



**Freeburg Community Consolidated
School District #70
2024 – 2025
STUDENT HANDBOOK**

Home of the HORNETS

Elementary: 408 South Belleville Street
Primary Center: 650 South State
Freeburg, IL 62243

Dr. Melanie Brink, Superintendent
Mr. Mark Janssen, Chief Financial Business Officer
Mrs. Tiffany Zurliene, Elementary Principal
Ms. Stacey Sommerfield, Primary Center Principal
Mrs. Amanda Hargan, Student Services Director

Phone: 618/539-3188
School Fax: 618/539-6008
Website: <https://www.frg70.org>

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature _____ Date _____

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature _____ Date _____

BOARD OF EDUCATION

Michelle Foppe – President
Ed Scheibel – Vice-President
Jamie Smith – Secretary
Jayson Baker
David Stein
Amber Trout
Bill May

ADMINISTRATIVE STAFF

Dr. Melanie Brink	Superintendent
Mr. Mark Janssen	CFO
Mrs. Tiffany Zurliene	Elem Principal
Ms. Stacey Sommerfield	Prim Cen Principal
Mrs. Amanda Hargan	Student Services Director

FREEBURG HIGH SCHOOL AND ELEMENTARY SHARED ADMINISTRATIVE STAFF

Mr. Fritz Holcomb	Transportation Director
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DISTRICT CERTIFIED STAFF

Theresa Goscinski	Social Worker
Courtney Maisel	Speech and Language Teacher
Ashlyn Birch	Speech and Language Teacher
Darren Pierce	Physical Education Teacher
Melissa Kolakowski	Physical Education Teacher
Megan Cook	Art Teacher
Stephanie Ketchum	Music, Band, and Chorus Teacher
Renee Graul	Technology Teacher

PRIMARY CENTER CERTIFIED STAFF

Reagan Birkner	Pre-School
Ammie Hunt	Early Childhood
Shauna Blair	K-2 Special Education
Hilary Wager	K-2 Special Education
Elizabeth Thoel	Kindergarten
Jennifer Richter	Kindergarten
Jekyel Schulz	Kindergarten
Sarah Gagen	Kindergarten
Erin Kassly	First
Nicole Mueller	First
Kendra Deterding	First
Dustin Thompson	First
Tressa Hill	Second
Paula Mullins	Second
Rebeca Shorter	Second
Leah Beth Black	Second
Michelle Freebairn	Reading Interventionist

ELEMENTARY SCHOOL CERTIFIED STAFF

Lea Havel	Third
Michelle Rogers	Third
Jenny Hummert	Third
Kathleen Woods	Third
Caitlin Kirby	Fourth
Angie Cooper	Fourth
Amanda Diefenbach	Fourth
Abbey Payne	Fourth
Cory Lawrence	Fifth
Jennifer Hopfinger	Fifth
Jim Janssen	Fifth
Amanda Braun	Fifth
Jodi Goodnight	Sixth
Mike Joseph	Sixth
Carrie Green	Sixth
Jane Range	Sixth
Jessie Janssen	Seventh
Marc Derwort	Seventh
Kristina Brammeier	Seventh
Kaitlin Becker	Seventh
Becky Howard	Eighth
Ben Junge	Eighth
Scott Schulz	Eighth
Chelsi Lloyd	Eighth
Brooke Krauss	3rd-5th Special Education
Kacey Hawkins	3rd-5th Special Education
Shannon Petty	6th-8th Special Education
Allison Schanz	6th-8th Special Education
Ashley Krakosky	Math Interventionist
Jennifer Scheuchner	Reading Interventionist

DISTRICT SUPPORT STAFF

Jeff Foster	Technology Coordinator
Rachael Stehl	District Secretary
Gina Heiligenstein	Elementary Secretary
Anna Smith	Primary Center Secretary
Lauren Baker	Primary Center School Nurse
Bridget Rompel	Elementary School Nurse

CAFETERIA STAFF

Abby Vosse	Elementary School
Sharon Wiskamp	Primary Center

MISSION STATEMENT

Freeburg CCSD #70 is committed to challenging all students to meet or exceed proficiency levels necessary for academic and social success through the combined efforts of family, faculty, and community in a safe, healthy, and nurturing environment. To this end, the district has established the rules, procedures, and practices outlined in this handbook.

STUDENT AND PARENT RIGHTS AND RESPONSIBILITIES

The Board recognizes its obligation to provide the best intellectual, emotional and physical environment in the school so as to foster the maximum growth of each pupil. In turn, students shall be expected to accept their responsibilities in the educational process by demonstrating behavior and a social conscience consistent with the standards of good citizenship in a democratic society. All students are expected to abide by all laws of our local, state and federal governments. Any student found in violation of any law and which is not listed in this school's rights and responsibilities shall be turned over to the proper authorities.

DISCLAIMER

This handbook is not intended to create a contractual relationship with the student or his/her parents/guardians. It is intended to describe the school's current practices, procedures, rules, and regulations for all students and families who attend Freeburg Community Consolidated School District No. 70 Elementary School ("ES") or Primary Center ("PC"). It is not possible to identify every action that might result in student consequences. This policy is a guideline and administrators have the authority to make decisions outside of what is written. This Board's comprehensive policy manual is available for public inspection through the District's website: <https://frg70.org> or at the district office located at 408 South Belleville Street, Freeburg, IL 62243.

**Freeburg District #70
2024-2025**

Mon.	August 12	Teacher's Institute (Non-Student Attendance Day)
Tues.	August 13	Teacher's Institute (Non-Student Attendance Day)
Wed.	August 14	First Day of Student Attendance
Fri.	August 30	11:30 Early Dismissal
Mon	September 2	Labor Day - Legal Holiday (No School)
Fri.	September 13	Mid-Quarter 1 st Quarter
Fri.	October 11	11:30 Early Dismissal
Fri.	October 11	End of 1 st Quarter
Mon.	October 14	Columbus Day – Legal Holiday (No School)
Tues	October 24	Parent-Teacher Conferences (4:00 pm - 7:00 pm)
Thurs	October 29	Parent-Teacher Conferences (4:00 pm - 7:00 pm)
Fri.	November 1	St. Clair County Institute (No Classes)
Mon.	November 4	No Classes
Tues.	November 5	Election Day (No School)
Fri.	November 8	11:30 Early Dismissal
Mon.	November 11	Veterans Day - Legal Holiday (No School)
Fri.	November 15	Mid-Quarter 2 nd Quarter
Wed	November 27	No School (Thanksgiving Break)
Thurs	November 28	Thanksgiving - Legal Holiday (No School)
Fri	November 29	Board Granted Holiday (No School)
Wed.	December 18	2:00 pm Early Dismissal
Thurs.	December 19	2:00 Early Dismissal
Fri.	December 20	11:30 Early Dismissal
Fri.	December 20	End of 2 nd Quarter
Fri.	December 20	Last Day of Classes prior to Winter Break
Mon-Tues.	December 23-Dec 31	Winter Break
Wed.	January 1	No School (New Years Day)
Thurs	January 2	No School
Wed.	January 3	No School
Mon.	January 6	Classes resume - Student Attendance Day
Fri.	January 17	11:30 Early Dismissal
Mon	January 20	Martin Luther King B-day- Legal Holiday (No School)
Fri	January 31	Mid-Quarter 3 rd Quarter
Fri.	February 14	11:30 Early Dismissal
Mon	February 17	President's Day - Legal Holiday (No School)
Fri.	March 7	End of 3 rd Quarter
Wed.	March 19	11:30 Early Dismissal
Thurs-Fri.	March 20-March 21	Spring Break
Thurs.	April 17	11:30 Early Dismissal
Thurs.	April 17	Mid-Quarter 4 th Quarter
Fri.-Mon April 18-April 21		Easter Break
Fr.	May 16	2:00 pm Early Dismissal
Mon.	May 19	2:00 pm Early Dismissal
Tues.	May 20	11:30 Early Dismissal – Last Day of Classes
Tues.	May 20	End of the 4 th Quarter
Wed.	May 21	Teacher's Institute
Mon.	May 26	Memorial Day – Legal Holiday
Thurs.-Thurs.	May 22-May 29	Emergency Days if ALL snow days are used

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SECTION I – GENERAL INFORMATION

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 <https://:frg70.org>.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building 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.

ASBESTOS NOTICE

In accordance with federal and state laws, Freeburg CCSD #70 has been inspected to determine the location and condition of asbestos-containing materials and has developed an asbestos management plan to remove, repair, or maintain asbestos-containing materials as needed to protect the health of students and staff members. A copy of the district's plan is available for inspection.

ACCEPTABLE USE POLICY

Each student and parent/guardian must read, understand and sign a Student Computer and Internet Usage form outlining the rules of computer usage at Freeburg CCSD #70. These forms must be turned in at registration. Violation of these rules may result in suspension of computer privileges or disciplinary action by the school.

ASSESSMENT TRANSPARENCY

The state and district require students to take certain standardized assessments. The district currently uses FastBridge as part of their district screening and benchmarking process, IAR for statewide assessments, and other curriculum assessments as student assessment tools.

AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS – FAITH'S LAW

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The employee conduct standards require at a minimum:

1. Employees are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), and will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee/student boundary violations as required by law and policies.

3. Employees are required to maintain professional relationships with students, including maintaining employee/student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to: a. Transporting a student; b. Taking or possessing a photo or video of a student; and c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees must report prohibited behaviors and/or boundary violations.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
 - a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
 - d. Engages in grooming as defined in 720 ILCS 5/11-25.
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.
 - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - vi. A sexual, indecent, romantic, or erotic contact with the student.

General

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student.
3. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
4. Making sexual advances toward a student or engaging in a sexual relationship with a student.
5. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in District policies or that could constitute a violation of that policy if pervasive.
6. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal

behavior.

Exceptions to Staff/Student Relations

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the “Absolute Prohibitions” section of this policy.

A staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Failure to Maintain Boundaries

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional and physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
3. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
4. Discussing the staff member's personal problems with or in the presence of students.
5. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
6. Inviting students to the staff member's home.
7. Being present when students are fully or partially nude.
8. Sending students on personal errands.
9. Allowing a student to drive the staff member's vehicle.
10. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
11. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
12. Giving gifts to individual students.
13. Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal

electronic communication devices, accounts, web pages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites).
2. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be subject to review as deemed appropriate by school officials. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
3. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications occurs. Staff members will be required to send the communications simultaneously to the supervisor, supervisor designee, parent or guardian. Staff members are required to provide their supervisors with all education related communications with district students upon request.
4. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
5. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Illinois Department of Children and Family Services (DCFS) for further investigation, and the district may seek revocation of a staff member's license(s) with the Illinois State Board of Education (ISBE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of any of the district's policies regarding bullying, discrimination and/or harassment. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

Training

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

The Superintendent or designee will ensure that there are counseling options for students who are affected by sexual abuse and grooming behaviors, along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

CHANGE OF ADDRESS

Changes in student addresses or phone numbers must be reported to the building office immediately.

CLASSROOM RULES

Each classroom teacher creates his/her own set of classroom rules appropriate for their specific classroom needs. *Students are not to be in any classroom before school, after school, or during lunch without supervision.* Students are not to be in any classroom that is not supervised by school personnel.

CLOSED CAMPUS

Freeburg CCSD #70 has a closed campus. Once a student arrives at school he/she is not permitted to leave the campus without special permission or unless the school day has ended.

DISTRIBUTION OF NON-CURRICULAR LITERATURE

Requests to distribute non-school related literature on school property should be addressed to a building administrator. Requests may be denied if the literature is determined to be of an inappropriate nature or contain material that might be offensive to potential recipients.

ENGLISH LEARNERS

The district offers opportunities for student English learners to achieve at high levels in all aspects of their school life. Parents/Guardians of English learners will be informed how they can be active partners in their children's education. For questions regarding this program, contact the district office.

ELEMENTARY PROGRAM K-8

The elementary program provides each student with a foundation in the basic skills areas of Language Arts, Math, Science, and Social Studies. It also offers opportunities for learning and creative expression in art, music, writing, and tech while providing developmental experiences in physical education and health. Teachers develop programs that utilize innovative teaching methods, different grouping techniques, use of textbooks, technology, and many other instructional materials. Elementary school is a place where children should experience success and develop a good self-concept as well as learn to accept others as equal human beings. Home and school should cooperate to achieve this goal. Parents should not feel reluctant to contact school personnel about any problem that affects the

child's adjustment to school.

EMERGENCY FORM

Each student has filled out the emergency form on Teacherease. Please help us keep this information current by notifying the office of any changes in names, addresses, telephone numbers, or emergency numbers.

EMPLOYEE CODE OF PROFESSIONAL STANDARDS

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the Family Educational Rights and Privacy Act, the District is generally prohibited from disclosing personally identifiable information from students' education records without the consent of a parent or eligible student, subject to the applicable statutory exceptions. Also, the district may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, unless a parent or eligible student contact the District and requests otherwise.

FOOD- TREATS, SNACKS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks should 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.

VENDING MACHINE USE

The vending machines are turned off for student use during the school day.

FREE/REDUCED LUNCH PROGRAM

Parents/guardians who feel they may meet the economic guidelines for the free and reduced lunch fee waiver program must make an application through the administration office at 408 South Belleville Street, Freeburg, IL 62243. 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. Application should be made at the beginning of the school term or upon transfer into the District.

GLASS CONTAINERS

There are to be no glass containers, which includes but is not limited to water bottles and perfume bottles, in the school building or on school grounds at any time during the school day or at school-related activities for safety reasons.

GUM

Students are prohibited from chewing gum in the school building or on school grounds at any time during the school day.

GYM FLOOR

Street shoes and shoes worn outside are allowed to be worn on the gym floor. When walking through the gym, please do so along the sidelines. Food and drinks are not allowed in the gym unless given specific permission by the staff or administration.

INSURANCE

All students are automatically enrolled in the school's student accident insurance coverage at no cost to the student. This school time insurance is designed as a supplement to existing family medical insurance coverage to help fill the gaps in coverage left by deductibles or coinsurance payments or to assist those with no insurance. It covers against medical expenses for accidents that occur while attending regular school sessions. This insurance is merely a service provided by the school. The school acts only as a collection agency for the company and is in no way connected with the insurance company. Optional 24-hour accident coverage can be purchased by the student or parent/guardian. Information regarding Insurance and Sports see **Athletics**.

LOCKERS AND DESKS

Hallway lockers, PE lockers, and student desks are provided for student use. It is recommended that valuables and money not be kept in unlocked lockers. The district is not responsible for any lost, stolen, or missing items from a school locker or desk.

ES- Students are expected to keep their personal possessions and books in the hallway lockers and their PE clothing in locker room lockers. **OPENED DRINKS AND FOOD ARE NOT TO BE KEPT IN STUDENT LOCKERS.** Students may have bottled water in their lockers. It is the responsibility of the student if items in their locker are damaged. The water must have a cap or lid. It is the responsibility of the student to keep his/her locker in good order. Periodic locker inspections may be held without prior notice. School locks are provided for your use. No outside locks are to be used. Unauthorized locks will be removed at student's expense.

Student lockers and desks are considered property of the school and are subject to search by school officials at any time.

LOST OR DESTROYED BOOKS AND CHROMEBOOKS

Lost or destroyed books or Chromebooks, owned by the school, are to be paid for by the student who is assigned the book and/or Chromebook. This includes library books.

LOST AND FOUND

Students should put their name on all items they bring to school. All articles without identifying marks should be turned into the office. Students who lose personal effects should report this loss to the office as soon as possible. The owner of the lost article may obtain it in the office after proper identification. Unclaimed articles will be donated to a charity at the end of each quarter.

LUNCH ACCOUNT

The School District provides a cafeteria for students to eat breakfast and lunch. Breakfast is **\$1.75** (PC and ES) and lunch is **\$2.50** (PC) and **\$2.75** (ES). Additional portions cost **\$1.50** and must be ordered ahead of time due to availability. Additional milk or juice may be purchased for **\$0.75** per carton. Students will sign up for lunch during their first period class. Students that do not sign up for lunch at this time may still purchase from the lunch menu but are not guaranteed their first choice. All students are granted a meal account that will be debited when the student purchases breakfast and/or lunch. Money may be added to the student account on any day of the school week. 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.

Meal Charges for Meals Provided By the District: 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. 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 District 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.

Insufficient Fund Checks: The following will occur whenever any individual writes a check to the District that is not honored upon presentation to the respective bank or other depository institution or any reason:

- The Superintendent or designee will contact the individual as soon as the check is returned to the District. The individual will be required to pay the returned check and the \$30.00 returned check fee.
- If the amount due is not paid within 30 days, the Superintendent or designee will send a letter by certified mail, return receipt requested, demanding payment of the returned check amount now with a \$40.00 returned check fee.
- If the amount due is not paid within 30 days of mailing the demand letter, the Superintendent or designee will contact the school attorney for further collection action.

LUNCH AND CAFETERIA RULES

Students may not leave campus during lunch or breakfast, except with permission granted by the administration. Cell phone use is not permitted during breakfast or lunch and should be off during the school day. When students are finished eating, they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria when dismissed. All food and drinks (without lids) must remain in the cafeteria. Misbehavior will result in disciplinary action. Disciplinary actions may include, but are not limited to: verbal warning, assigned seating, removal from the cafeteria, or office referral for further consequences.

MANDATED REPORTERS

All staff members are mandated by state law to report suspected maltreatment of children when they have reasonable cause to believe that a child may be neglected or abused. Notification will be made to DCFS with a follow-up written report.

MCKINNEY-VENTO HOMELESS EDUCATION ACT

If your family lives in any of the following situations:

1. In a shelter, motel, vehicle, or campground.
2. On the street.
3. In an abandoned building, trailer, or other inadequate accommodations; or
4. Doubled up with friends or relatives because you cannot find or afford housing.

Then you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. You have the right to:

1. Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education provided to other students.
2. Continue in the school you attended before you became homeless or the school you last attended if that is your choice and is feasible. The school district local liaison must assist you, if needed.
3. Receive transportation to the school you attended before you became homeless or the school you last attended if you request such transportation.
4. Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from regular school programs because they are homeless.
5. Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
6. Enroll and attend classes while the school arranges for the transfer of school and immunization records, or

any other documents required for enrollment.

7. Enroll and attend classes in the school of your choice even while the school and you seek to resolve disputes over enrollment.
8. Receive the same special programs and services, if needed, as provided to all other students served in these programs.

If you have any questions or need to request additional information, please contact the Guidance Counselor.

MEDICAL INFORMATION

Freeburg CCSD has a nurse on staff who is able to assist students with medical needs during the school day. It is the parent's/guardian's responsibility to ensure their child has the appropriate physical, shots, and medical treatment as advised by the health department and/or their individual health provider.

Care of Students with Diabetes: If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal.

Parents/guardians are responsible for and must:

1. 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.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. 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.

Prevention of Anaphylaxis: While it is not possible for the School District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on the prevention, response, and management in order to reduce, provide accommodations, and proper treatment. Please contact the school nurse for additional information.

Students with Food Allergies: If your student has a life-threatening allergy, please notify the school nurse at (618) 539-3188 ext. 216 (ES) or 303 (PC).

Suicide and Depression Awareness and Prevention: The school district maintains student and parent resources available through the school office and social worker.

Narcan (opioid antagonist): The district has designated areas within each building that have a supply of Narcan that can be used by staff that have been trained if an individual exhibits signs of an overdose. "Opioid antagonist" means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors.

Head Lice: The District will observe recommendations from the Illinois Department of Public Health, Center for Disease Control, and Illinois State Board of Education, regarding head lice, which are as follows:

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home at the end of the school day following notification to the parent or guardian.
3. The school will provide written instructions to parents or guardians regarding appropriate treatment for the infestation.
4. A student will be permitted to return to school only after beginning appropriate treatment.

Infectious Diseases: Parents/Guardians are expected to keep students who have an infectious disease out of school until such time as it is no longer communicable. Parents/Guardians may be called to request that a student be sent home if they are displaying symptoms of an infectious disease or fever. Such students may be isolated from other

students until such time as arrangements are made for transportation home.

MEDICAL EXAMINATIONS

All students entering **kindergarten or any Illinois school** for the first time must have a physical examination, eye examination, and dental examination as prescribed by Illinois State Law.

All students entering the **sixth grade**, as well as participating in sports, must have a physical exam.

Dental examinations are required **for second grade**, and **sixth grade** students.

All parents must have proof of their child's required physical, dental, and eye exams and all required immunization provided to the school by October 15, or the student will be excluded from school. Transfer students will be given thirty days to have their records on file, then exclusion from school may occur if failure to comply after the thirty days.

All students participating in sports must have an annual physical examination to participate.

MEDICATIONS

When a student requires daily or regular medicine, the responsibility for administering such medication rests solely upon the parents/guardians. School employees should not undertake administering medication as a matter of policy; however, school employees must in an emergency situation give first aid including medicine, if necessary.

When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take 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.***"

MEDICATIONS ADMINISTERED TO STUDENTS

If it is mandatory for a child to take any prescription medication at school, the following procedures should be adhered to:

1. Parents/Guardians must obtain a written order from the child's physician to be left at school before the medication can be given in school. This written order will be kept in the school health file.
2. The parent/guardian will send written permission, the doctor's order, and the medication to the school in order for the medication to be given at school. This permission will be kept in the school health file.
3. The medication must be in the original pharmacy bottle properly labeled by a pharmacist.
4. This medication will be kept in a locked space or container for safe storage. Refrigerated medication will be kept in a secure area.
5. With the parents'/guardians' consent and the physician's order on file, the medication may be given only by Illinois board certified personnel and/or qualified medical personnel.
6. A basic record or documentation process will be required by persons administering medication. If the medication is not given, the reason shall be documented and signed.
7. The school district retains the discretion to reject requests for administration of medicine. The school only needs to give those medications, which are necessary to maintain the child in school.
8. All permission for long-term medication must be renewed annually. Changes in medication must have written authorization from the child's physician.
9. The parent/guardian will be responsible at the end of the treatment period for removing from the school any unused medication. If the medication has not been picked up by the end of the treatment period, the medication will be disposed of, and documentation made in the student's health file.

MEDICATIONS - STUDENT SELF-ADMINISTRATION OF MEDICATION

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

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

- Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.
- Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

Students with who may self-administer their medication while in school, at school- sponsored events, or under the supervision of school personnel under the following conditions:

1. The medication must have an individual prescription label with the student's name and be prescribed by either
 - a) a licensed physician; b) a physician assistant who has been delegated the authority to prescribe asthma medication by his/her supervising physician; or c) an advanced practice, registered nurse who has a written collaborative agreement with a collaborating physician that delegates the authority to prescribe asthma medication.
2. Written authorization from the student's parents/guardians for the student to self-administer the asthma medication. Also, a written statement from an authorized health care professional stating the name and purpose of the medication; the prescribed dosage; and times that the medication is to be administered.
3. A written statement from the school district to the parents/guardians notifying them that unless the school district, its employees, and its agents are found to have engaged in willful and wanton conduct, they will not be held liable for any injury resulting from the student's self-administration of asthma medication.
4. A signature from the student's parents/guardians acknowledging that the school district, its employees, and its agents will not be held liable for any injury resulting from the student's self-administration of asthma medication unless they have engaged in willful and wanton conduct. Also, the parents/guardians must indemnify and hold harmless the school district against any claims arising out of the student's self-administration of asthma medication, except for a claim based on willful and wanton conduct.
5. Requests for student self-administration of asthma medication must be renewed annually. Information on student self- administration of asthma medication will be kept on file in the school district's nurse's office.

MEDICATIONS – OVER THE COUNTER

Students requesting over-the-counter medications, such as Tylenol, must have a permission form signed by a parent /guardian. This form is available at registration or from the school nurse. The student must bring his/her own bottle of headache medication to be left in the school nurse's office.

NOTICE

In instances where the singular masculine pronoun (he/his/him) is used, the term is generic by nature and refers to both male and female students.

NOTICE OF ACCOMMODATIONS DURING SCHOOL SPONSORED EVENTS FOR INDIVIDUALS WITH DISABILITIES

Parents/Guardians/Visitors/Students with disabilities that need assistance may arrange for accommodations prior to the event that they want to attend by contacting the **ES office** at 539-3188 between the hours of 8:00 a.m. and 4:00 p.m. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting. Areas will be provided as reasonably as possible at extracurricular activities to accommodate persons

in need. Reserved parking for persons with disabilities is available in the parking lot in the north parking lot across from the library.

NOTICE OF RIGHTS FOR INDIVIDUALS WITH DISABILITIES

State and Federal Legislation require a free and appropriate education for all children with disabilities between the ages of 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. To meet these requirements, Freeburg CCSD #70 provides special education programs and related services that are provided at public expense, meet State Board and Federal regulations, and conform to the Individualized Education Program (IEP). Parents of these students are entitled to procedural safeguards, including notice and an impartial hearing. Students with disabilities who do not qualify for an individualized education program, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973.

NOTIFICATION OF SEX OFFENDER REGISTRY INFORMATION

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website: <https://www.isp.illinois.gov/Sor>. There is a users' agreement to accept and this will take you to this website: <https://www.isp.illinois.gov/Sor/Disclaimer>. Individual names can be searched by county or town. You may find the Illinois Statewide Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at <https://www.isp.illinois.gov/MVOAY>.

PARTIES

Any treats provided at school parties are to be purchased from an approved food vendor or must still be in the original and unopened container(s). Please communicate at least one day in advance with the teacher if treats will be provided.

The school will host classroom holiday parties throughout the school year for grades K-4. Parent volunteers may be asked to assist with the classroom parties but on a limited basis. Volunteers are required to fill out the "Volunteer Information" form. This form should be filled out and turned into the office by September 30 for participation in parties, field trips, and school day events. Volunteer forms may be accepted at other times upon approval by the administration. On the day of the event, volunteers must check in and out at the main office and receive a visitor badge before going to their destination.

PARTY INVITATIONS

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

PEST MANAGEMENT PLAN

Freeburg CCSD #70 contracts with a pest management company with applications made after-school hours at the end of each month. Consistent with applicable law, pesticides will not be applied on paved surfaces, playgrounds, and playing fields during the school day when students are in attendance for instructional purposes. The application of any restricted use pesticides is prohibited on or within 500 feet of school property during normal school hours.

PROTECTIVE EYE DEVICES

Protective eye devices shall be required to be worn by all students, teachers, and visitors when participating in or observing dangerous vocational arts and chemical or combined chemical-physical labs involving caustic or explosive chemicals or hot liquids or solids.

SAFE SCHOOL ZONE

Freeburg CCSD #70 has been identified as a Safe School Zone. "Safe School Zone" means an area that encompasses any of the following places during regular school hours or within 60 minutes before or after the school day or 60 minutes before or after a school-sponsored activity. This shall include any school property, ground, or street, sidewalk, or public way immediately adjacent thereto and any public right-of-way situated immediately adjacent to school property. The Safe School zone shall not include any portion of the highway not actually on school property, as well as on school buses.

SAFETY DRILL PROCEDURES AND CONDUCT

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

SCHOOL CLOSING/EMERGENCIES

In cases of bad weather and other local emergencies, an announcement will be made over the TeacherEase School Messenger system. It is important that an updated contact phone number is on file for the student's parent/guardian. Additional information regarding the closing will also be found on the district website and/or Facebook. All school closings or early dismissals will be announced using these media outlets.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

SCHOOL ENTRY PROCEDURES

- **Morning Entry Procedures**
 - ES- All students will enter the building through the designated Main Entrance. If the weather permits, students will remain on the blacktop until the bell rings.
 - PC- All car riders will enter through the back entrance of the school (located on Hornet Way/S'mores Ave.).
 - PC- All foot/bicycle traffic should enter at the front of the Primary Center through the Main Entrance.
PC- After 8:10 bell, all students should enter through the Main Entrance Vestibule and be signed in by an adult.
ES- After 8:10 bell, all students should enter through the Main Entrance Vestibule and sign in.

- **Visitor Procedures**

- All visitors will enter through the new Main Entrance of the building.
- All visitors here for a meeting will enter at the Main Entrance, check in, and wait inside the Vestibule for further instruction from the main office.
- All parents/guardians coming to pick up their student will enter through the Main Entrance. They will let the office know they are there to pick up their student. The parent/guardian will wait in the first set of doors located within the vestibule until their student is released.

SCHOOL RECORDS

An accurate cumulative record shall be maintained for each student enrolled in the public schools. Students' records are in two categories: permanent and temporary. Permanent records consist of basic identifying information, academic transcript, attendance record, health record, extracurricular information, and release of record information. Temporary records consist of family background information, intelligence and aptitude test scores, achievement test scores, and discipline reports.

Permanent records will be maintained for not less than 60 years. Temporary records will be maintained for no less than one year after graduation and/or permanent withdrawal. Only authorized school personnel, pupils, parents and legal guardians shall have access to the cumulative record without a subpoena or the written permission of the student or his parents. Parents, guardians, and students have the right to inspect the student's school records. Access shall be given within a reasonable length of time after the request has been made. Copies may be made upon request at a charge not to exceed 25 cents per copy.

The parents/guardians of the student must give written consent before the school releases a student's record. However, a release of records without parental notice or consent could be made due to an emergency release of personally identifiable information from education records to provide for release of information in medical health or safety emergencies.

The school may release student "directory information" to such entities as colleges, the military, other schools, etc. Directory information includes information such as name and address, telephone number, date and place of birth, participation in sponsored activities, weight and height of members of athletic teams, attendance period in the school, awards received, previous schools attended, etc.

However, a student, parent, and/or guardian have the right to deny publication of the above-mentioned information by contacting school officials. Parents/guardians shall be afforded an opportunity for a hearing to challenge the contents of the student's permanent record to ensure the information is accurate or appropriate.

When a student reaches the age of 18, the parent/guardian no longer has any right to the student's records. The student may regulate his/her own record.

Notification of Destruction of Student Records

The Principal shall be charged with keeping student records. Permanent student records shall be maintained until such time as proper notification of destruction of student records has been met. Proper notification includes:

1. Written approval of the Local Records Commission is obtained.
2. Notify the student's parents/guardians and student of impending action.
3. A thirty-day notice placed in the newspaper of impending action.

STUDENT FEES/ WAIVER

A textbook and Chromebook/technology rental fee of \$80 per year (PC) and \$85 per year (ES) shall be charged to all students. Additional fees may be charged in certain classes to defer additional costs for extra materials as

necessary. Students are responsible for the replacement costs for the loss of items such as: padlocks, PE athletic equipment, textbooks, laptops, library books, and workbooks. *Extra-curricular fees will be assessed per sport: See Extra-Curricular Fees.*

Parents/guardians who meet the guidelines for, or feel they may meet the guidelines for, the free/reduced lunch program may apply for a fee waiver regarding book rentals. To be eligible for the fee waiver, application must be made at the beginning of the school term.

TEACHER QUALIFICATIONS

Freeburg CCSD #70 has met the State qualifications and/or licensing criteria for the grade levels and subject area. Parents/Guardians may request the professional qualifications of a student's classroom teacher.

TELEPHONE INFORMATION

Office telephones are maintained for school communication. Plans regarding student pick-up and social events should be made before the school day begins. Students will NOT be allowed to use the phone to make after-school plans. Parents or guardians who need to contact a student for an emergency during the day should call the office with the message. Office staff will not interrupt classrooms for individual student messages, so parents are encouraged to make all after-school arrangements with their child prior to school. In the event a phone call is necessary, students may use the phone only with specific permission of a staff member or administrator and may be required to sign the student call log. Students may use the phone in the office for school related business only. Students' cell phones are NOT to be used to communicate with parents during school hours. If there is a change in student pick-up for after school, please notify the office by 1:00 p.m. Students are not allowed to change bus stops – see Bus Regulations for more information.

TITLE I

Title I of the No Child Left Behind Act is the largest Federal Aid Program to education. The basic aim of this legislation is to provide supplemental education opportunities for those children needing extra help in order to succeed independently in the regular classroom. We presently offer a Title I program in Reading, Language Arts, and Math. A combination of Test scores, teacher recommendation, and parent-referral determine a child's eligibility.

A section of Title I regulations requires that a voluntary agreement between the home and school be developed. This agreement will outline how parents, staff and students will share responsibility for improving student achievement. The law requires this compact between the school and parents be signed and turned in when student enters Freeburg District #70. It will be kept on file until the student graduates.

TITLE IX COMPLIANCE

It is the policy of Freeburg District #70 not to discriminate on the basis of sex, sexual orientation, or gender identity in its educational programs, activities, admission, practices, and employment policies as required by Title IX of the Educational Amendments of 1972.

VIDEO AND AUDIO MONITORING SYSTEMS AND ENTRY BUZZER

A video and/or audio monitoring system may be in use on school vehicles 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. Only individuals authorized by the Superintendent, other district administrator's or designee of the Superintendent may view surveillance tapes.

All exterior doors will remain locked at all times during the school day.

VISION AND HEARING SCREENING

The State of Illinois mandates that students in grades K, 2, and 8 be screened for vision, and students in grades K, 1, 2, and 3 be screened for hearing. In addition, all new students and students receiving special education services must be screened. Teachers or parents of students in any other grade level may, at any time during the school year, request that any student be screened.

VISITORS

Parents/Guardians are always welcome at Freeburg CCSD #70. To preserve the rights of all students, parents/guardians must request prior approval from the teacher before visiting in a classroom. If approval is obtained, the visitor to the building must report to the main office immediately and receive a Visitor's Badge. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. Before leaving the building, the visitor should report to the office again as notification of their leaving.

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

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior. All visitors to campus are required to follow *Board Policy 8:30: Visitors to and Conduct on School Property*.

VOLUNTEERS

Parents/Guardians who wish to serve as chaperones, classroom and/or district volunteers must fill out the "Visitor Information" form before the initial volunteer date. Volunteer forms are due September 30 for participation in parties, field trips, and school day events. Volunteer forms may be accepted at other times upon approval by the administration.

SECTION II - ATTENDANCE

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.

Attendance and academic performance are closely related. All students are expected to attend school regularly. Our attendance policy is designed to develop students' punctuality, self-discipline, and responsibility. School is the primary occupation of students, and as in any occupation, attendance is expected. Absences and on-going tardies to school will not be taken lightly.

Student absenteeism should be kept to a minimum. It is the responsibility of the parents to notify the office each day that the student is absent by 10:00 a.m. The offices will be open at 7:45 a.m. The telephone number is 618-539-3188 Messages may be left 24 hours a day, 7 days a week. Absences must be cleared upon the students return to school or the absence will be unexcused and disciplinary action will be taken. The final determination of an excused absence is decided by the administration and not the parent

All absences will fall into one of the following categories:

1. Excused Absences
2. Unexcused Absences

ABSENCES

Excused Absences

Absences resulting from illness, death in the immediate family, doctor/dentist appointment, family emergencies, religious holidays, court appearances where the student's presence is required as set forth in the Illinois School Code, other situations beyond the control of the student, as determined by the Board of Education, or such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student. Excused absences include up to five (5) days per school year for mental or behavioral health of the student for which the student does not need to provide a medical note. However, after the second mental health day used, the student may be referred to the appropriate school support personnel. 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. The explanation for these types of absences is the responsibility of the parent/guardian.

Students will be excused 5 absences per semester this includes: mental health days, planned absences, illnesses, and appointments. After 5 absences, the absence (excused or unexcused) will be determined by administration.

It is the responsibility of the student to make up all class work missed because of absence for the following:

Absences pre-arranged and approved through the office - Students should make prior arrangements for homework assignments that they will miss due to a pre-arranged absence. Failure to complete any assignment in the time designated by each individual teacher may result in a zero for that assignment. Students with a pre-arranged absence must obtain their work ahead of time. All work is due upon return from the absence. This includes doctor's appointments, trips, etc.

Official Absences- This occurs only when a student is representing the school. This includes: field trips, scholastic bowl matches, music activities, club/organization trips, athletic events, extra-curricular activities, etc. Students will forfeit their right to an official absence if they have two or more unexcused absences per quarter. Students should make prior arrangements for homework assignments that they will miss due to an official absence. Failure to complete any assignment in the time designated by each individual teacher may result in a zero for that assignment.

Work missed due to excused absences may be made up. A student will be allowed one school day per absence to make up missed class assignments due to an excused absence. Students who are present at school for any part of the day are not eligible for the one-day time period for make-up work. They are expected to take the responsibility to obtain all assignments for that day, with assignments being due at the same time as other students in the class. An extension of time may be granted at the discretion of the teacher or administration for specific incidences.

Parent/Guardian phone call or note will not automatically result in an excused absence. Excused or unexcused status will be determined based on the above list. A reason for the absence must be noted or the absence will be unexcused.

Family vacations must have prior approval from the administration for the absence to be excused. Approval is subject to the administration's discretion whether the absence will be granted excused or unexcused. All work is due upon return from vacation unless prior arrangements were made with the teacher and/or administration.

All Doctor notes/Court notices will *only* be accepted within 24 hours (one school day) from the date of absence. Failure to comply will cause the absence to be classified as *unexcused*. Students who receive an unexcused

absence will be given zeroes in all class work missed.

After the second day of an absence, a parent/guardian must make arrangements to pick up class work. Students should make every attempt to complete work before returning to school.

A report to the teachers will indicate whether the student's absence was excused or unexcused.

Unexcused Absences

Absences including truancy, or other unjustifiable absences as determined by the administration. Examples are oversleeping, working, missing the bus, car problems, no transportation and babysitting. Unexcused absences are subject to disciplinary action. Students with excessive absences will be reported to the proper authority. *All unexcused absences will result in the student receiving a zero for all missed work.*

ABSENCES AND EXTRACURRICULAR EVENTS

1. Students will not be permitted to participate or attend any school activity if they are not in attendance the last half of the school day.
2. Excusable absences such as funerals, dentist and doctor appointments with a doctor's note will be allowed if approved by the administration.
3. Students who are absent in the afternoon because of illness shall not be permitted to participate or attend that same evening. If an absence occurs on a Friday, the student will not be allowed to participate in a contest or extra-curricular event for the entire weekend.

CHRONIC ABSENTEEISM - EXCESSIVE

Students shall be permitted **NO MORE THAN FIVE ABSENCES (EXCUSED OR UNEXCUSED) PER SEMESTER.** After the student has five absences (excused or unexcused) in one or more classes during a semester, additional absences may only be excused with a written medical statement from a physician/dentist or notice from the judge. After five absences, the school will notify the parent/guardian by written notice. If a student's absence is verified by a doctor/court excuse (**within the 24-hour reporting period of the absence**) before the student has reached the limit of five days (or classes) of absences, the absence will not count toward the five days permitted by this section. **All doctor's excuses/court notices must be submitted to the office within 24 hours (1 school day) of the student's absence.** All absences that are not classified as excused will be considered unexcused. Absences which are excluded from this policy are mandatory court appearances, religious holidays, medical doctor visits with written verification from the medical facility, funerals (may require verification), and school sponsored trips, suspensions, and Board approved absences. Exceptions may also be made by the administration for a student with a chronic medical condition with verification from a doctor. ES – Students who are chronically absent will be referred to an attendance group that meets once a week.

CREDITABLE ATTENDANCE DAY

Students can only be counted as being in school for a full day when they have a minimum of:

1. 300 instructional minutes for a full day
2. 150 - 299 instructional minutes for a half-day
3. Less than 150 minutes is counted as a full day of absence

E-LEARNING INSTRUCTION

In the event of an emergency, the district has approved 5 E-Learning days that may be used in lieu of emergency days. If these days are utilized, learning will be announced via the TeacherEase Emergency Alert Phone and Email System. Teachers are required to notify either the students or parents by 8:30 a.m. of all assignments that need to be completed. Attendance will be taken using the "Check-In" portal on the TeacherEase system. Students

are responsible for work assigned on E-Learning days. Any student who is not “marked present” will be unexcused for the day and work will receive a zero.

LEAVING SCHOOL

Obtaining permission to leave school during the day requires a phone call from the parent/guardian. In case a student becomes ill, the student must secure permission from the office to go to the school nurse. The school nurse will then determine if the student is permitted to go home. The nurse will contact the student’s parent/guardian if the student is too sick to remain at school. In no case is a student to leave school during the day without approval and signing out with the office. The sign-in/sign-out sheet must be initiated by a staff member. Students leaving without proper approval will be subject to disciplinary action.

Disciplinary actions may include: detention, removal and/or suspension from extra-curricular activities, alternative classroom placement, in-school suspension, or possibly out-of- school suspension. Parents/guardians will be notified.

RESIDENCY

A legal resident for the purpose of school attendance is defined as: Residing within the boundaries of the school district for any reason other than the sole purpose of attending school. Upon enrollment, students will be required to list their 911 address. Proof of residency will be required of any student, if there is a question of his/her residency. A notarized affidavit of residency may also be required of the student.

The following is a list of acceptable required proofs of residency:

Must provide 1 forms of proof

- ___ Current Lease or Rental Contract
- ___ Mortgage Statement or Closing Statement (documenting purchase of residence)
- ___ Recent Property Tax Bill (showing address of residence)

Must provide 3 forms of proof

- ___ Military Housing Letter
- ___ Section 8 letter
- ___ Residency Attestation / Lives with Resident Form (Homeowner/Leaseholder must provide required proof of residency)
- ___ Current Driver’s License or State I.D.
- ___ Home or Apartment Certificate of Insurance
- ___ Voter Registration Card
- ___ Recent utility Bills (i.e. water, gas, electric, phone, or cable bill)
- ___ Vehicle Registration, Vehicle Title, or Auto Insurance Policy
- ___ Public Aid Card
- ___ Medicaid Medical Card
- ___ Paycheck stub
- ___ Bank Statement or Credit Card Statement

If it is determined that the student is not a legal resident, or if proof of residency is not provided, that student shall not be permitted to enroll without being charged tuition. Tuition will be based upon the previous year’s annual financial report.

SCHOOL HOURS

School will begin at 8:00 a.m. and dismiss at approximately 3:10 p.m. Children should not arrive at school before 7:45 am nor remain after the 3:10 pm dismissal, unless they are attending a school-sponsored activity (i.e. sports

or music practice) or are under direct supervision of a staff member.

Only students remaining after school for school-sponsored events or disciplinary action will be allowed in the buildings after dismissal hours.

TARDIES

Students are expected to follow the bell schedule as listed at the front of the handbook. Unexcused tardies will be given for being late for school, a particular class, or leaving school early without just cause. Examples of just cause: dentist or doctor appointment, or a student/teacher conference

ES- Students who fail to report to any class on time without a valid reason are considered tardy. Students arriving after 8:10

a.m. or leaving before 3:00 p.m. are considered tardy and must report to the main entrance office before going to class or leaving the building. A student should always report to the main entrance office if he/she comes to school after the class day has started.

TRUANCY

A student is considered truant anytime he/she is absent all or part of a day without the permission of the student's parents and of the school. Students who leave without approval will be considered as truant. Any unexcused absence from an assigned class or stipulated location shall be considered an act of truancy, unless otherwise specified.

A valid cause for being absent includes illness, including the mental or behavioral health of the student, observance of a religious holiday, death in the immediate family or family emergency, court appearances where the student's presence is required as set forth in the Illinois School Code, other situations beyond the control of the student, as determined by the Board of Education, or such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student. Please see the ABSENCES – EXCUSED section for more details.

The School District may use the following diagnostic procedures for identifying the causes of unexcused student absences to assist with supporting the student and their families: 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. This information will further be shared with the ROE as part of the documentation process.

The School District may offer the following support services to assist a truant and/or chronically student and their families: Parent conferences, family counseling, tutoring, and information about existing community services.

After 9 unexcused absences (5% of the last 180 days of school), Freeburg CCSD #70 is obligated to report the student to the Regional Office of Education as truant. All documentation and attendance information from FCCSD #70 will be shared with the ROE and utilized should the student and family proceed to court. Students considered to be Chronic Truants (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) will be required to provide documentation for any absence that they may have until no longer considered a Chronic Truant by the Regional Office of Education. Failure to provide documentation for any absence will be considered unexcused and will receive disciplinary consequence for such. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor; the student will be referred to the Truant Officer.

The following steps may be taken:

1. Warning letter

2. Home visit by Truant Officer
3. Meeting with Truancy Board at St. Clair County Courthouse, which could result in following:
 - Student assigned community service or fine.
 - Referral to comprehensive community youth service agency
 - Order to obtain counseling
 - Order to perform community service
 - Fine per day for student absence
4. Parents charged with educational neglect. The student's name may be filed with the state's attorney as a potential chronic absentee. One or more of the following supportive services may be offered to a student who is experiencing attendance problems:
 - Counseling services by social worker
 - Parent-Teacher conferences
 - Counseling services by psychologists
 - Psychological testing
 - Alternative education programs when recommended by the administration
 - Community agency services for substance abuse, suicide, runaways, and serious family conflict.
 - Tier 2/Tier 3 Support

In accordance with the School Code of Illinois, no punitive action, including out of school suspensions, expulsions or court action shall be taken against a chronic truant for his/her truancy unless available supportive services and other school resources have been tried.

WITHDRAWAL OR TRANSFER FROM SCHOOL

The Office should be informed as soon as possible of plans to withdraw from school or to transfer to another school. Proper clearance is necessary before records are released.

SECTION III - ACADEMICS

CREDIT EARNED AT PRIVATE AND HOME SCHOOL FACILITIES

Acceptance of credits for course work completed in home school or private school settings for students enrolling in Freeburg CCSD #70 will be determined following consultation with the Regional Office of Education and legal counsel, if necessary, to assure that requirements of the School Code of Illinois are adhered to.

GRADING SCALE

The percentage system is used for report cards.

A = 100-94
B = 93-87
C = 86-78
D = 77-65
F =64 & below

A	4	Excellent / Consistently Meeting Standard
B	3	Very Good / Approaching Standard

C	2	Average / Progressing Towards Standard
D	1	Below Average / Limited Progress Towards Standard
F	0	Failure
	X	Standard Not Assessed

S	2	Satisfactory
N	1	Needs Improvement
U	0	Unsatisfactory

HOMEBOUND INSTRUCTION

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

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

HIGH HONOR ROLL AND HONOR ROLL

The school recognizes excellent scholarship by means of an honor roll each quarter. This is based on a 4.0 grading scale for the grades earned in the academic areas for grade 3-8. The District uses this distinction for the purpose of identification into National Junior Honor Society and class marshals and ushers.

6-8 only High honor roll - 3.70 or greater GPA for the quarter.

6-8 Honor roll - 2.80 to a 3.69 GPA for the quarter.

INCOMPLETE GRADES

Incomplete grades will be given only in cases where the make-up period overlaps with the end of the grading period or because of extended illness. Instances will be handled on an individual basis through the office. Each teacher will determine which aspects of class work must be completed by every student before the awarding of credit can be considered. Students who do not fulfill all such course obligations to the teacher's satisfaction shall receive an incomplete at the end of the grading period. If the student completes the mandatory work before the end of the following quarter, the incomplete grade will be removed and the earned grade recorded.

LIBRARY/MEDIA CENTER

Freeburg CCSD #70 offers a library/media center for students. Hours are from 8:10-3:15, unless otherwise noted. Students are not permitted to be in the library/media center during lunch time or without permission from their classroom teacher. Food and drink are prohibited. All material must be checked out before being removed from the library. Fines may be assessed for damage, loss or failure to return books by the date listed.

MARSHALS AND USHERS

ES- These terms are used synonymously and are intended to have equal importance in the graduation program. The two seventh graders with the highest cumulative GPA are assigned as marshals and lead the graduating class into and out of the gymnasium during the commencement ceremony. The next two students academically

will be designated as ushers and will pass out programs for graduation.

Honor Marshals and Ushers Criteria is as follows:

1. Exclusive of ties, the top two (2) seventh graders as determined by their GPA shall be chosen as Honor Marshals for the graduation program. Their duty shall be to lead the graduates into the gymnasium.
2. The next two (2) seventh graders shall be chosen as ushers for the graduation program. They shall distribute programs and perform other duties determined by the Principal.
3. Ushers & marshals are based on grade point averages for grades 5, 6, and the first 3 quarters of 7th grade.

PARENTS RIGHT TO OPT-OUT OF HEALTH EDUCATION ACTIVITIES

No student shall be required to take part or participate in any class or course in comprehensive personal health and safety and comprehensive sexual health education. A student's parent or guardian may opt the student out of comprehensive personal health and safety and comprehensive sexual health education by submitting the request in writing. Parents can pick up the Opt-out Form from the school office. The District shall follow all requirements in 105 ILCS 5/27-9.1a regarding comprehensive health education instruction.

PHYSICAL EDUCATION EXEMPTION POLICY

Any student who has a medical excuse from PE may not participate in recess or extra-curricular events. 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 their individualized education plan.

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

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

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

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

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.

PROMOTION TO THE NEXT GRADE

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. The Illinois School Code prohibits social promotion of students and prevents promotion based upon age or any other social reason not related to the academic performance of the student.

GS- Kindergarten - 3rd Grade:

For grades kindergarten through 3rd grade, promotion or retention of students will be determined by the teacher and administration based upon individual achievement and need. Progress will be communicated to the parent or guardian on an on-going basis by the classroom teacher.

4th - 8th Grade:

For grades 4th through 8th grade, promotion or retention will be based upon the following criteria:

1. A student must have a cumulative grade point average of 1.0 or higher.
2. A student must be passing four (4) of the five major subject areas for the year. A student is considered passing when he or she maintains a 1.0 grade point average or higher in 3 of the 4 core subjects. Core subjects include Language Arts, Math, Science, and Social Studies.
3. Under extenuating circumstances, a student may be promoted/retained when deemed necessary by the administration and/or the board of education. Social promotions are not allowed as prohibited by law.
4. Other factors that will be considered are effort, attendance, and student assessments.

8th Grade – Students who do not meet the promotion criteria will not participate in the grade ceremony and must complete summer school.

* School personnel reserve the right of placement as deemed appropriate for incoming transfer students or home schooled students. Placement is determined by, but not limited to, teacher recommendations and testing results. Consultation and input of parents and/or staff will be considered. (Example-- Special education considerations, IEP's, etc.)

MULTI-TIERED LEVELS OF SUPPORTS

Freeburg CCSD #70 recognizes that all students learn differently. We are committed to helping all students succeed, academically, socially, behaviorally, and emotionally. The district believes that parents and educators work together as partners utilizing the whole child's approach to learning, growth, and development. The district will offer Tier I, Tier II, and Tier III supports and interventions with benchmarking periods in the fall, winter, and spring. WIN meetings will take place throughout the school year to ensure students are making adequate progress.

REPORT CARDS

Report cards are issued following the completion of each nine-week grading period.

In most cases, the letters A, B, C, D, and F are used to report how well your child is doing in various subject areas. S, N, U, and 4, 3, 2, 1, 0 are also used in some grade levels to denote progress. These grades are based on the degree to which your child appears to be realizing his/her potential as it relates to a set standard.

No report card can possibly communicate to the parent everything that the teacher would like to express or everything that the parent would like to know. Conferences can be arranged at any time throughout the year at the initiative of the parents or teachers for an opportunity to discuss the student's progression and give the parent an opportunity to ask questions about their child's progress in school. We urge you to call the office if you would like to talk to the teacher concerning your child so that a conference can be set up. In addition, parent-teacher conferences are scheduled in October for review of your child's progress during the first quarter.

Grades may be verified at any time on the Teacherease portal.

SCHOOL SOCIAL WORKER

A school worker is available for individual conferences and group counseling with students who need information or assistance concerning personal, social, behavioral, educational. The social worker also maintains student and parent resources on suicide and depression awareness and prevention.

PC- Requests may come from parents via email/phone, teacher, and/or individual student. The social worker will coordinate a time to meet with the student with his/her homeroom teacher.

ES- Requests may come from parents via email/phone, teacher, administrator, and/or individual student. The social worker will work with the teacher and student to coordinate a time that best meets the needs of the student in his/her schedule.

Parents are encouraged to visit or contact the counselor when seeking assistance in meeting the needs of their children.

SPEECH AND LANGUAGE SUPPORTS

During the school year, your child's speech and language may be screened as part of the routine school procedures. When the Speech and Language Therapist has completed the screening, a preliminary determination of your child's speech and language will be made. If further evaluation is deemed necessary, parents/guardians will be notified, and a meeting scheduled to discuss screening results. Unless you have notified the school office in writing that you do not wish your child to receive this screening support, he/she may be screened during the school year.

SECTION III – BUSING REGULATIONS

BUS REGULATIONS

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school and/or if the area is deemed hazardous by the state. When students are being transported to and from school on buses, they are as much a part of the school as though they were on the campus. The rules of good citizenship, conduct and fair play apply. Denial of the privilege of riding the bus may be made only by authority of the superintendent, building principal, or transportation administrator and only with advance notification of the parents unless an emergency situation exists. Students will be removed from the bus if in the judgment of the administration they pose a threat to the safety of themselves or others. In extreme instances, where a long-term or permanent suspension is being considered, the procedure outlined in Section 10-22.6 of The School Code of Illinois shall be followed.

Video/audio cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees.

Students suspended from the school bus who do not have alternate transportation to school shall have the opportunity to complete make up work for equivalent academic credit. It is the responsibility of the parent/guardian to notify the school that the student does not have alternate transportation.

BUS RULES AND SAFETY

Bus safety rules and procedures are regulated by state law.

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 accordingly by either the building principal or the transportation administrator.

NOTE: If students do not arrive at their designated bus stop on time and miss their bus, it is the responsibility of their parent/guardian to get them to school on time.

Parents/Guardians waiting at the bus stop should not enter the bus and/or avoid conversation with the driver or other students on the bus. Questions regarding individual students should be directed to the Bus Garage to allow for the driver to continue the route on schedule.

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

1. Students in grades K-1 must have an adult or authorized individual with them at the bus stop at all times. The authorized individual may be designated on a Transportation Liability Release form which be filled out before using school transportation.
2. Arrive on time at the designated school bus stop. The bus will not wait for students or return to the bus stop once all passengers are safely seated.
3. Remain off the roadway until the bus comes to a full and complete stop. Stay away from the bus until it comes to a complete stop, and the driver signals for you to board.
4. Be careful in approaching the place where the bus will stop. Do not move toward the bus until the bus has been brought to a complete stop.
5. Use the handrail when entering and exiting a school bus. Always enter and exit using a single file line without touching the person in front or behind you.
6. Take a seat right away and remain seated facing forward. Keep your hands, arms, head, and any personal items inside the bus at all times.
7. Remain in your seat until time to exit the bus. Do not stand up or kneel in your seat while the bus is in motion.
8. Be alert to a danger signal from the driver. He/she is in complete command of the bus.
9. Never throw things out the windows of the bus.
10. 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.
11. When coming near or exiting from the bus, 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 can see you. Never crawl under a bus.
12. 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.
13. Never run back to the bus, even if you dropped or forgot something.
14. Dress appropriately for the weather.
15. 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.
16. All food and drinks, including but not limited to gum, candy, and soda are prohibited from being consumed with riding on the bus.
17. Help keep the bus clean and neat. Keep all belongings out of the aisles and away from the emergency exits at all times.

Potential disciplinary measures for failure to follow the preceding Bus Rules, include, without limitation, any of the following measures:

- Verbal warning from the bus driver
- Written warning to the office
- Change of student's seat
- Conference with the student
- Conference with the parent

- Suspension for a period of time off the bus
- Loss of bus privileges indefinitely
- Detention
- In-school suspension
- Out-of-school suspension

STUDENT BUS ASSIGNMENTS

Freeburg District 70 maintains their own bus contract, including but not limited to employees, buses, and facilities. The bus routes and stops will be based on safety, not on convenience. Therefore, each student will be assigned to **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 or use any alternate stop other than the stop in which they are assigned. The district will allow parents/guardians to pick one alternate bus stop to be used on early dismissal days only. If this bus stop is going to be used on an early dismissal day, it is the parent/guardian's responsibility to notify the school office no later than 9:00 a.m. on the day of dismissal. In the event a student's living arrangements change, parents may request a permanent change with the school by telephone or in written form. Exceptions must be approved in advance by the building principal and/or superintendent.

For questions regarding school transportation issues, including scheduling bus stops and times contact:
Freeburg District
70 Bus Garage at 618-539-9822.

SECTION IV – STUDENT CONDUCT/DISCIPLINE

Students are entitled to all rights and privileges accorded to them by the Federal and State Constitutions and laws. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others, school rules and regulations may be disciplined in accordance with Board policies and procedures.

As part of the MTSS approach to discipline, the district utilizes a proactive approach by setting forth the following schoolwide expectations for all students: **Act Respectful, Be Responsible, and Come Ready.**

Disciplinary actions will be determined by the following:

- The seriousness of the student's conduct.
- The history or record of the student's past conduct.
- The likelihood that such conduct will affect the delivery of educational services to other students.
- The severity of the punishment.
- The interests of the student.
- Predetermined disciplinary measures.

Potential disciplinary measures include, without limitation, any of the following measures:

- Warning
- Personal counseling
- Disciplinary conference
- Withholding privileges
- Seizure of contraband
- Notification of parent/guardian

- Temporary removal from class
- Removal from participation in or attendance at any school sponsored event or function. Any student with any disciplinary action due to physical or verbal aggression, disrespect, and/or insubordination may not attend school sponsored events or functions.
- Detention
- Removal from participation in an extracurricular activity for a period of time
- Alternative Classroom Placement (day)
- Alternate School Placement
- In-School suspension
- Suspension of bus riding privileges
- Out-of-school suspension (includes all school-sponsored activities) for up to 10 days.
- Referral to law enforcement officials.
- Expulsion from school for a period of up to 2 calendar years.
- Legal Action

Reengagement: 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. The Social Worker may assist as part of the reengagement plan s/he serves as either an inhouse resource or provide avenue for the student to locate needed community resource.

ALTERNATIVE CLASSROOM PLACEMENT

For disciplinary reasons students may be assigned to an alternative classroom placement by the administration. The administration will assign the room location and will provide supervision for the student. The student will be under adult supervision for the length of the placement. The student will not be permitted to attend regular classes and will have no contact with other students during the length of the placement. The student will eat lunch in the same assigned location. The student will be responsible for all class work missed and will receive grades for all work turned in. The student will bring books and other work to do while serving the alternative classroom placement.

BULLYING AND INTIMIDATION POLICY

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

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

or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Bullying includes cyberbullying 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 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.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, 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.

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 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 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. Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Illinois Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan:

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying

prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who have information about actual or threatened bullying are encouraged to report it to the District. Anonymous reports are also accepted. However, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.
4. The Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying (within 24 hours of knowledge of the allegation) and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within ten (10) school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. Retaliation against any person who reports an act of bullying and/or participates in the complaint process is strictly prohibited. Any person's act of retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: a) bullying, b) student discipline up to and including suspension and/or expulsion, and/or c) both a) and b) for purposes of determining any consequences or other appropriate remedial actions.

9. If the incident is found to be an incident of bullying, the District will report its findings as required to ISBE.

CHEATING AND ACADEMIC DISHONESTY

Academic dishonesty by a student degrades the student's character and reputation and impedes the teaching-learning process. Any actions intended to obtain credit for work that is not one's own is considered academic dishonesty or cheating. The action may include, but is not limited to the following:

1. Submitting another student's work as one's own.
2. Obtaining or accepting a copy of tests or scoring devices.
3. Exchanging test questions or answers with a member of another class.
4. Copying from another student's test or computer file or allowing another student to copy during a test or computer program.
5. Using materials that are not permitted during a test.
6. Plagiarizing (presenting materials as one's own original work when, in fact, the material is copied from a published source without adequate documentation).
7. Copying, or having someone other than the student prepare the student's paper, project, laboratory report, computer program, or take-home test for which credit is given.
8. Permitting another student to copy, or write another student's homework, project, report, paper, computer program, or take-home test.
9. Using computer generated AI programs to create homework, projects, papers, or other materials.
10. Copying materials, including computer software, in violation of the copyright law.

Any student found cheating or plagiarizing will receive zeros (0) on the questioned materials and shall be subject to further penalties by the administration and/or the Board of Education.

DANCES

Students who are on the ineligibility list due to grades or behavior are unable to attend school dances, games, and functions during the period s/he is on the ineligibility list.

Teachers from any class and/or administration reserve the right to ask a student to remain at school if said student is not completing work, exhibiting poor behavior, missing school/class, etc. This must be communicated to the student why s/he is unable to attend.

All rules and regulations regarding student behavior during the school day will be in effect for all school dances. The following rules also apply to school dances:

- If a student leaves a dance early, he/she will not be re-admitted. Parents must be notified, and students signed out.
- Outside attendance into school dances are based on criteria set forth by the organization who is sponsoring the event.
- Appropriate dress will be required for admission to dances.

DETENTION

Detention is a period of time when a student is assigned to stay before, during, or after school for unacceptable behavior. Students are expected to serve detentions on the date and time assigned. If a student has an excused absence from school on the day of an assigned detention, the detention will be assigned for the following regularly scheduled detention day.

Participation in extracurricular activities is not an accepted excuse for missing detention. Students will bring school related materials to study during this time. Detention periods range in minutes according to the offense.

The severity and frequency of the behavior will be determining factors in the length of administrative assigned detentions.

DISPLAYS OF AFFECTION

Excessive displays of affection may cause a substantial disruption to the educational process. All excessive displays of affection, including kissing or indecent exposure of any kind, are prohibited. Any student found in violation of this policy shall be subject to disciplinary action. Repeated offenses may be determined by the severity of the infraction, as well as the number of infractions committed by the student.

DISRESPECTFULNESS

Any student who is disrespectful to teachers, other school personnel or fellow students, uses profanity or abusive language, refuses to obey a staff directive, may be given any of the following: warning, removal from class, detention, referral to the social worker, alternative classroom placement, in-school suspension, or out-of-school suspension.

DRESS AND GROOMING

Even though the district does not want to attempt to regulate style or taste, all students are expected to respect the school community by dressing appropriately for an educational environment. Students at Freeburg CCSD #70 are expected to be neat and clean in appearance and clothing is expected to be appropriate to the school situation. Student attire should facilitate participation in learning as well as the health and safety of students, staff and parents.

The following guidelines are to be adhered to:

- Clothing must cover areas from one shoulder across to the other shoulder, down to approximately 3 to 4 inches in length on the upper thighs.
- Shirts/tops must have sleeves. Tube tops, tank tops, camies, spaghetti straps, racerback T's, double or single strapless tops or dresses must have a cover up.
- Pajamas, housecoats, blankets, and other forms of nightwear are not permitted.
- Clothing or garments with holes, rips, tears, or otherwise poorly fitting showing skin and/or undergarments will not be allowed.
- Appropriate footwear must be worn at all times. No house slippers are permitted.
- Headgear, including hats, hoodies and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.

Additional Requirements:

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Sunglasses may not be worn inside of the building.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

Repeat offenses will result in discipline according to the severity of the offense as well as the number of infractions.

ES- 6-8 Grade students must wear PE clothing (tee shirt, shorts, socks, and tennis shoes) during PE class. All other students must wear tennis shoes in the gym. If your child wears anything besides tennis shoes to school, they will need to change their shoes for gym.

DRUG POLICY

No person shall use, abuse, possess, purchase, or distribute any illegal drug, controlled substance, cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*), alcohol, narcotic, drug paraphernalia, look-a-like drugs or any other illegal drug on, or within sight of, school premises before, during, or after school hours or at any school related activity: i.e., ball game, school trip, dance, etc. This includes traveling to or from school or a school activity, function, or event, during a period of remote learning, or anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, etc. If a student appears to be under the influence of an illegal drug or alcohol, law enforcement officials may be called to check for consumption.

No person shall use school property to store or conceal any illegal drug, drug paraphernalia, narcotic, alcohol, or look-a-like drugs. Upon recovery of such contraband, the assigned person to that item, locker, etc. will be accountable for the contraband until proven innocent through means of a criminal investigation or polygraph requested by the school principal or superintendent.

Given reasonable grounds for suspicion of any student violating this policy, school officials may search for and seize any prohibited articles brought onto school buses or school property.

Potential disciplinary measures include, without limitation, any of the following measures:

- Notifying parents/guardians
- Removal from class and referral to the office
- Confiscation of contraband
- Community service
- Removal from participation in an extracurricular activity for a period of time
- Suspension from bus for a period of time
- Alternative placement
- In-school suspension
- Out-of-school suspension
- Expulsion
- Legal Action

Any student violating this policy shall be subject to the board's disciplinary penalties for misconduct.

Criminal charges may be requested by administration depending upon the seriousness of the violation.

SUSPICION-BASED DRUG AND ALCOHOL TESTING POLICY

The Board of Education recognizes that drug and/or alcohol testing of an individual student may be appropriate when there are reasonable grounds to suspect that the student is violating the Board of Education's policy prohibiting the possession or use of drugs or alcohol while on school grounds or at a school-related activity. The Board of Education authorizes drug and alcohol testing of students based upon such reasonable suspicion of drug or alcohol use.

The administration shall establish rules and regulations to implement this policy in compliance with applicable laws governing drug and alcohol testing of students.

EXPULSION

Expulsion is the prohibition of a student from attending school during a semester or a school year. Expulsion is the most severe penalty that can be imposed on a student. A student who is expelled will not receive any credit for the semester or school year in which the expulsion occurs. Students guilty of gross disobedience or misconduct may be expelled for a period of time ranging from in excess of ten days to a definite period of time not to exceed 2 school years. (Illinois School Code, section 5/10-22.6)

In expulsion cases, the following procedures shall be used:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. **1** After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.

- d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

EXPULSION PROCEDURES FOR SPECIAL EDUCATION STUDENTS

The following procedures shall be used in expulsion cases involving special education students:

1. The school district may expel students from school for gross disobedience and misconduct. An expulsion may be for a period in excess of ten (10) days, but not beyond the remainder of the school term.
2. An expulsion shall occur only after the student's parents/guardians have been afforded the right to a hearing before the School Board or a hearing officer appointed by it. The parents shall be notified of the hearing by certified mail, and the notification shall state the time, place, and purpose of the hearing.
3. Prior to the expulsion of a special education student, the school district shall determine if the misconduct is the result of the student's handicapping condition as defined by the Rules and Regulations to Govern the Administration and Operation of Special Education. Such determination shall be made by the local district staff and with Belleville Area Special Services Cooperative (BASSC) staff familiar with the student's handicapping condition and educational program in a conference with the student's parents/guardians. If the misconduct is not determined to be the result of the student's handicapping condition, the local school district staff may choose to expel the student. Procedures required by the Rules and Regulations regarding changes in educational placement shall be followed prior to implementing any expulsion, including advising parents of their rights to a due process hearing.
4. If the misconduct is the result of the student's handicapping condition, he/she shall not be expelled. In such cases the student's program shall be reviewed in a multidisciplinary staff conference, and if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged. The Rules and Regulations shall also be followed.
5. The school district may seek a court order to change the student's placement or expel the student if his/her behavior poses a continuing danger to himself/herself or others in the school.

FIELD TRIPS

Students who are on the ineligibility list due to grades and/or Behavior are unable to attend field trips during the period he/she is on the ineligibility list.

Teachers from any class and/or administration reserve the right to ask a student to remain at school if said student is not completing work, exhibiting poor behavior, missing school/class, etc. This must be communicated to the student and parent why s/he is unable to attend.

Students attending field trips and/or sporting events are required to request work before the field trip. All work must be returned the day following the field trip (if it is a full-day field trip).

Students are required to ride school transportation to and from the field trip.

FIGHTING, THREATS, OR USE OF PROFANE OR ABUSIVE LANGUAGE

Fighting, threats (in person, on the Internet, etc.), or use of profane or abusive language will not be tolerated. All persons involved in any fight, threat, or profane/abusive language will be referred to the office immediately.

Potential disciplinary measures include, without limitation, any of the following measures:

- Notifying parents/guardians
- Removal from class and referral to the office
- Withholding of privileges
- Community service
- Detention

- Removal from participation in an extracurricular activity for a period of time
- Alternative classroom placement (day)
- In-school suspension
- Out-of-school suspension
- Suspension from the bus for a period of time
- Alternate school placement
- Expulsion
- Legal Action

GANGS

Behaviors, symbols, or dress determined to be gang related may be subject to disciplinary action.

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, and there is no known medical contraindication to its use on the student. The school staff member or members applying the use of time out, isolated time out, or physical restraint on a student have been trained in its safe application.

Isolated time out is allowed only under limited circumstances and may be used only if the adult in the time out room is in imminent danger of serious physical harm because the student is unable to cease actively engaging in extreme physical aggression.

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, chemical, and mechanical restraint is prohibited.

NON-DISCRIMINATION AND HARASSMENT POLICY

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 goal.

No student shall, on the basis of race, color, national origin, age, sex, religion, status of homelessness, or handicap be denied equal access to programs, activities, services or benefits, and/or be limited in the exercise of any right, privilege, advantage, or opportunity.

Examples of discrimination and harassment includes 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.

Sexual harassment is also prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever 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 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment includes unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities rape, sexual battery, sexual abuse, and sexual coercion.

Students who believe they are victims of discrimination or harassment or have witnessed discrimination or harassment may file a complaint with the Title IX Coordinator (the Superintendent), Building Principal, Assistant Building Principal, a counselor or any employee with whom the student is comfortable speaking. Students may choose to report to a person of the students' same gender. Complaints will be kept confidential to the extent possible given the need to investigate.

Any student who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation may be accompanied when making a report by a support individual of the student's choice who complies with the District's policies and rules.

Discrimination and Harassment Prevention and Response Plan:

1. All relevant evidence will be objectively evaluated, and credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.
2. Any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution will not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent, and will receive training on how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
3. Any individual designated by the District as an investigator will receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
4. Any individual designated by the District as a decision-maker will receive training on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.
5. There is a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the investigatory process.
6. All reasonable efforts will be made to complete the investigation within ten (10) school days after the date the report of the incident was received .
7. Any student of the District who is determined, at the conclusion of the grievance process, to have engaged in discrimination or harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the student behavior policies. Any student making a knowingly false accusation will likewise be subject to disciplinary action. A determination that an individual is not responsible for discrimination or harassment, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

8. All decisions will be based upon the preponderance of evidence standard.
9. The District will report its findings as required to ISBE.

If the District fails to take necessary corrective action to stop discrimination or harassment, further relief may be available through the Illinois Department 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).

Any appeal of a decision may be filed with the Board of Education addressed to the school at 408 South Belleville Street, Freeburg, IL 62243. An appeal must be filed within fourteen (14) days of receipt of the original decision.

Retaliation against any person who reports an act of discrimination or harassment and/or participates in the complaint process is strictly prohibited. Any person's act of retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

OUT-OF-SCHOOL SUSPENSIONS

The Administrator shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted;
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i. Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii. Substantially disrupt, impede, or interfere with the operation of the school.
5. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

6. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
7. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Any student suspended will be accorded a re-engagement meeting that will involve the building principal or designee who shall meet with a student returning to school to ensure the student's transition following a period of exclusion and shall provide an opportunity for the student to review make-up missed work for equivalent academic credit and determine any necessary supports required for future success.

IN-SCHOOL SUSPENSION

Students will be removed from regular classes and assigned to the ISS for a designated number of days. Students may receive 100% of their earned grade for work completed and turned into the ISS supervisor on the day(s) they are assigned to In-school Supervision. Failure to complete assigned work while in ISS may result in receiving a "0" for the day's assignment.

SUSPENSION PROCEDURES FOR SPECIAL EDUCATION STUDENTS

The following procedures shall be used in suspension cases involving special education students:

1. Whenever a special education student is suspended out-of-school an excessive number of times, the school district shall hold a relatedness conference to determine whether or not the misconduct is the result of the student's handicapping condition as defined by the Rules and Regulations To Govern the Administration and Operation of Special Education. A case study reevaluation shall be completed and/or updated at the relatedness conference.
2. Such determination shall be made by staff members who are familiar with the student's handicapping condition and educational program in consultation with the staff of the Belleville Area Special Services Cooperative (BASSC) result of the student's handicapping condition, he/she shall not be suspended out-of-school except as provided by section 4 below. In such cases, the student's program shall be reviewed in a conference and, if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged.
3. The local district may suspend out-of-school the student, even if the misconduct is the result of the student's handicapping condition, if the student's presence poses a danger to the student, other students, faculty, or school property, or disrupts the educational process.

PROTESTING

There will be no protesting on school property. Students that do choose to protest will receive zeros for every class missed and a suspension for every day missed.

REMOVAL FROM CLASS

Teachers and Administration may remove students temporarily from classrooms for violation of the disciplinary code and disruptive behavior. Teachers may use reasonable force as needed to maintain safety. The student will be dealt with according to the seriousness of the offense. It is recommended that teachers attempt to solve the disciplinary problems that arise in their classes; but if a student fails to respond or to cooperate and thus becomes

detrimental to the well-being of the rest of the class, the student(s) will be sent to the administration for disciplinary action. If other attempts fail to bring about the desired results, the student may be removed from class, suspended, placed on probation, or expelled as provided in Section 10-22.6 of the School Code of Illinois.

SEARCH AND SEIZURE POLICY

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.

SMOKING, VAPING, AND TOBACCO USE

Sections 10-20.5(b) and 34-18.11 of the School Code prohibits the use of tobacco on school property by students, school personnel, or any other person. This policy includes the prohibition of any use or possession of any tobacco or nicotine product, vapes, vape pens, vapor device, electronic cigarettes, e-cigarettes, and/or lighters, on school property. This section specifically prohibits any exceptions or exemptions.

Student use or possession of any tobacco or nicotine product, vapor device, electronic cigarettes, e-cigarettes, and/or lighters is also prohibited at any school related activity (competitions, school trips, dances, etc.). Any student who violates this policy shall be disciplined by the administration. Given reasonable grounds for suspicion of any student violating this policy, school officials may search for and seize any prohibited articles brought onto school buses or school property. Any student violating this policy shall be subject to the board's disciplinary penalties for misconduct. Potential disciplinary measures include, but are not limited to the following:

- Notifying parents/guardians
- Referral to social worker/counselor
- Removal from class and referral to the office
- Seizure of contraband

- Removal from participation in extracurricular activities for a period of time
- In-school suspension
- Out-of-school suspension
- Suspension from the bus for a period of time

THEFT/PROPERTY DAMAGE

Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property is prohibited. Persons involved in stealing or property damage are subject to the following:

- Notifying parents/guardian
- Removal from class and referral to the office
- Detention
- Removal from participation in extracurricular activities for a period of time
- Alternative classroom placement
- In-school suspension
- Out-of-school suspension
- Referral to law enforcement officials
- Expulsion

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.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

WEAPONS

Weapons will not be tolerated at school, on school property, or at any school-sponsored activity. Weapons shall be interpreted to mean any item that could be used to inflict bodily harm. Possession of a gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, or firearm as defined in Section 21-1 of the Criminal Code of 1961. Weapons also qualify as a knife, brass knuckles or other knuckle weapon regardless of its composition if used or attempted to be used to cause bodily harm. Weapons are serious and may result in expulsion from school for up to two calendar years and notification of law enforcement officials.

Possession of dangerous weapons or look-alike weapons will be dealt with as follows:

- Any such items will be confiscated.
- Notification of law enforcement authorities if a state law is violated.
- Notification of parent/guardians.
- Immediate 10-day suspension pending possible expulsion.

SECTION V – ELECTRONICS

ELECTRONIC DEVICES - CELL PHONES/SMARTWATCH/LASER POINTERS

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, smart watch, 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.

Students must have their electronic devices/phones turned off as soon as they enter the building. Students must keep electronic devices/phones turned off and, in their lockers, bookbags, or in the office during the school day. Students are not permitted to have their phones in the classrooms. Failure to follow this rule, will result in the following action:

- First Offense – Verbal warning and confiscation of phone/device. Student may pick up the device at the end of the day in the office.
- Second Offense – Verbal warning and confiscation of phone/device. Student may pick up at the end of the day.
- Third Offense – Detention and confiscation of phone/device. Parent/Guardian must pick up the device.
- Repeated Offenses – Detention/Confiscation of phone. The student will no longer be allowed to have or use any phone/device/unauthorized computer at school. Parent/Guardian must pick up the device.

Students are prohibited from using a cell phone, smartphone, smartwatch, video recording device, computer or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take inappropriate photographs/videos, take photographs/videos in locker rooms or restrooms, cheat, bully, or otherwise violate student conduct rules. It is prohibited for students to send, receive, or possess sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.

Social Media

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.

Laser Pointer

It is prohibited to use or possess a laser pointer unless under a staff member's direct supervision and in the context of instruction.

FREEBURG TECHNOLOGY RESOURCES USE POLICY

The use of Freeburg technology resources, such as the Chromebook, is a privilege and not a right. The privilege of using the technology resources provided by Freeburg is not transferable or extendable by students to groups outside the district and terminates when a person is no longer a student. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the School District technology resources may be denied, and the appropriate disciplinary action may be applied per the Student Code of Conduct. Law enforcement agencies may be notified in appropriate cases.

Student Responsibilities:

- Read, understand and follow this Acceptable Use Policy.
- Use devices in a responsible and ethical manner.
- Obey general school rules and district policies concerning behavior.
- Use technology resources in an appropriate manner that does not result in the damage of school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions.
- Use any information obtained via the school's network at your own risk. Freeburg specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Report physical damage to devices immediately to the Technology Department.
- Secure devices against theft or loss.
- Help Freeburg protect devices by contacting the Technology Department about any security problems encountered.
- Monitor all activity on your account(s).
- Turn off and secure devices after you are done working to protect work and information. Securing the devices includes storing device out of sight and in a secure location.
- Make certain the device is fully charged for each day of school.
- Do not allow others (other than a parent or district employee) to use your device.
- Do not use another student's device.
- Do not reveal your full name, personal address, phone number, school name or personal identifying characteristics (i.e., hair color, age, etc.) to anyone online.
- Do not deface your device or computer bag with stickers, markers, or graffiti, or remove any markings or tags placed there by technology staff.
- Notify a staff member immediately if student come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

- Notify a teacher or administrator immediately if student accidentally access an inappropriate website.

Prohibited Student Activities:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates any existing Board Policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Spamming or sending mass or inappropriate emails.
- Gaining access to others' accounts.
- Gaining access to others' files and/or data without permission.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications to mislead, harm, bully or harass another person.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Bypassing the school's web filter through a web proxy, phone tethering, and any other means, including utilizing a non-district network during the school day.
- Bullying.
- All videotaping, pictures, and any audiovisual recording is prohibited unless authorized by a teacher, principal or instructional coach as part of a class project.

Device Care:

- Do not expose the device to any liquid, including water, drinks, rain, etc.
- Do not lean on the top of the device when it is closed.
- Do not place anything near the device to put pressure on the device.
- Do not place anything in the carrying case that will press against the device.
- Do not "bump" the device against desks, lockers, walls, car doors, floors, etc.
- Never leave any object on the keyboard.
- No labels or stickers may be applied to the computer without prior approval of the Technology Department.
- Students are responsible for maintaining their individual devices and keeping them in good working order.
- Clean the screen with a soft, dry cloth or anti-static cloth or with a screen cleaner designed specifically for LCD-type screens.

Devices that malfunction or are damaged must be reported to the Technology Department. The school district will be responsible for repairing devices that malfunction.

Devices that have been damaged from student misuse, neglect or accident will be repaired. If the damages to a device are not covered under the warranty, and/or do not have it covered under their homeowner's insurance, the

student's family will be responsible for the total cost of repairs up to the replacement cost of the device. Students may be provided a temporary device while their assigned device is being repaired.

Devices that are stolen must be reported within twenty-four (24) hours to the building administrator, Technology Department, or appropriate Police Department. Police reports shall not be filed if the device is misplaced or left unintentionally. Devices that are lost must be reported to the Technology Department

This policy exists along with all other District policies, rules, guidelines and procedures. Specific items not covered here may be addressed by other policies, District rules, guidelines, or procedures at the discretion of the Board of Education.

Student and Parent Agreement:

1. In order to use school computers, students and students' parents/guardians must sign an *Electronic Acceptable Use Agreement*
2. Students whose parents have signed an Electronic Acceptable Use Agreement may take devices home.

The Student Will Return the Device to the School:

- At the end of the year and/or when requested by school administration.
- If he/she transfers to another school; or
- If he/she withdraws from Freeburg.

If the device is not returned to the school in any of the above scenarios within three (3) days after the initial withdrawal or transfer, it will be reported as stolen and a police report will be submitted to law enforcement. The device contains permanent tracking software so that missing laptops can be located by law enforcement.

Freeburg assumes no responsibility for any unauthorized charges, including but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or for any illegal or unauthorized use of its computers (such as copyright violations).

Freeburg may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity. Decatur Public Schools reserves the right to confiscate the property at any time.

Should a student violate this policy, the student will be subject to potential disciplinary measures include, without limitation, any of the following measures:

- Revocation of the privilege of computer use
- Detention
- In-school suspension
- Out-of-school suspension
- Expulsion
- Legal action

The district's email system, and its constituent software, hardware, and data files are owned and controlled by the district. The district reserves the right to access and disclose the contents on 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.

STUDENT ONLINE PERSONAL PROTECTION ACT (“SOPPA”)

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:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- 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:

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

Request a Review

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), parents of an enrolled student have the right to inspect and review the student's covered information held by the school, the State Board or an operator. To request this review, parents can email their request to SOPPA@dps61.org or send a written request to the Director of Information Technology.

SECTION VI - EXTRA-CURRICULAR/ATHLETIC POLICY

Students are expected to adhere to the standards of conduct outlined in this Student Handbook when attending or participating in any extra-curricular activities or school-sponsored events. Failure to do so may result in disciplinary action.

ES EXTRA-CURRICULAR OPPORTUNITIES:

Clubs/Organizations: Chess Club – Scholar Bowl – Student Council – Yearbook – Band & Chorus – National Junior Honor Society

Athletics: Volleyball – Cheerleading – Girls' Basketball – Boys' Basketball – Baseball – Softball – Track – Cross Country

School Attendance

Athletes and Club Members will be expected to exhibit exemplary student behavior in regard to attendance. Whenever possible, contests will be scheduled so as not to conflict with classes. The athlete must be in attendance at least the last 1/2 of the day (By 11:30 am) on the day of a contest to be eligible, unless authorized by the Principal/Superintendent. If a student has a doctor's appointment, s/he may bring a note to be excused. *If a student misses school on a Friday, participation in contests and/or extra-curricular events will not be allowed on the weekend of the absence.*

Attendance in all academic classes will be insisted upon by the head coach. Any missed class work should be requested before leaving for the contest and returned the day the student returns to school.

Eligibility/Grades

Eligibility will be checked on a weekly basis. Students may not participate in or attend an athletic contest or practice if they have two or more failing grades on a weekly grade check. These grade checks will be done every Friday, beginning with the third week of the quarter. Eligibility will run from Sunday through the following Saturday.

Sports Fee

Students who elect to participate in sports are assessed a fee of \$40 per sport per child. Some students may qualify for fee waiver or reduction. Contact the district office for more information. All required fees and all equipment must be paid for in full before a student is allowed to participate in any event.

Participation

Participation in athletics is available to all students. Every athlete is expected to attend each practice unless excused by the coach **in advance**, or except in emergency. The student agrees that participation in school sports will be first priority. Practices and games will not be missed for other outside activities without prior approval

from the coach.

Promptness is also imperative if a person is to succeed as an athlete. The attitude and conduct of the athlete must coincide with the rules and regulations set forth and should be above reproach.

Concussion:

Any athlete suspected of suffering a concussion should be removed from the contest or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical assistance. A student athlete who has been removed from an interscholastic contest for possible concussion or head injury may not return to that contest unless cleared to do so by a physician or certified athletic trainer. If not cleared to return to that contest, the student athlete may not return to play or practice until cleared *in writing* by a medical professional. At which time, the student athlete will follow *the RTP/RTL* policy.

Insurance

It is mandatory for any student participating in interscholastic athletics to provide proof of health insurance (e.g. private health insurance, Medicaid coverage, school accident insurance) before participating in district extra-curricular activities. Participation in school district sporting events will **not** be allowed until proof of primary insurance is provided.

ATHLETIC/EXTRA-CURRICULAR CODE OF CONDUCT

Freeburg Community Consolidated District #70 students will follow the athletic code and procedures set forth by the Freeburg CCSD #70 Board of Education while participating contests and practices. All students will further be expected to follow policies set forth by each individual coach while participating in the sports program.

The following rules are automatic violations of the Code of Conduct and consequences will apply.

- **Use or possession of all forms of tobacco, vapes, e-cigs and tobacco products by a student-athlete or participant.**
- **Use or possession of alcohol, drugs, drug paraphernalia, or look alike drugs by a student or participant.**
- **Possession or use of a weapon.**
- **Participation in criminal activity resulting in arrest.**
- **Hazing or intentional bullying of teammates.**

SPORTSMANSHIP

Freeburg CCSD #70 believes that sportsmanship is a core value and its promotion and practice are essential. One of the missions of co-curricular school activities is to serve as an extension of the classroom. There are strong lessons to be learned in athletics. One of those lessons is to set and maintain high standards of sportsmanship, ethics, and integrity in our schools and our society. It is up to us to provide the direction and constant vigilance under which good sportsmanship can prosper and have a positive impact on our children, the leaders of tomorrow, and ourselves.

We are asking for your support in this effort by emphasizing your sportsmanship at athletic events. After all, such events are an extension of the school day and we should expect the same type of respectful behavior exhibited in athletics as we do in the classroom.

In order to promote sportsmanship at Freeburg CCSD #70, the following procedures will be implemented for spectators that are ejected from any Freeburg CCSD #70 athletic events, home or away.

- **First Offense** – the spectator will be suspended for the next home athletic event within the sport that they were ejected.
- **Second Offense** – the spectator will be suspended for the next five (5) home athletic events within the sport that they were ejected.
- **Third Offense** – the spectator will be suspended from all home athletic events for one calendar year.