School Bus Safety
  https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html
- U.S. Department of Transportation - School Bus Safety Campaign Material
  www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material
- National Safety Council - Tips for a Safe Ride 5.70
  www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus
- Ill. State Police - School Bus Safety
  https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf
- Ill. State Board of Education - School Bus Safety What Parents Should Know
  www.isbe.net/Documents/bus_safety_parents.pdf
- Ill. State Board of Education - Instructions To School Bus Riders
  www.isbe.net/Documents/bus_ride_instruct.pdF
- Ill. State Board of Education – School Bus Safety Guidance
  www.isbe.net/Documents/Bus-Safety-Guidance-June-2025.pdf

BUS SAFETY

Students, while riding buses of Elverado School District # 196, are under the jurisdiction of the school bus driver unless the administration has designated another teacher or adult. Bus safety regulations for students are part of the regular school rules and behavior on the bus is subject to regular school consequences. The rules are as follows:

1. It is possible that students will be given an assigned bus seat. They will be responsible for sitting in their assigned seat. Damage to the seat will result in consequences for the assigned rider as per #8.
2. Windows must not be lowered further than the marked line.
3. Students must not leave their seats, stand up or kneel in the seats while the bus is in motion.
4. Students must remain in the bus in the event of a road emergency until the driver gives instructions.
5. Students must be quiet when approaching and crossing a railroad.
6. Throwing objects on the bus is not allowed. Students must never throw things out of the windows of the bus. Damage to the bus or another vehicle as a result of throwing objects from the windows could result in legal charges or fines to the individual student and his/her family.
7. Treat bus equipment as you would your own valuable furniture at home. Never tamper with the bus or any of its equipment. Students who vandalize, cut or destroy bus seats will be responsible for the cost of replacing the seat cover and/or foam based on current costs for replacement pieces.
8. No animals or pets are to be carried on the bus.
9. Only those students who are eligible may ride the bus.
10. Students may not "flash" or otherwise cause a light distraction with a cell phone or electronic device on the bus - including cameras. Such distractions will result in the confiscation of the device by the driver. Confiscated devices will be returned only to the parent and may have to be claimed in a school office.
11. Once a student gets on the bus the driver must deliver him/her either to the school or his/her home. Students may not get off at stops other than the one they have been assigned without proper permission and notes from the office.
12. When it is necessary to cross a two-lane highway, students should proceed to a point at least ten feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. They must then wait for a signal from the bus driver permitting safe crossing.
13. Students riding the bus for field trips, sports events, music functions, and any other extracurricular activity must obey the safety rules the same as any daily rider. All school rules are in effect for these bus events.
14. Students are expected to treat bus drivers with the same level of respect and attention to direction as they do any other teacher, administrator, or adult working for the district. Disrespect will be reported and consequences will be given.

Any student breaking the bus safety regulations may be suspended and/or expelled from riding the bus. They are also subject to all school rules and consequences as stated in the handbook. Student safety is our highest priority and students may not jeopardize the safety of others by disregarding bus regulations. Riding the bus is a privilege that can be lost. Any bus suspension given extends to all buses on all routes and extracurricular buses, as well. This could cause an athlete to miss a game or a student to miss a field trip.

HEALTH & SAFETY

5.10 – IMMUNIZATION, HEALTH, EYE & DENTAL EXAMINATION (Updated: May 2019)

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:

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

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

Failure to comply with the above requirements by October 15 of the current school year1 will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

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

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack or 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.

ILLINOIS STATUTES -- The following guidelines will be adhered to in the administration of the State statutes Child Health Examination Code Subpart B:

a. Students enrolled in the district for all or part of the preceding school year will have requirements completed by the first day of school or be excluded from school until such time as requirements are completed.

b. New students who enroll in the district at the beginning of the school year will have forty-five (45) days to complete requirements.

c. New students to the district who enroll after the beginning of the school year will have two (2) weeks (10 school days) to make appointments with proper professionals necessary to comply with the law. School authorities must be advised of this appointment date. Should the child fail to keep this appointment, he or she will be considered to be in a noncompliance and be immediately excluded from school until compliance requirements are met.

d. **NEW 2015**—**MENINGOCOCCAL CONJUGATE VACCINE (MCV4)-**BEGINNING IN THE 2015-16 SCHOOL YEAR students entering the 6th grade must show proof of receiving one dose of MCV4 on or after eleven years of age. Students entering 12th grade must show proof of receiving two doses of MCV4 with the second dose on or after the 16th birthday. If the first dose of MCV4 is given on or after the 16th birthday, then only one dose is required at 12th grade.

e. DTP/DTaP/or Tdap, TD – Any child entering kindergarten or first grade for the first time shall show proof of having received for or more doses of Diphtheria, Tetanus, Pertussis (DTP or DTaP) vaccine, with the last does being a booster and having been received on or after the fourth birthday. The first three doses shall have been received no less than four weeks (28 days) apart. The interval between the third and fourth doses shall be at least six months. Children six years of age and older may receive Tetanus, Diphtheria (Td) vaccine in lieu of DTP or DTaP vaccine

f. Polio – Any child entering school at any grade level (kindergarten through 12) shall show proof of having received three or more doses of polio vaccine (oral poliovirus vaccine OPV or inactivated poliovirus vaccine IPV). A child who received any combination of IPV and OPV shall show proof of having received at leaset four doses, with the last dose having been received on or after the fourth birthday. Doses shall have been received no less than four weeks (28 days) apart. A child who received IPV exclusively or OPV exclusively shall show proof of having received at least three doses, with the last dose having been received on or after the fourth birthday. Doses in the series shall have been received no less than four weeks (28 days) apart.

g. Varicella (Chickenpox) - Beginning with the 2014-2015 school year any student entering kindergarten, sixth grade, or ninth grade for the first time shall provide proof of having received two doses of varicella (chickenpox) vaccine on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or proof of prior varicella disease as described in Section 665.250(g), or laboratory evidence of varicella immunity.

h. Hepatitis B - Incoming 6th grade or transfer students in the 6th grade and above are required to show proof of having received three doses of Hepatitis B vaccine, or proof of immunity described in Section 665.250(g). The first two doses shall have been received no less than four weeks (28 days) apart. The interval between the second and third doses shall be at least two months. The interval between the first and third doses shall be at least four months. Proof of prior or current infection, if verified by laboratory evidence, may be substituted for proof of vaccination (see section 665.250(f).

i. Mumps – Beginning with the 2014-2015 school year, children entering school at any grade level (kindergarten through 12) shall show proof of having received two doses of live mumps virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or proof of immunity described in Section 665.250(c).

j. Rubella - Beginning with the 2014-2015 school year, children entering school at any grade level (kindergarten through 12) shall show proof of having received two doses of live rubella virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or proof of immunity described in Section 665.250(c).

k. Measles – Children entering school at any grade (kindergarten through 12) shall show proof of having received two doses of live measles virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first or other proof of immunity described in Section 665.250(c).

5.20 – STUDENT MEDICATION (Updated: May 2025)

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

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

Self-Administration of Medication

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

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

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

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

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

Administration of Medical Cannabis

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

Undesignated Medications

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

Emergency Aid to Students

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

All prescribed medications must be checked in to the main office. **All medicine that is not on file and in possession of a student will be considered an infraction of the drug/alcohol policy.**

Students must have the proper form on file for all medications including Tylenol or aspirin. Prescribed medication also requires a note from the physician. Dosage amount and schedule must be included in a parental note. Students cannot be given non-prescription medication without consent of the parent/guardian. Students will be allowed to carry inhalers as needed. Please file the necessary paperwork with the office if your child has a need to carry an inhaler.

5.30 – GUIDANCE & COUNSELING [K-8] (Updated: May 2025)

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

Under Illinois law. any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

5.40 – SAFETY DRILL PROCEDURES AND CONDUCT (Updated: November 2021)

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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

5.50 – COMMUNICABLE DISEASE (Updated: November 2009)

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.

5.60 – HEAD LICE (Updated: November 2016)

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice. (PRESS 7:250 AP1, Measures to Control the Spread of Head Lice at School)

5.70 – TARGETED SCHOOL VIOLENCE PREVENTION PROGRAM (Updated: May 2024)

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

5.80 – STUDENTS WHO ARE PARENTS, EXPECTANT PARENTS, OR VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE (Updated: May 2025)

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

STUDENT SAFETY FROM ABDUCTION

Parents should instruct their children in ways to recognize the dangers of abduction and/or sexual abuse and what to do if they are confronted with a situation that could lead to either. If someone attempts to detain them on the way to or from school, children should go quickly to the nearest house to seek adult help. The school wants to be notified of any possible abduction attempts so protection can be maximized for all students.

SAFETY TO AND FROM SCHOOL

Please encourage your child to observe safety rules when walking or riding a bicycle to school. It would be helpful if parents would assist students in establishing a route to and from school. This insures the child knows the safest route and can be found quickly if needed.

DISCIPLINE & CONDUCT

6.10 – GENERAL BUILDING CONDUCT (Updated: November 2009)

Students shall not arrive at school before 7:30 a.m. and classes begin at 8:10 a.m. Students are dismissed at 2:50 p.m. Tuesday-Friday and 1:50 on Monday. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students are not to wear anything covering their heads inside the building, during the day. Caps/hats/head wraps/do-rags are to be kept in the lockers. These items should not be shared. They will be confiscated for multiple infractions. Students who do not refrain from wearing items covering their heads, will be required to keep those items in their locker during the school day.
- 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 permitted at school. Roller skates are not allowed at school, including tennis shoes with folding or hidden wheels.
- Water guns, play guns, and/or real guns are not permitted at school, this includes all "look-alikes."
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

SCHOOL LOCKERS

1. The school assigns hall lockers for EJHS students and some EIS students. With our cameras in place, the need for locks on the lockers is less. Items found in unassigned lockers will be removed and students are responsible for items in lockers they are assigned.
2. Lockers are assigned for the storage and protection of student belongings. They are not, however, private property. Items stored in lockers must be appropriate for school use and be in line with all school regulations. Valuables should not be kept in lockers for any reason.
3. For personal protection students must not trade lockers. Student locker numbers are on file and students are responsible for the items contained in their assigned lockers. The lockers are the property of the school and the school reserves the right to search and seize any inappropriate or illegal items at any time.
4. Students must open and close the lockers properly and refrain from kicking, slamming, yanking, or prying on the lockers. Infractions of this will result in consequences.
5. Students are expected to keep lockers clean and orderly. Nothing is to be posted in or outside lockers without the principal's permission.
6. STUDENTS ARE TO PUT ALL BOOKS, BAGS, COATS, ETC. IN THEIR LOCKERS. NOTHING IS TO BE LEFT ON THE FLOOR. ITEMS LEFT ON THE FLOOR, ON TABLES, OR IN CLASSROOMS WILL BE COLLECTED AND REMOVED. *Items left in the lost and found for more than one month will be donated to local churches or charity organizations. Students are responsible for checking the lost and found on a regular basis. Parents are also welcome to check the lost and found.*

USE OF TELEPHONE

School phones are for school business. Student's use of the phone is only for urgent and emergency situations. Students should plan ahead and arrange with parents at home when they want to remain after school for meetings, stay overnight with a friend, etc. Students may not use the school phone without permission. Cellular telephones cannot be used at school during the instructional school day. (Cell phones should be kept in the locker or out of site during the school day or they will be confiscated and returned to a parent.) **Cell phones should not be used during lunch or passing periods. Phones should be turned off from the first bell to the last bell.** Please do not call your child on his/her cell phone during the school day. If there is an **emergency**, please contact the school and we will pass the message to your child. Teacher permission must be given for a student to use a cell phone during the school day.

6.20 – SCHOOL DRESS CODE (Updated: June 2022)

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.

- Items of clothing must not display language in violation of school rules and regulations. Messages and graphics on clothing must not be offensive, suggestive or provocative in any way. Clothing must not advertise cigarettes, alcohol, or other companies or things deemed inappropriate by the administration.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. Shorts and skirts must be no shorter than a student's fingertips when arms are held straight to one's side.
- Students may not wear shirts with spaghetti straps and boys may not wear muscle shirts. Straps on sleeveless shirts should be at least three finger-widths wide as a guide.
- Pants should be worn at natural waist with no undergarments showing. In all cases, shirts should meet and cover the waistband of the pants. Bellies and backs should not be seen--even when arms are raised. This applies to all students regardless of gender.
- Excessively torn or worn clothing that allows undergarments to show or which displays skin that should be covered as stated in other clothing guidelines is not acceptable.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

DRESS CODE

While the need for individual expression is recognized, schools must provide an environment free of distraction whenever possible. Closely following the school dress code will insure that students of both genders are more comfortable and free to

concentrate on the tasks of students. Separate guidelines may be provided for formal dress events or dances.

- **Students may not wear animal costuming to school.**
- **No Pajama Pants or House Slippers.**
- **In cooler weather, students should wear appropriate jackets or coats. Blankets are prohibited from school.**
- **Best rule of thumb when choosing clothing to wear to school or school events: "If in doubt--don't".**

Both EJHS and EIS students are encouraged to dress for comfort and ease of movement. Students will be participating in physical education and/or recesses and outdoor play where restrictive or inappropriate clothing may cause a safety hazard. High heels, boots, and other uncomfortable shoes or excessive accessories that require attention and maintenance may also create a distraction or barrier to learning. Please keep this in mind when assisting students in making good choices each day.

If a student is unable to correct the problem at school, students may be given acceptable clothing to wear, be asked to turn shirts inside out, or may need to contact parents to have them bring acceptable garments. Students who continually violate these guidelines will be subject to Progressive Consequences.

6.30 – STUDENT BEHAVIOR: PROHIBITED ITEMS – PROHIBITED STUDENT CONDUCT (Updated: May 2025)

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
   a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
   b. Any anabolic steroid unless it is being administered in accordance with a physician'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 unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
   e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
   f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
   g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
   h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form

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

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

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. 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.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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 & WHERE CONDUCT RULES APPLY

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

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

DISCIPLINARY MEASURES

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

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.

- After-school 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.)
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- 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.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

ISOLATED TIME OUT, TIME OUT AND PHYSICAL RESTRAINT

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

CORPORAL PUNISHMENT

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

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 Unites 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.

The student will be subject to consequences on the Progressive Consequences Scale, with consequences matching the severity of the action.

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.

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); or
c. it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Cell phones and music players are generally prohibited during the school day. ***Students may not use these items during the instructional school day at the junior high or at any time in the intermediate building without specific teacher permission.* **Cellphones should not be seen or used in the hallways and can only be used in the classrooms for academic purposes as outlined by the teacher.** Cell phones may NOT be used at lunch; once they are put away at the beginning of the instructional day, they cannot be accessed until after leaving the building after the final dismissal at the end of the day. It is the student's responsibility if they carry a phone to follow the teacher's rules and guidelines for use and storage in each classroom. Students

also may not use phones in the restroom or other inconspicuous areas of the school at any time. The office phone may be used if needed during the school day with permission of a school staff member.

In the case of electronic equipment or toys (with the exception of cell phones and high ticket items which are returned only to parent): First offense: Item is given back at the end of the week. Second offense: Item is given back at the end of the year or to a parent upon request.

Computer based tablets, IPADs, or e-readers may be allowed with the permission of the teacher(s). These must be registered in the office. *Use of these items must be within the rules of the classroom and for the purpose of academics. They may be asked to be turned off, put away or will also be confiscated if disruptive or non-academic use continues after warning.*

Cell phones, electronic equipment and other items of value will be returned only to the parents. Students who use the items during the school day will have the item confiscated and will also serve consequences for repeated offenses unless pre-approved for use and registered in the office.

BEHAVIOR GUIDELINES

1. **Defiance –** choosing not to follow the directives given by a school employee. The student will be subject to consequences on the Progressive Consequences Scale, with consequences matching the severity of the action. 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.
2. **False Reporting:** 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.
3. **Aggression -** the act of behaving in a manner that threatens someone else either through physical clues, word choice, or escalating actions. Students will be subject to consequences on the Progressive Consequences Scale, with consequences matching the severity of the action. Roughhousing or horseplay will be considered prohibited aggressive behavior and subject to progressive discipline.
4. **Building Rules for EJHS**
    a. Food and beverages may not be consumed in the halls, gym, playground, or classrooms without a teacher's approval.
    b. During class periods, students may not talk or make loud noises in the hallways or restrooms
    c. No littering—anywhere on the school campus
    d. Pushing, intentional tripping, or other forms of roughhousing are not permitted at any time.
    e. Students are expected to walk and to refrain from making loud noises in halls.
    f. Headphones, air pods, or ear buds may not be worn in the building. They may be used in the classroom to complete an assignment as directed by school personnel.
5. **Building and Playground Rules for EIS**
    a. Running is not permitted in the halls, on sidewalks, or when crossing the parking lot
    b. Food and beverages may not be consumed in the halls
    c. No littering
    d. Pushing, intentional tripping, or other forms of roughhousing are not permitted at any time
    e. Students are expected to move quietly in the halls
    f. Students should not talk loudly or play in the cafeteria
    g. Go up the ladder on the slide, slide down on bottom only
    h. One person per swing
    i. No playing behind building at any time.
    j. Students must not pick up or to carry other students
    k. Student must play away from the building-across the side walk
    l. Students may not play on the bicycle rack
    m. Students must line up when told by the teacher to do so
    n. Ropes are for jumping only
    o. Students may not play on ball diamond at recess without permission from the teacher.

RULES VIOLATIONS

Students violating any rules, including the following, will be subject to consequences on the Progressive Consequences Scale, with consequences matching the severity of the action.

1. **Classroom Disruption -** causing the normal daily processes in the classroom to halt due to behavior or attempts at getting attention. Student will be given a written warning. Multiple write-ups will result in detention. Subsequent disruptions will result in Progressive Consequences.
2. **Destruction of Property** (vandalism) including arson, broken glass, graffiti or any and all actions or attempted actions which result in damage to school property or individual student or school employee property. This can include excessive wear when proper care of the item was not taken and any damage to a bus. The student will be subject to consequences on the Progressive Consequences scale, with consequences matching the severity of the action. The student will also be responsible for the cleaning and care of the property to restore it to its undamaged state. When the property cannot be restored, the student and his/her family will be responsible for the cost of repairing or replacing the damaged property.
3. **Disrespect** of any school employee through name-calling, questioning authority, dishonor or any verbal abuse either spoken or in writing. The student will be subject to Progressive Consequences beginning with step 2 at a minimum. More severe consequences will result from repeated offenses or in individual cases determined to be more serious as determined by the principal.
4. **Drugs, alcohol, or any related paraphernalia or facsimiles -** this includes possession of or any apparent or suspected use (including the smell of alcohol on the breath) of the above items or cigarettes, lighters, or similar items. This also includes cigarettes/e-cigarettes, lighters, and other items that are related to smoking. In addition, this includes medical cannabis unless the student is authorized to be administered a medical cannabis infused product

according to the guidelines as set forth in Ashley's Law. Students will be subject to suspension of 2 to 10 days and possible expulsion as outlined in the Board Policy. Authorities may be contacted.

5. **Extortion** - Forcing others to give up items of value by using force or threats. The student will be subject to consequences on the Progressive Consequences Scale, with consequences matching the action.
6. **False Alarm** - unauthorized activation of a fire alarm or school alarm system or the report of a bomb threat or other false report that either endangers individuals, causes panic, or unnecessarily involves local law enforcement or emergency personnel. The student will be suspended from school for a period of two to ten days. Authorities may be notified.
12. **Forgery** - providing a written signature that is not valid such as a parent's signature written by a student on notes, records or other documents or to provide false information such as dates or addresses. The student will be subject to consequences on the Progressive Consequences Scale, with consequences matching the severity of the action. Parents will be notified.
17. **Littering** - including school property, at school sponsored events or the school buses. Students caught littering will be required to pick up their trash and any other in the general vicinity of the offense or be subject to Progressive Consequences.
18. **Profanity** - the use of foul language as determined by school employees. The student will be subject to consequences on the Progressive Consequences scale starting at #2.
15. **Public Display of Affection** - this includes all displays of affection including hand-holding. The student will be subject to consequences on the Progressive Consequences Scale, with consequences starting at step 2.
16. **Tardiness** - Students who are late to school without valid cause or late to class *as determined by the teacher.* Students late to class will have the action recorded in their planner and will serve a lunch detention for each infraction. Longer consequences may be required for repeat offenses.
17. **Unauthorized Areas** - Students are not to be in areas off the gymnasium, outside of the building, in the teacher's lounge, or in an empty classroom or office without consent and supervision of a teacher. Student may not climb onto towers, trees, or onto the roof. Students will be subject to consequences on the Progressive Consequences Scale starting at step 2.
18. 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.
19. Other behavior choices and items brought to school that are disruptive to the learning environment for the individual student or other students will be considered a violation of school rules. It is impossible to cover every possible situation or student choice. Student safety and student learning are our foremost concerns and consequences can and will be given to students who violate the safety or learning for themselves or others.

PROGRESSIVE CONSEQUENCES SCALE

As students accumulate behavior referrals and/or refuse to serve the consequences of a behavior there is a need for increasingly strict consequences. The Progressive Consequences procedures insure that students serve added consequences for added offenses. Students may start at any point on this scale depending on the severity of the infraction. The principal or designee will determine the appropriate level of punishment. Classroom rules and consequences are prior to any consequences given on this scale.

1. Student is removed from class and sent to the office or a behavior referral is completed which describes the incident. Student will have a conference with the principal.
2. Student is assigned to serve 1-3 Detentions (Served at lunch, before school **or after school**). Parents will be notified for consecutive multiple days of assignment or detentions that require alternate transportation for the same offense.
3. Student is assigned to serve 1 hour to 1 full day of In-School Suspension. Parents will be contacted when in school exceeds ½ day. *
4. Student is assigned to serve 1 day to 10 days of In-School Suspension and loses participation in any extracurricular activities for up to two weeks. Parents may be asked to come in for a conference. *
5. Student is assigned 1 to 10 days of Out of School Suspension. Parents may be required to come in for a conference.
6. Student may be recommended to the Board of Education for expulsion.

**As an alternative, students may be expected to make restitution, clean up a mess, sit out of a class or activity or serve other appropriate consequences directly related to their offenses.*

6.40 – PREVENTION OF AND REPSONSE TO BULLYING, INTIMIDATION, AND HARASSMENT (Updated: Nov. 2025)

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

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

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

school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying: Cyberbullying also includes (2) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying: and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

The Nondiscrimination Coordinator and Complaint Managers are the Building Principal, School Social Worker, and District Superintendent.

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.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

BULLYING

Includes all actions of aggression, physical contact, verbal and physical harassment on peers, school employees or any other person associated with the school. This includes violent physical contact (i.e. fights) among students and ongoing harassment or bullying. Consequences are subject to the progressive consequences scale starting with #3 for attempted assault and bullying. Consequences will increase with each subsequent related action or incident. Student will be subject to immediate in school suspension for physical assault with the intent to harm with the possibility of 1-10 days of out of school suspension. Expulsion may be considered by the Board of Education depending on severity.

There is no **ROOM** for **Bullying** and will not be tolerated. Bullying is defined as Repeated, **O**ngoing, **O**ne-sided, and **M**ean behavior that is verbal, physical, written, or electronic communication that causes a student to fear harm to their person or property, undergo emotional distress, alter academic performance, or limit their ability to benefit from services or activities. **Bullying, Intimidation, and Harassment (Assault, Attempted Assault, Battery)** becomes a school issue when it occurs:

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

Students are encouraged to report bullying. A report may be made orally or in writing to the district superintendent or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or

threatened bullying is encouraged to report it to the building complaint manager (building principal) or any staff member. Anonymous reports are also accepted by phone call or in writing but please note that lack of detailed information may make issues more difficult to resolve.

6.42 – DISCRIMINATION AND HARASSMENT ON THE BASIS OF RACE, COLOR, AND NATIONAL ORIGIN PROHIBITED (New: May 2024)

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.45 – HARASSMENT & TEEN DATING VIOLENCE PROHIBITED (Updated: Nov. 2025)

HARASSMENT PROHIBITED

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity1; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing,

intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, 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.

SEXUAL HARASSMENT PROHIBITED (Title IX)

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

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 REPORT OR COMPLAINT

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

INVESTIGATION PROCESS

All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

ENFORCEMENT

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

RETALIATION PROHIBITED

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager

6.50 – CAFETERIA RULES [K-8] (Updated: November 2009)

1. Students shall not save seats for other students.
2. **Students shall walk to lunch and shall be orderly and quiet during lunch.**
3. Trays shall be stacked neatly after placing silverware in its proper container. No food or drink shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. **Students shall not trade or share food or drink**.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunch room supervisor.
12. Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

FOOD SERVICE AND MEALS

The cafeteria will be in operation on each school day; menus will be provided. A government Type A breakfast/lunch with milk will be served.

Guidelines and application forms for free and reduced lunches are available in the office and may be requested at any time during the school year. If the family's income changes because of a strike or temporary layoff, it is possible that the child will be eligible for free or reduced lunches during that period of time. The application will be reviewed and you will be notified of approval or denial. In case of denial, you will be given reasons for the decision. Students should give their lunch money to the school secretary or homeroom teacher. Please put the student's name, homeroom teacher's name and amount enclosed in an envelope with the lunch money payment. (This is the best way to make sure that a child's account is credited.)

Important: Lunch charges must not go past $25. Students cannot charge any amount above the $25 cap. Students will be given an ID card that is scanned in the cafeteria when food is purchased. For more information regarding district lunch

policies, please see BOE Policy 4:45 regarding debt collection and the district meal charge policy. Meals can be prepaid at any time and can be prepaid online. Unpaid balances will be sent to debt collection and students with balances will not be allowed to participate in graduation ceremonies. All payments the final week of school must be paid in cash.

Basic guidelines for lunch: Food may not be taken out of the cafeteria. Students are expected to clean their immediate eating area prior to leaving the cafeteria. Lunches brought to school will not be put in the refrigerators. Therefore, all items in student's lunches should not need refrigeration. Sodas will not be available for purchase during the lunch hour. Students can purchase milk. Students are encouraged to bring healthy choices in their lunches. Microwaves are available for use by students on most days. *Please note*: Breakfast times are prior to the start of the school day. *Students must eat immediately upon their arrival at school.* **NO energy or caffeinated drinks are allowed at lunch or any other time.**

Breakfast times are: 7:30-8:05 with classes beginning promptly at 8:10 at EIS and EJHS.

6.60 – FIELD TRIPS (Updated: November 2009)

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.

6.70 – ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES (Updated: February 2016)

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. (PRESS 7:140, Search and Seizure; PRESS 7:190-AP7)

6.80 – STUDENT USE OF ELECTRONIC DEVICES (Updated: June 2022)

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

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

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

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

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

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

- 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.
- 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.
- 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.
- Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. (PRESS 7:190-AP5, Student Handbook, Electronic Devices)

COMPUTER GUIDELINES AND INTERNET RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. Students must comply with district standards and honor the agreements they have signed.

Network storage areas are not private. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for guidance with information sources such as television, telephones, movies, radio, computers and other potentially offensive media.

1. **The following activities are not permitted:**
   a. Damaging hardware devices or defacing them in any way including putting stickers on them.
   b. Harassing, insulting or attacking others
   c. Damaging computers/computer systems/computer networks (including. loading files that may introduce a virus)
   d. Playing non-educational/violent games online
   e. Any Violation of the signed computer use agreement
2. **Violations of policy will result in loss of access. Student will also face additional disciplinary actions as stated in the handbook. When applicable, law enforcement agencies may be involved. Trying to work around the school filter will be considered "hacking" and will be disciplined accordingly. Students must sign the Computer Usage and Internet Safety Agreement in order to use district digital resources including computers, IPADs and Internet.**
3. Access to Student Social Networking Passwords and Websites for Violations of school rules or procedures: Per Illinois State Statute 105 ILCS 75/1 and Board Policy 7:140 Search and Seizure: School authorities may require a student or his or her parent/guardian to provide a password or other related account information in order to gain access to his/her account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

INTERNET, TECHNOLOGY & PUBLICATIONS

7.10 – INTERNET ACCEPTABLE USE (Updated: June 2021)

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action**.

Terms and Conditions

The term electronic networks include all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use – Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges – The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the network for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or gaining unauthorized access to files, resources, or entities;
9. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
10. Using another user's account or password;
11. Posting material authored or created by another without his/her consent;
12. Posting anonymous messages;
13. Creating or forwarding chain letters, spam, or other unsolicited messages;
14. Using the network for commercial or private advertising;
15. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
16. Misrepresenting the user's identity or the identity of others; and
17. Using the network while access privileges are suspended or revoked.

Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties – The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification – The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules – Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

Internet Safety – Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access

7.20 – GUIDELINES OF STUDENT DISTRIBUTION OF NON-SCHOOL PUBLICATIONS (Updated: June 2022)

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, e.g., 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:
   - Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
   - Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
   - 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,
   - Is reasonably viewed as promoting illegal drug use;
   - Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
   - Incites students to violate any Board policy.
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. (PRESS 7:310, Restrictions on Publications)

7.27 – <u>ACCESS TO NON-SCHOOL SPONSORED PUBLICATIONS</u> (Updated: Nov. 2025)

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, 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 the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Encourages or incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

<u>Non-School Sponsored Publications Accessed or Distributed Off-Campus</u>

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.:

7.40 – <u>ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS UNDER THE STUDENT ONLINE PERSONAL PROTECTION ACT (SOPPA)</u> (Updated: October 2021)

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

1. Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
2. Demographic information
3. Enrollment information

4. Assessment data, grades, and transcripts
5. Attendance and class schedule
6. Academic/extracurricular activities
7. Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
8. Conduct/behavioral data
9. Health information
10. Food purchases
11. Transportation information
12. In-application performance data
13. Student-generated work
14. Online communications
15. Application metadata and application use statistics
16. Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

1. Instruction in the classroom or at home (including remote learning)
2. Administrative activities
3. Collaboration between students, school personnel, and/or parents/guardians
4. Other activities that are for the use and benefit of the school district

7.50 – USE OF ARTIFICIAL INTELLIGENCE (Updated: July 2023)

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

SEARCH & SEIZURE

8.10 – SEARCH AND SEIZURE (Updated: November 2019)

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

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

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

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

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

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

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

the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning. (PRESS 7:140, Search and Seizure)

EXTRACURRICULAR AND ATHLETIC ACTIVITIES CODE OF CONDUCT

INTERSCHOLASTIC ATHLETICS

The Elverado Junior High School offers an interscholastic athletic program consisting of baseball and basketball for boys and softball, volleyball, and basketball for girls, and track for boys and girls. An outline of expectations will be given to parents of all participants prior to the first game of the season.

Each student desiring to try out and participate must fulfill these requirements:

1. Have an annual physical examination.
2. Have signed parents' consent to try out and participate complete with a signed copy of the sports guidelines for each individual sport/season prior to the start of the season.
3. Meet the eligibility requirements of the Southern Illinois Junior High School Athletic Association and the QCAC Conference.
4. Display conduct that will not in any way bring discredit to the school.
5. Students ineligible to play sports due to grades or behavior will not be allowed to practice or attend games (both home and away) unless directed and supervised by the coach and approved to do so by the principal.
6. All of our teams are coach-picked based on performance during try-outs. Academic performance and behavior in school are taken into consideration.

SPORTS EVENTS

Elverado Junior High School is the site of many events during the year. It is very important that EJHS students practice good citizenship, be good hosts, and show respect to the visiting school. They must observe the following rules at both home and away games:

1. Students will not boo or yell offensive cheers at any time.
2. Students will not yell when cheerleaders from the visiting school are performing on the floor.
3. Students must stay off the playing floor unless they are dressed to play in the game. Athletes may "warm-up" prior to their game, but proper shoes must be worn and conduct on the floor must adhere to all school rules and sportsmanship.
4. Students must display the same good courtesies to the other school, as we would like for them to display to us.
5. Students must accept the referee's decisions as final and accept without any discourtesy.
6. All school rules will be enforced.
7. Students may not leave and return or leave the building for any reason without permission.

Students failing to observe these rules will be asked to leave and may lose future attendance privileges.

9.10 – EXTRACURRICULAR ATHLETIC ACTIVITIES CODE OF CONDUCT (Updated: June 2022)

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

Requirements for Participation in Athletic Activities

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

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the "Illinois Elementary School Association's "Pre-participation 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; and
4. Signed documentation agreeing to comply with the School District's policies and procedures on student

Academic Eligibility

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

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain passing grades in all classes except one class or better. Any student failing to meet academic requirements will be suspended from the sport or activity for seven calendar days or until all academic requirements are met, whichever is longer.

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 justifiable reasons, including: 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 teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian 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, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute 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. 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 disrupts or adversely affects 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 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 detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. 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 performances, activities or competitions;
      - 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 in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, 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 will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: 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 will 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 by minors: 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 one full year (365 days).**
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.
- The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

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

Note: Any student who accumulates several offenses will be reviewed by the Board of Education and a possible suspension for the student's school career will be considered.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

ACADEMIC ELIGIBILITY

As per school board policy, "no student may fail in more than one subject and retain his/her eligibility for student activities. Student eligibility checks will be made on a pass or fail basis". The academic requirements for all students who participate in student athletics, Beta Club, Scholar Bowl, Student Council, and Cheerleading shall be as follows:

1. No student shall be allowed to fail in more than one subject per week while he/she is participating in any student activities.
2. Student weekly grade checks shall be determined on a pass or fail basis.
3. Students shall be deemed passing if he/she is doing D work or better. A student shall be deemed failing if he/she is not achieving D- work or better.
4. To check the academic status of students the Principal or Athletic Director will check grades in TeacherEase on the last school day of the week. This procedure will be followed for the duration of each activity. The grade shall reflect the student's quarterly grade up to the date of the report.
5. Any student who receives two or more failing grades during a weekly grade check shall be declared ineligible for the following week of activity. A student may regain eligibility at the next weekly grade check if no more than one subject is failed.
6. When a student has an incomplete grade in a subject the work will not be computed into the weekly grade check. The incomplete work will be figured into the next weekly grade check. This applies only to work that is excused under normal circumstances.
7. The beginning of a quarter will begin a new academic grading period.

9.20 – ATTENDANCE AT SCHOOL-SPONSORED DANCES (Updated: November 2016)

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as junior high age.

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

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

Dances are held in the winter and spring semesters each year. Attendance at school-sponsored dances is a privilege and admittance must be earned and paid for with planner points.

EJHS dances are for Elverado Junior High students only. Students who are ineligible for other school activities due to grades or behavior may not attend even if they have enough planner points. Students who display inappropriate behaviors at the dance will be required to call their parents to pick them up immediately. The dress code may not be enforced to an extreme during this event, but students and parents are asked to make choices based on age appropriateness and modesty. Prom style dresses and formal wear should be saved for high school.

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.

9.30 – STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES (Updated: February 2016)

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School 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. (PRESS 7:305, Student Athlete Concussions and Head Injuries)

BETA CLUB

The Elverado Junior High Beta Club was chartered October 1979. To become a member, you must:

1. have a 4.5 grade average (all classes averaged together)
2. pay dues (currently $15) which cover all years of participation in junior high
3. attend a formal initiation (a candle light service)
4. maintain at least a 4.0 average
5. attend regular and special Beta Club meetings along with participating in projects and activities.

* Members will receive a pin, a membership card, a journal, and instructions on being an officer, conducting a meeting, etc. Members will do service projects for the school and earn money for a trip.

CHEERLEADING

Tryouts are held before a panel of judges each spring or at the beginning of the school year. As cheerleaders their purpose is to maintain the pep and enthusiasm of the student body and foster good relationships with other schools and their cheerleaders. Cheerleaders are considered to be official student representatives of their school and must display good sportsmanship, loyalty to their school, and neatness in their appearance. Cheerleaders must meet eligibility requirements.

STUDENT COUNCIL

Membership shall be open to and limited to duly elected officers and representatives of the Elverado Junior High School student body. All members of the council shall maintain at least a "C" average in class subjects and good conduct during their term of office. If a member's average should fall below the mandatory level, they shall be required to resign his position until his/her grades are raised. Officers shall consist of a president, vice-president, secretary, and treasurer. Four representatives shall be elected from each grade level. The president and vice-president are elected each spring from the current student council members.

SCHOLAR BOWL

The Junior High Scholar Bowl team is a competitive academic activity designed to foster a love for learning, quick recall, and teamwork. Students compete in a fast-paced, buzzer-based environment against other schools, testing their knowledge in subjects including mathematics, science, language arts, social studies, fine arts, and current events.

The Elverado Junior High Scholar Bowl has seven (7) players per team. We strive to have one (1) team per grade level. To become a member, you must:

1. Maintain A/B average for grades
2. Be in good standing with school attendance record
3. Work well with others
4. Have good behavior
5. Attemd tryouts and practices, which are required to determine the active competition team

YEARBOOK

Membership shall be open to and limited to chosen members of the Elverado Junior High School. Students who sign up must get recommendations from three current or former faculty members. Students who participate in the yearbook committee must maintain a "C" Average in all curriculum and actively participate. Members who fall below a C average shall have two weeks to raise their grades back up. Failure to do so will result in them being removed from the yearbook committee. Participation includes:

1. Attending scheduled meetings
2. Actively working on your assigned pages
3. Taking pictures at sporting/school events
4. Working at yearbook sale tables

Members who do not participate will be put on probation. Once their participation has improved they are removed from probation. Those whose participation does not improve are eligible for removal from the committee on Advisor's discretion.

ASSEMBLIES

Assemblies will be held at various times throughout the school year. School assemblies include "pep" or educational assemblies by various classes and student groups and special assemblies by paid performers. The assemblies will give students an opportunity to perform and to see others perform. Attention and respect shall be shown during the programs. Students will follow these rules or will be removed from the assembly:

1. No whistling or shouting.
2. Give undivided attention to the speaker and/or group performing.
3. Applaud by clapping hands only.
4. Respond immediately to any correction given by a school employee.

Do not leave the assembly until dismissed by the person in charge.

FUND RAISING

Students are not to sell anything at school to other students or teachers unless the items are sold in connection with a school related project or school organization with the Principal's approval. **School fundraisers must not be disruptive of the school day and must be pre-approved.**

SPECIAL EDUCATION

10.10 – EDUCATION OF CHILDREN WITH DISABILITIES (Updated: November 2021)

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

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

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

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

For further information, please contact the building principal.

10.20 – DISCIPLINE OF STUDENTS WITH DISABILITIES (Updated: June 2022)

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.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited. (PRESS 7:230, Misconduct by Students with Disabilities)

10.30 – EXEMPTION FROM PE REQUIREMENT (Updated: January 2015)

Exemption from PE Requirement (These exceptions are in addition to the PE exceptions available to all students, as found in Handbook Procedure 2.80 (Exemption from PE 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

10.50 – ACCESS TO CLASSROOM FOR SPECIAL EDUCATION OBSERVATION OR EVALUATION (Updated:Feb. 2012)

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 principal.

10.60 – RELATED SERVICE LOGS

Related Service Logs

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

For children with an IEP, a school district must provide the parent/guardian information on related service logs within 20 school days from the beginning of the school year or upon establishment of an IEP. This information may be placed in the student handbook or provided to parents on an individualized basis.

SPECIAL EDUCATION – Parents who believe a child is experiencing an academic problem due to a learning disability or other learning problem may request an evaluation to determine eligibility for special education services. The Elverado School District will work with Tri-County Special Education District, teachers, and parents to determine a student's eligibility for special education services. A parent or guardian may contact a student's teacher or building principal to initiate a special education evaluation.

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.

10.70 – PUNS (PRIORITIZATION OF URGENCY OF NEED FOR SERVICES); DATABASE INFORMATION FOR STUDENTS AND PARENTS OR GUARDIANS

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

You may also contact the building principal or district superintendent for assistance.

STUDENT RECORDS & PRIVACY

11.10 – STUDENT PRIVACY PROTECTIONS (Updated: June 2022)

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

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

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

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website. (PRESS 7:15, Student and Family Privacy Rights; PRESS 7:15-E, Notification to Parents of Family Privacy Rights)

11.20 – <u>STUDENT RECORDS</u> (Updated: November 2025)

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

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

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.** Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
5. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary

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

6. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:
    a. Name
    b. Address
    c. Grade level
    d. Birth date
    e. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
    f. 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
    g. Academic awards, degrees, and honors
    h. Information in relation to school-sponsored activities, organizations, and athletics
    i. Major field of study
    j. Period of attendance in school.

    Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.
7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**
    The name and address of the Office that administers FERPA is:
    U.S. Department of Education
    Student Privacy Policy Office
    400 Maryland Avenue, SW
    Washington DC 20202-8520

11.30 – <u>STUDENT BIOMETRIC INFORMATION</u> (Updated: February 2013)

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.

PARENTAL RIGHTS NOTIFICATION

12.20 – <u>TEACHER QUALIFICATIONS</u> (Updated: November 2016)

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

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

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

12.20 – <u>STANDARDIZED TESTING</u> (Updated: October 2021)

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the Illinois Assessment of Readiness and the Illinois Science Assessment for grades 3-8.

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

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials;

- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

12.30 – HOMELESS CHILD'S RIGHT TO EDUCATION (Updated: November 2009)

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.

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

12.40 – FAMILY LIFE & SEX EDUCATION CLASSES (Updated: May 2018)

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

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

EIS: Students will not be required to take or participate in any class or courses in comprehensive sex education; family life instruction; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

12.60 – ENGLISH LEARNERS (Updated: June 2021)

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children, (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

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

12.70 – SCHOOL VISITATION RIGHTS (Updated: November 2019)

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request. (8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights & 8:95-E2, Verification of School Visitation)

12.80 – PESTICIDE APPLICATION NOTICE (Updated: February 2010)

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 principal.

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

Pesticide Use Notification- Both EJHS and EIS use pesticides and other chemicals to control insects inside the buildings and vegetation outside the buildings. The District sprays various rooms and hallways. The spraying is applied when there are no children at the school. The commercial spray applications usually applied once each month. Grass and weeds are controlled during the growing season. The maintenance person sprays grass and weed killer on school grounds during the summer when there are no children in attendance. Any person on school property needs to inform the building administration in writing of such adverse reactions so that precautions may be taken when such chemicals are being used.

12.90 – MANDATED REPORTER (Updated: November 2009)

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. (PRESS 5:90, Abused and Neglected Child Reporting)

12.100 – UNSAFE SCHOOL CHOICE OPTION (Updated: May 2018)

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event. (PRESS 4:170, Safety)

12.105 – STUDENT PRIVACY (Updated: October 2021)

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

In addition to the language in this paragraph, schools must notify parents/guardians at the beginning of each school year of any of the following: (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information; (2) The administration of surveys requesting personal

information; and (3) The administration of any nonemergency, invasive physical examination. Notice should include the dates of administration and the ability of parents to opt out their student.

12.110 – SEX OFFENDER NOTIFICATION LAW (Updated: May 2024)

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):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- 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 for any reason – 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. (PRESS 4:170-AP2, Criminal Offender Notification Laws)

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer
- Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer
- Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

12.120 – SEX OFFENDER & VIOLENT OFFENTER COMMUNITY NOTIFICATION LAWS (Updated: October 2021)

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor
Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY
Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

12.130 – PARENT NOTICES REQUIRED BY THE "EVERY STUDENT SUCCEEDS ACT" (New: May 2018)

I. **Teacher Qualifications**

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

II. **Testing Transparency**

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. **Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at elv196.org

V. **Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100.

Transferring- Students planning to transfer to another school should bring a note from their parents to the office. The note should contain the school and city to which the student is moving as well as the expected date of the last attendance at Elverado Intermediate or Junior High School. For reason of unsafe school: The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

VI. **Student Privacy**

Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105.

NOTICE OF FAMILY RIGHTS AND PRIVACY - (In accordance with the Family Rights and Privacy Act of January 4, 1975.)

The Elverado Community Unit District 196 disseminates the following information related to Student Records**.** There are several types of student records kept by the teachers and administrators of the Elverado Community Unit 196. School District.

Materials reviewed may be challenged as to their accuracy and/or relevance. Certain other records are kept by the school district, which are of a temporary nature; such as, state assessments in elementary school, psychological evaluations, record for extracurricular participation, home language survey, disciplinary record, intelligence test scores, and family background information. Temporary records will be kept on file for 5 years after the student graduates or leaves the district. Annually the district will destroy all student Temporary and Permanent records that have met the legal timelines as described above. Such records will be destroyed by July 1 of each year and parents and students of legal age have the right to request a copy of records by June 30th prior to scheduled destruction.

EDUCATIONAL STABILITY OF FOSTER CARE STUDENTS - Children in foster care have a higher rate of mobility than their same age peers. A high occurrence of mobility can negatively impact students in many ways, including poor academic performance. Pursuant to the, Every Student Succeeds Act (ESSA), the Elverado School District will work to:

1) Ensure that a child in foster care remains in his or her school of origin, unless it is determined not to be in the best interest of the child; and
2) Develop in partnership, consistent with the ISBE and local welfare agencies, procedures that ensure transportation is provided, arranged, and funded for students in foster care.
3) If it is not in the child's best interest to remain in the school of origin, District officials will facilitate the child's enrollment in a new school.
4) The District's foster care point of contact is the School Social Worker. Upon notification of a student being placed in foster care, or being brought to the district to enroll. District officials will work with other agencies to achieve what is in the best interest of the child.
5) When a child is a ward of the state, the district will submit to ISBE a request for the appointment of a surrogate parent.

PLEASE NOTE

Every attempt has been made to address all situations, all guidelines, and all policies that impact students and parents during a typical school year in this handbook. There are, however: always events and situations, which cannot be anticipated. In those cases, Elverado CUSD Board Policy, Illinois School Code and Illinois laws will be used to help determine the best course of action. All handbook guidelines and procedures are governed by these three higher levels of governing and are in compliance with them. Teacher and classroom rules, not listed directly in this handbook, will also be used following the laws and policies of the district and state. As previously stated, student safety and student learning are always the first considerations in enforcing the rules, guidelines and procedures in this handbook.