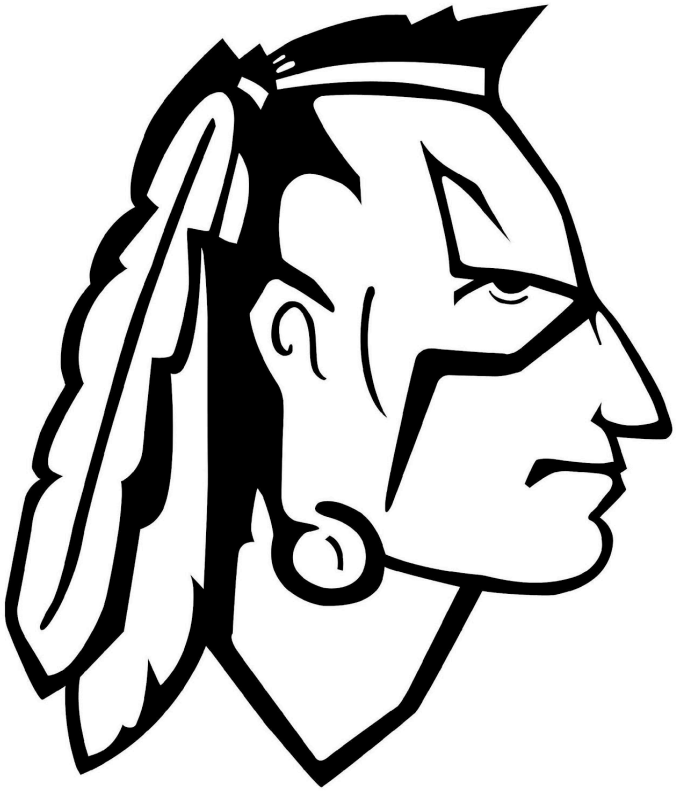
2025 - 2026



Graymont
Student Handbook

INTRODUCTORY INFORMATION

Dear Students and Parents:

The faculty, staff, administration, and board of education welcome you to a new school year and hope you will find it to be successful and rewarding.

Our goal is to provide opportunities for all students to develop physically, emotionally, and educationally. Only when staff, students, and parents accept their responsibility will we accomplish this goal. As a staff, it is our responsibility to provide and maintain an educational environment that is conducive to learning. As students, you have the responsibility to be in attendance daily and to perform educationally and socially to the best of your ability. As parents, it is your responsibility to see that your son/daughter arrives on time and is in attendance every day. We encourage every parent to become an active partner in your child's education.

School is similar to a community. All members, educators, students, and parents must work together to provide a positive environment that will allow students to achieve their maximum potential. To assist us in accomplishing this goal, we have prepared this handbook that contains the guidelines under which we will operate.

Please review and observe the following guidelines so our goals of providing a positive learning environment may be achieved.

Sincerely,

Mr. Todd Bean, Superintendent

General School Information

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's complete policy manual is available for public inspection through the District's website www.rookscreek.k12.il.us or at the District office, located at 228 Lydia Street, Graymont, Illinois 61743.

The community elected School Board governs the Rooks Creek Community Consolidated School District 425. Current School Board members and officers are:

Kristen Hinz, President
John Grampp, Secretary
Angela Baldwin, Board Member
Leah Hansen, Board Member
TBD, Vice President
Bri Grieff, Board Member
Scott Drilling, Board Member
Sarah Hoerner, Treasurer

Graymont School Staff

Mr. Todd Bean	Superintendent
Ms. Abby Rinker	Kindergarten
Ms. Jami Hinz	Grades 1 & 2
Ms. Jodi Winchester	Grades 3 & 4
Ms. Hayley Schopp	Junior High Math & Science
Ms. Samantha Wilson	Junior High English & Social Science
Ms. Joanie Schrock	Music/Band
Ms. Susan Koeller	Speech Language Pathology
Mr. Cody Marti	PE/Health/Technology
	Direct Instruction
	Direct Instruction
	Paraprofessional
	Art Teacher

Support Staff

Ms. Lori Duhram	Secretary/Bookkeeper
Ms. Linda Zehr	Cafeteria
Mr. Ken Bassetti	Maintenance

General School Information 6
CODE OF ETHICS 7
Accidents at School 8
Accommodating Individuals with Disabilities 8
Allergies 8
Annual Asbestos Management Plan Notice 9
Annual Pesticide Policy 9
Care of Students with Diabetes 9
Emergency School Closings 9
Equal Opportunity and Sex Equity 10
Kindergarten 10
Lost and Found 10
Invitations & Gifts 10
Office Telephone Use 10
Treats & Snacks 10
Visitors 11
Residency Requirements 12
Tardy 13
Early Dismissal Procedure 14
Home and Hospital Instruction 14
Make-Up Work 15
Release Time for Religious Instruction/Observance 15
Truancy 15
Illness and Return to School 16
Grading Period/Report Cards 17
Promotion/Retention Policy: 17
Grading Scale 17
Honor Roll and High Honor Roll 18

Midterm Grades 18
Report Cards 18
Homework 18
Extra Credit 18
Study Skills 19
Physical Education Exemption 19
General Behavior 21
Lunch Procedures/Expectations 21
School Lunch Program 22
Hot Breakfast/Lunch 22
Sack Lunch Student 22
Bus Transportation 23
Bus Disciplinary Actions and Conductt 24
Parking 25
Bicycles 26
Immunization, Health, Eye and Dental Examinations 26
Communicable Diseases 27
Head Lice 28
Student Medication 28
Self-Administration of Medication 28
Safety Drill Procedures and Conduct 29
General Building Conduct 30
Harassment or Bullying 30
Prevention of and Response to Bullying, Intimidation, and Harassment 31
Sexual Harassment & Teen Dating Violence Prohibited 33
Suicide and Depression Awareness and Prevention 34
School Dress Code / Student Appearance 34
Field Trip 35
Playground Rules 35
Student Behavior 36
Prohibited Student Conduct 36
When and Where Conduct Rules Apply 39
Disciplinary Measures 39
Corporal Punishment 40
Weapons Prohibition 40
Gang & Gang Activity Prohibited 41
Student Use of Electronic Devices 41
Search and Seizure 42

Access to Student Social Networking Passwords & Websites 43
Detention 43
General School Rules 43
General Offenses 44
Serious Offenses 44
Severe Clause 44
Gross Disobedience or Misconduct 44
Disciplinary Procedures 45
In School Suspension 46
Out of School Suspension 46
Re-Engagement of Returning Students 46
Expulsion 46
Due Process – Student Rights 47
Internet Acceptable Use 48
Guidelines for Student Distribution of Non-School-Sponsored Publications 50
Graymont 1:1 Policy 52
Technology Use in Graymont Grade School 52
Computer Usage Overview 52
Computer - Parent/Guardian Responsibilities 54
Device Rules and Guidelines 54
Requirements for Participation in Athletic Activities 56
Academic Eligibility 56
Absence from School on Day of Extracurricular or Athletic Activity 57
Student Athlete Concussions and Head Injuries 57
Athletic Code of Conduct 58
Due Process Procedures 59
Attendance at School Dances 60
Behavioral Intervention Policy for Students with Disabilities 62
Special Education Exemption From Physical Education Requirement 63
Request to Classroom or Personnel for Special Education Evaluation/Observation 63
Student Privacy Protections 64
Student Records 65
Non-Custodial Requests for Records 68
Student Biometric Information 68
English Language Learners 69
Homeless Child's Right to Education 69
Mandated Reporters 69
School Visitation Rights 70

Sex Education Instruction **70**
Sex Offender Notification Law **70**
Standardized Testing **71**
Teacher Qualifications **71**
Transfer to Another School **72**
Violent Offender Community Notification **72**
Letter to Parents/Guardians Regarding Access to Student Social Networking Passwords and Websites **75**

STUDENT EXPECTATIONS

The administration and staff at Graymont Grade School hold high expectations for themselves and all students. Every Graymont student will:

1. Represent our school in the highest manner.
2. Work to the best of your ability.
3. Treat others with dignity, worth, and respect.
4. Keep our campus beautiful and clean.
5. Obey all the rules and regulations set forth by your teachers and the school.
6. Work to keep a positive relationship with parents, teachers, and friends.
7. Make all of us proud.

CODE OF ETHICS

GOOD CITIZENSHIP: I will try to do more than my share as a member of my family, school, community, and nation.

ONE STANDARD: I will judge others by the same standards I use for myself.

OBEDIENCE: I will obey all proper authority and will respect the law and law officers.

DISCIPLINE: I believe that self-discipline is necessary for personal success and is an essential factor in making democracy work.

COURAGE: I will stand for what I believe is right in spite of the personal cost.

OBLIGATION: I realize that the rights and privileges I want must be paid for by the requirements, duties, and responsibilities I assume.

NEW IDEAS: I will contribute any new ideas I can to this changing world and will respect the constructive thoughts of others.

DRESS: I will dress reasonably and neatly, and will be clean in thought, word, and deed.

UNDERSTANDING: I will try to understand my classmates and make it possible for them to understand me.

CHARACTER: I am responsible for my character, and intend to conduct myself honorably

TRUTH: I will seek the truth with an open mind and will not deceive others by misstatements or partial truths.

RESPECT OF OTHERS: I will be respectful of others by showing kindness and not making others feel poorly of themselves.

The administrator reserves the right to decide on any situation not mentioned in this handbook.

Accidents at School

Only emergency aid will be provided. School employees will not make medical decisions. Parents are asked to authorize treatment on the Emergency Procedure Card. Parents/guardians will be notified if a student becomes ill or has an accident at school, and, if needed, will be asked to come for the student. If it is not possible to contact the parent/guardian, the person designated on the registration form will be called. This information must be accurate. The parent/guardian should notify the school at any time during the year if there are any changes in address, phone numbers, or names of emergency person or physician, or if there is a change in the daytime phone number.

Accommodating Individuals with Disabilities

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

Cross Reference:
PRESS 8:70, *Accommodating Individuals with Disabilities*

Allergies

State law requires our Rooks Creek CCSD 425 to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (815) 743-5346. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Rooks Creek CCSD 425 also may be able to meet a student's needs through other means.

Animals on School Property

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. The building administrator may temporarily waive this rule 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.

Annual Asbestos Management Plan Notice

Graymont Grade School has a current Asbestos Management Plan. As required, our building was initially inspected for asbestos and is re-inspected every three years. The AHERA law requires that visual surveillance of asbestos-containing areas are completed every six months. The inspection/management plan is available for public review in the school office from 8:15 a.m. - 3:15 p.m.

Annual Pesticide Policy

Per the agreement, our building is inspected monthly for the prevention of pests. Beginning August 1, 2000, Graymont Grade School will comply with the new Integrated Pest Management (IPM) Policy. IPM is a proven, cost-effective alternative to routine pesticide applications. As defined in the Illinois Structural Pest Control Act, IPM emphasizes prevention and relies to the greatest extent possible on biological, cultural, and mechanical pest management methods. If chemical pesticides are necessary, the products that are least harmful to human health and the environment is administered. Should a parent/guardian of a student or employee wish to receive written notification before application of pesticides to school property, a pesticide notification form needs to be completed and on file in the superintendent's office. Those on the notification list will be notified of the spraying at least two (2) business days before the application. This requirement does not include an antimicrobial agent such as disinfectant, sanitizer or deodorizer, or insecticide baits or rodenticide. Orkin, Inc. will provide the service for this school year. A log of the chemicals, dates of application, and the Material Safety Data Sheets for all pesticides used in the building will be available in the main office of the school. We will also have a list of sightings of pest control problems that are brought to the attention of the administrative staff. Questions should be addressed to the principal.

Bicycles/Skateboards

Bicycles must be parked in the bicycle stands at the front of the building. Bicycles/Skateboard may not be used during the day nor ridden at lunch time by students who are in school. Only the bike/skateboard owner may ride the bike/skateboard. Skateboards are to be collected by ythe homeroom teacher and may not be in any public area.

Care of Students with Diabetes

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

1. Please inform the school promptly of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Please inform the school promptly 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 Rooks Creek CCSD 425 representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Emergency School Closings

School closings, for any reason, will be announced by 6:30 a.m. Emergency announcements are sent via email, text, and voice call to all parents. Also, please check out our website at www.rookscreek.k12.il.us.

Equal Opportunity and Sex Equity

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

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact the superintendent.

Kindergarten

A child who is five years old on or before September 1 is eligible to attend kindergarten. Preschool screenings are offered to children ages 0-5 each year at area schools. Parents are encouraged to have their students screened at least once before attending kindergarten. These screenings inform parents of the programs offered for students ages 3 and up.

Lost and Found

Lost and found articles are kept in the box by the front door. Found materials should be turned in to the office with any information to assist in finding the owner. Any items not collected by the end of the school year may be donated to an appropriate organization or discarded.

Invitations & Gifts

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

Office Telephone Use

The office telephone may be used by students in an emergency or with permission of the school administration.

Parking

Those dropping of and picking up children may do so on the west side of the building no earlier than 7:30 am. When picking up students, parents need to park in the lot or on the west side of the parking lot as not to block the bus lanes next to the gym.

Treats & Snacks

Due to health concerns and scheduling, arrange treats and snacks for any occasion 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 must have a printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value. See the section labeled Volunteers for information about room parents.

Video & Audio Monitoring Systems

A video and audio monitoring system may be in use on school buses 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. A discipline problem captured on audiotape or videotape may be the basis for imposing student discipline. A copy of recorded criminal actions may be provided to law enforcement personnel.

Cross-Reference:
PRESS 4:110, *Transportation*

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a visibly unobstructed area. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct themselves in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and disruptive behavior.

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

ATTENDANCE

There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

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

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

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

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

In the event of any absence, the student's parent/guardian is required to call the school at 815-743-5346 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Cross Reference:
PRESS 7:70, *Attendance and Truancy*

Residency Requirements

It shall be the policy of the Board of Education of Rooks Creek School District 425 to limit attendance in the District's schools to those students who reside within District boundaries. For the purpose of determining the residency of a pupil, the residence of the person who has legal custody of such pupil shall be presumed to be the residence of the pupil. For the purpose of this policy, "legal custody" means one of the following:

1. Custody exercised by a natural or adoptive parent with whom the pupil resides;

2. Custody granted by order of a court of competent jurisdiction to a person with whom the pupil resides for reasons other than to have access to the educational

programs of the District; Custody exercised under a statutory short-term guardianship, provided that within sixty (60) days of the pupil's enrollment a court order is entered that establishes a permanent guardianship and grants custody to a person with whom the pupil resides for reasons other than to have access to the educational programs of the District;

3. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for the pupil who resides with that adult caretaker relative for purposes other than to have access to the educational programs of the District; or
4. Custody exercised by an adult who demonstrates that, in fact, he/she has assumed and exercises responsibility for the pupil and provides the pupil with a regular fixed nighttime abode for purposes other than to have access to the educational programs of the District.

In the event a question concerning the residency of a child arises, The District shall:

1. Require the child's parent or guardian to complete a questionnaire in order that the District may determine residency. Such questionnaire shall be routine at the time of original enrollment, and may be required at such other times as the administration deems necessary;
2. Conduct an informal investigation to acquire information that may aid the District in determining residency. The administration may require the parent or guardian to submit evidence of residency within the School District, which may include such items as:
    a. Proof of payment of rent or mortgage, such as receipts or cancelled checks;
    b. Utility bills including electricity, water, telephone, and propane/natural gas;
    c. Valid voter's registration card; and
    d. Current Illinois Driver's License or other valid information
3. Provide the child and/or the parents or guardians of the child an opportunity to present pertinent information to the District which would aid in determining residency;
4. Permit the child and/or the parents or guardians of the child to appeal unfavorable residency determinations to the School Board, provided that the School Board's residency determination after hearing shall be final and binding; and
5. Allow the child to attend Rooks Creek School District 425 until the District makes final determination of the child's residency, provided, however, that the child's parents or guardians shall be responsible for payment of the costs (tuition equivalent)

incurred by the School District for this interim period of time the child was permitted to attend Rooks Creek School District 425

Tardy

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

Students who miss more than 1% but less than 5% of the previous 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the previous 180 regular school days without a legitimate reason are considered chronic truants. Students who are chronic truants receive support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

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

Early Dismissal Procedure

Students who need to leave the building for a doctor, dental, or another valid appointment must present a written request or a phone call from their parent/guardian to the school office before school or during a passing period. The building's administrator approves all requests for early dismissal. When leaving the building, the parent/guardian must sign-out in the main office. When returning to the building, the parent/guardian or student must sign back in at the main office, with a written statement verifying the appointment presented to the office staff.

Cross Reference:
PRESS 7:70, *Attendance and Truancy*

Home and Hospital Instruction

A student who is absent or whose physician anticipates his or her absence from school for an extended period, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact the school administrator.

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

Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. Students will have two days for each day absent (excused) to make up assignments missed. The teacher may, under certain circumstances allow more time for make-up work to be completed. Work that is not turned in when due may not be accepted by the teacher and the student will receive a zero. Tests must be made-up at the earliest possible reasonable time after returning to school, depending on when the test was assigned, nature of the absence, and other factors. Final determination of "reasonable" shall be determined by the school administrator. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school may be allowed to make up missed work per teacher discretion.

Parent may request homework for their child. The homework should be picked up after school (3:00 P.M.). The homework assignments and all necessary textbooks and handouts will be housed in the main office for pickup. All make-up work is the responsibility of the student.

Cross Reference:
PRESS 7:70, *Attendance and Truancy*

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building administrator at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

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

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to $1500.00

A student will be considered truant from school when the student misses any or all of the school day without a valid cause. Determination of a valid excuse is the responsibility of the administration and will follow the guidelines of the Illinois School Code.

- 1st Violation - 1 detention, administrative conference, parent notification, and counselor conference.
- 2nd Violation - 3 detentions, administrative conference, parent notification, counselor conference, and Livingston County Attendance notification.

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

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

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

Cross Reference:
PRESS 7:70, *Attendance and Truancy*

Illness and Return to School

Students are required to be fever and symptom-free for twenty-four hours prior to returning to school.

GRADING, PROMOTION, GRADUATION

Grading Period/Report Cards

The school year is divided into four grading periods. At the half way point in each grading period, midterm grades are sent home with the students in grades K-8 to inform their parents of their progress in class. Report cards are issued for all students at the end of each grading period. The purpose of this report card is to describe students' learning progress to students, their parents and others, based on our school's learning expectations for each grade level. It is intended to inform parents and guardians about learning successes and to guide improvements when needed. For questions regarding grades, please contact the classroom teacher. Parent/teacher conferences are scheduled after the first and third grading periods, but may be held anytime at the request of either the teacher or a parent.

Promotion/Retention Policy:

As per school code 105ILCS5/10-20.9a: "School districts shall not promote students to the next higher grade level based upon age or any other social reasons not related to their academic performance. Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum, attendance, Illinois performance tests, standardized testing and local school criteria."

A student must pass four of the five core (Reading, English, Math, Science and Social Studies) subjects to be promoted to the next grade level. Parents may choose to enroll their child in approved summer courses to remediate the courses not passed during the school year. If this takes place, the students transcript will be reviewed and a final decision made by administration. Parents will be notified in writing in mid-January, if their student is at risk of retention. A conference with the teacher is encouraged at this time; there will be a second notice at the end of the 3rd grading period with final notice at the mid-term progress report of the 4th grading period. Still, there may be instances where notification would not come until the final report card day.

Grading Scale

Graymont Grade School uses two grading scale for evaluating students. Coursework may use a traditional grading scale showing the percent of the work done correctly. Coursework using a Standards Based Grading Scale is based on a series of assessments to determine if a student has met an academic or behavioral grade level standard. Both grading scales are listed:

A	90% or above
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

M - Meets Learning Standards * Student performance demonstrates an understanding of the knowledge and skills expected at this grade level * Student demonstrates consistent application of skills * Student independently applies grade level standards

P - Making Progress toward Meeting Learning Standards * Student performance demonstrates a partial understanding of the knowledge and skills expected at this grade level * Student is progressing in understanding, however, the skills are not yet mastered * Student needs assistance to use grade level standards

X - Not Meeting Learning Standards * Student performance does not demonstrate an understanding of the knowledge or skills expected at this grade level * Student is working below grade level expectations * Student needs continued support; struggles even with assistance; needs intervention

Honor Roll and High Honor Roll

To qualify for High Honor Roll students must have a 3.50 Grade Point Average (GPA) or above without any grade being lower than a B. To qualify for Honor Roll students must have a 3.00 to 3.49 GPA. Students receiving a grade lower than a C, will not be considered for High Honor Roll or Honor Roll.

Midterm Grades

Mid-term progress notices may be sent to parents during each nine-week grading period for any below average grades. Mid-term progress notices may also be used to alert parents of sudden changes or concerns either positive or negative in the academic work of the students.

Report Cards

Parents are sent report cards the Wednesday after the end of each nine-week grading period. Parents are encouraged to discuss the grade or behavior further with the teachers.

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

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Parents can help their child(ren) by arranging a quiet comfortable place to work and by assuring assignments are completed.

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

Extra Credit

Exra Credit is not offered to supplement grades.

Study Skills

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials.

2. Be an active participant in class.
3. Listen well and take part in class.
4. Ask questions to clarify problems.
5. Plan your day and schedule time for homework.
6. Use what is learned and apply it to new situations.
7. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

Physical Education Exemption

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

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis. Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.301.

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.

Cross Reference:
PRESS 7:260, Exemption from Physical Education

FEES, FINES AND CHARGES; WAIVERS

The school establishes fees and charges to fund certain school activities, which is set annually by the Board of Education. Fees for the 2024-25 have been set at **$50** for all students in grades K-8. An additional fee charge can be issued for classes requiring labs and/or workbooks. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment, optional travel taken by school clubs or charges related to activities outside of school hours.

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

The Waiver of Fees Forms are available in the school office. The waiver forms must be returned completed with any written documentation as to need or hardship.

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

PRESS 4:110, Transportation
PRESS 4:140, Waiver of Student Fees
PRESS 4:140-AP, Fines, Fees, and Charges – Waiver of Student Fees
PRESS 4:140-E1, Application for Fee Waivers
PRESS 4:140-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal

CAFETERIA GUIDELINES

General Behavior

- The lunch period is composed of approximately 30 minutes of lunchroom time.
- The cafeteria period has a supervisor assigned and they are expected to follow policies and procedures to maintain the appropriate decorum in the cafeteria for their specific group of students.
- Supervisors will encourage proper behavior and manners for all students.
- Depending on the amount of time needed to serve students a meal, students will be assured of an appropriate amount of time to eat.
- Supervisors will make every attempt to prevent any student from having to attend school while hungry. Students who forget their lunches or money will be accommodated until the school can work out the details with the parents.
- Parents are obligated to keep their accounts current and to make ongoing effort to make payments. The school will contact parents, take away extras and eventually deny the hot lunch program for those families who refuse to make an appropriate effort to keep their account current.
- Students are not allowed to use the cafeteria equipment for personal use.
- All students will be given guidelines on procedures in the cafeteria to explain how to line up for meals, where to sit, sharing food, and other typical expected behavioral procedures.
- Only Graymont Grade School employees or approved subs are expected to be in the kitchen during working hours.

Lunch Procedures/Expectations

The following rules are posted in the cafeteria area and should be observed:

1. Form a line and be polite as you get your meal.
2. Talk quietly during the breakfast and lunch periods.
3. A Lunch Room Supervisor's permission is required to:
   a. save a seat.
   b. change a seat.
   c. leave the cafeteria area for any reason
4. Students are to clean-up tables before being dismissed.
5. Throwing food or tableware will not be tolerated. Any student caught doing so will be subject to the following consequences:
   - 1st Violation – 1 day of solitary lunch time. Parent contact
   - 2nd Violation –.1 week of solitary lunch time. Parent conference
   - 3rd Violation – To be determined by the administration

The following information should also be noted:

1. No pop/soda is allowed in the cafeteria during breakfast or lunch periods.
2. A student that brings their lunch to school may purchase milk, but it is not required.
3. Juice will not be served in place of milk during lunch unless there is a written medical statement from a doctor stating there is a medical reason. According to state regulations milk must be served with each child's lunch.
4. The lunchroom supervisor needs to receive written notification of any restrictions in lunch or breakfast participation by the student(s).
5. At breakfast, a child receives both a juice and milk.
6. Lunch and breakfast counts are taken each morning.

School Lunch Program

Breakfast is served every school day from 7:30 a.m. to 7:55 a.m. Lunch is served every school day from 11:30 a.m. to 12:00 p.m. for all students.

A student may purchase lunch for $ 3.00/day. Breakfast may be purchased for $1.75/day.

An adult may purchase a lunch for $4.00 and a breakfast for $2.50.

A student may bring a sack lunch from home or may purchase a school lunch for $3.00/day and/or milk for $.40/carton.

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

Hot Breakfast/Lunch

- All staff and students will sign up in advance for breakfast and lunch.
- Supervisors will encourage and promote proper diets by supervising meals and encouraging eating a full well balanced meal before extras are allowed.

Sack Lunch Student

- Students are welcome to bring lunches from home for their meal. Milk will be available for the student to purchase.
- Sack lunch students do not have access to hot lunch extras.

TRANSPORTATION GUIDELINES

Bus Transportation

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

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

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

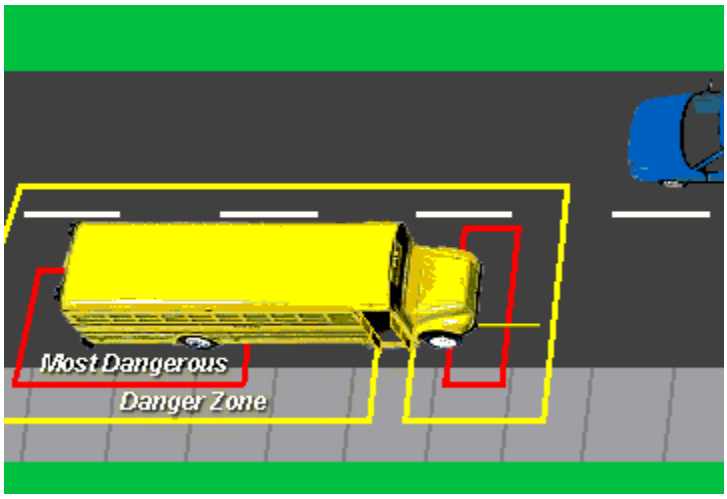
A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from

emergency exits. Eating and drinking are not allowed on the bus

7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

PRESS 4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

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

PRESS 7:220, *Bus Conduct*

Bus Disciplinary Actions and Conduct

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

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

- First reported infraction - a letter will be sent home to the parents and the student serve a detention after school. Parents will be responsible for transportation of students home.
- Second reported infraction - a letter will be sent home to the parents and the student will be suspended from riding the bus for one day. Parents will be responsible for transportation of the student while on suspension.
- Third reported infraction - a letter will be sent home to the parents and the student will be suspended from riding the bus for five days. Parents will be responsible for transportation of the student while on suspension.
- Additional reported infractions - a letter will be sent home to the parents stipulating additional suspension/revocation of bus privileges.

For questions regarding school transportation issues, contact: the building administrator.

Cross Reference:
PRESS 4:110, *Transportation*
PRESS 7:220, *Bus Conduct*
PRESS 4:170-AP3, *School Bus Safety Rules*
PRESS 7:220, *Bus Conduct*
PRESS 7:220-AP, *Electronic Recordings on School Buses*

HEALTH & SAFETY

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

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

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

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

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

Eye Examination

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

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the

student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

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

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

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the building administrator if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

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

Head Lice

The school will observe the following procedures regarding head lice. Parents are required to notify the school nurse if they suspect their child has head lice.

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

Student Medication

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

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

Self-Administration of Medication

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

Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Designated Caregiver Administration of Medical Cannabis The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form

Medical Cannabis. Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

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

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. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

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

DISCIPLINE & CONDUCT

General Building Conduct

Students shall not arrive at school before 7:30 a.m. and classes begin at 8:00 a.m. and 1st – 8th grade students are dismissed at 3:00 p.m. each day. Kindergarten is dismissed at 1:00 p.m. Before school, students are not allowed to come into the building until 7:30 a.m. unless weather conditions are bad. When entering the building, students are to go directly to the gym. The following rules shall apply, and failure to abide by the rules may result in discipline:

1. Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
2. Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.

3. Students shall not write on walls, desks or deface or destroy school property.
4. Chewing of gum is not permitted in the school building.
5. Skateboards are not permitted at school.
6. Water guns, play guns, and/or look-alike guns are not permitted at school.
7. No electronic devices are permitted without permission from the school personnel.
   a. First Offense - An electronic device will be confiscated by school personnel and returned at the end of the day.
   b. Second Office - An electronic device will be confiscated by the teacher and turned into the office until it is picked up by a parent or guardian during regular office hours.
   c. Third Offense - The electronic device will be placed in the office upon a student's arrival for one week
   d. Students who refuse to surrender their device teacher will be written up for insubordination, given a detention, removed from class and sent to the office.
   e. Students who refuse to surrend their device to an administrator will be written up for gross insubordination, and given on Out-of-School Suspension for one day and lose all device privileges for an extended time as determined by the administrator.
   f. Students will not be allowed to make up any work given while serving an Out-of-School Suspension.

Harassment or Bullying

Graymont Grade School #425 believes every student has a right to attend school in a peaceful manner without fear of harassment or any form of verbal abuse. Harassment of any type will not be tolerated at school or at any school-related activity. Students must realize that any form of harassment, including cyber bullying, whether physical harm, sexual, or general in nature is against the law and school policy. If a student has harassed another member of the school community, the student will be handled on an individual basis by the administration. Any bullying or intimidation outside of school hours may be report to the Local Law Enforcement Agency.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes 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.

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.

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

threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

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

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

Complaint Manager:
Name: Todd W. Bean
228 Lydia Street
Graymont, Illinois 61743
815-743-5346
beant@rookscreek.k12.il.us

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

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

Sexual Harassment & Teen Dating Violence Prohibited

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

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

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts.

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

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

Nondiscrimination Coordinator:
Todd Bean, Superintendent
228 Lydia Street
Graymont, Illinois 61743
815-743-5346
beant@rookscreek.k12.il.us

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

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

School Dress Code / Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the

educational process or compromise standards of health and safety must modify their appearance. Dress or grooming which is not in accordance with reasonable standards of health, safety, modesty, and decency will be considered inappropriate.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Clothing with suggestive language and/or advertising, displaying or depicting alcoholic beverages, drugs, violent behavior, gang symbols, tobacco products, or sex.
- Head coverings of any kind including but not limited to hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in laboratories or during physical education.
- Students will be covered from shoulders to mid-thigh.
- Tops, which are not tucked in, must be long enough to cover the midsection when the student is in a sitting or standing posture.
- Shoes and/or sandals are appropriate footwear except where classroom safety is a concern. Please provide your child with tennis shoes (not their PE shoes) for recess time. Safety is a priority during recess time.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.
- Spiked apparel, spiked accessories, animal collars, or chains that can be used as a weapon.
- Sunglasses unless prescribed by a doctor or approved by the administration.
- Coats or jackets (unless permission is granted by administrator and/or teacher).
- Spandex shorts unless worn under another pair of shorts, which cover spandex shorts.
- Shorts/skirts are acceptable; however, they must be at least mid-thigh in length.
- If there is any doubt about dress and appearance, the building administrator will make the final decision.

Cross-references:
PRESS 7:160, *Student Appearance*

Field Trip

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;

- Denial of permission from administration;
- Other reasons as determined by the school.

Teachers must inform parents of their concerns. The administrator must approve the request and an alternative assignment must be provided for the student. Absences prior to a field trip may result in non-attendance of the field trip.

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

Playground Rules

Students should not ride skateboards or bicycles on the playground when other students are present, nor use motorized vehicles at any time. The throwing of rocks and snowballs is also not allowed on the playground. Students will go outside for lunch recess unless it is raining, or the administrator decides it is too cold to go outside. Parents should assume students will be outside and dress them for the weather.

Student Behavior

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
    - Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
    - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the

prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

4. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
5. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
6. Using or possessing an electronic device.
7. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight

during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
11. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
17. Being absent without a recognized excuse.
18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat

was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person. Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.

2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal Punishment

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

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years: A student who is determined to have brought one of the following objects to school, any school sponsored activity or event, or any activity or event that bears a

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

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

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

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, ipod©, ipad©, laptop computer, tablet computer or other similar electronic device.

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

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms

or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school. All electronic devises must be turned off and stored in the students locker or with the teacher in the classroom during instructional hours.

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

1. First Offense - An electronic device will be confiscated by school personnel and returned at the end of the day.
2. Second Office - An electronic device will be confiscated by the teacher and turned into the office until it is picked up by a parent or guardian during regular office hours.
3. Third Offense - The electronic device will be placed in the office upon a student's arrival for one week
4. Students who refuse to surrender their device teacher will be written up for insubordination, given a detention, removed from class and sent to the office.
5. Students who refuse to surrend their device to an administrator will be written up for gross insubordination, and given on Out-of-School Suspension for one day and lose all device privileges for an extended time as determined by the administrator.
6. Students will be allowed to make up any work given while serving an Out-of-School Suspension for 50% credit.

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.

Search and Seizure

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

<u>School Property and Equipment as well as Personal Effects Left There by Students</u>

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

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and

equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

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

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

Seizure of Property

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

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

Access to Student Social Networking Passwords & Websites

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

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

Detention

The future and the success of our educational system depend on how well our school maintains its reasonable standards of student discipline. The classroom teacher will handle minor discipline problems. If these "common" infractions cannot be handled in the classroom setting, before or after school, the student will be given a detention. The detention system is used after all other approaches have been exhausted. The student will be given a 30-minute detention after school (3:00-3:30 p.m.). A detention may be served the day following the incident so that transportation may be arranged. If a student misses an assigned detention, (s) he will receive an in-school suspension.

General School Rules

1. When the class begins, students will be in their desks with paper, pencils, and books, ready to learn.
2. Students will complete all assignments on time.
3. Students will raise their hands and wait for permission to speak.
4. Students will respect themselves, their classmates, teachers, staff, and administration.
5. Students will respect other people's property as well as the school facility.
6. Students will show good manners and not support or participate in inappropriate behavior and activities.

Individual teachers may have additional rules students must adhere to.

General Offenses

1. Engaging in "horseplay" or rowdy behavior including but not limited to pushing, shoving, throwing object or excessive noise.
2. Attending classes without required materials.
3. Failure to participate in class activities.
4. Failure to comply with classroom rules and regulations
5. Improper dress that may disrupt the educational process.

Flagrant or continued violation of conduct standards shall constitute a good and sufficient reason for suspension from classes.

Serious Offenses

1. Striking or fighting with another student.
2. Use of abusive language including profanity
3. Defiant or disrespectful behavior toward authority.
4. Bullying or harassing another student.
5. Leaving assigned class without permission.
6. Violation of safety rules or regulations.
7. Continuous disruptive classroom behavior.
8. Truancy.
9. Failure to abide by corrective measures.
10. Conduct unbecoming a student.
11. Unmodified and persistent behavior as listed above.

A student in violation of one of these offenses may be suspended from school for a period not to exceed ten (10) days.

Severe Clause

1. When misconduct, misbehavior, and/or language warrants more serious and/or immediate disciplinary consequences, the administration will take appropriate action, which can include suspension.
2. When a student's misbehavior causes an accumulation of excessive disciplinary

consequences more serious and severe disciplinary action may be taken.
3. Any student receiving a severe clause will be disciplined in accordance with the rules covering the disciplinary sections of the student handbook.

Gross Disobedience or Misconduct

1. Threatening or striking a school employee.
2. Deliberate destruction of school property.
3. Use of or procession for sale, or furnishing of narcotics, cannabis, unauthorized controlled substance of alcoholic beverages on school property or at a school sponsored event.
4. Theft.
5. Possession of a weapon.
6. False fire alarm or bomb threat.
7. Setting a fire or using an explosive.
8. Any other misbehavior or misconduct serious enough to warrant severe disciplinary actions.

Any one of the above violations may be cause for suspension and/or expulsion from school.

Disciplinary Procedures

1. Verbal warning
2. Send home detention notice and 30 minute detention.
3. Send home detention notice, 30 minute detention, and office referral.
4. Referral to office along with detention notice and 30 minute detention. A conference with the teacher, student, parents and the principal will take place before the student is allowed back in class.
5. If circumstances warrant, a detention will be issued immediately.
6. Serious infractions or gross misconduct will be dealt with by the teacher and referred to the office/principal immediately for disciplinary action.

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occur when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers.

Students are expected to exhibit acceptable standards of behavior at all times and will be disciplined by staff members outside of the regularly scheduled classes as well. This includes, but is not limited to, before and after school, in between classes, recess, cafeteria, bus trips, and any other school situation. Students attending school sponsored events are subject to the same rules and regulations as apply during school hours. Disciplinary measures will vary with the infraction and the situation.

At the end of each grading period the students will start with a clean record with each teacher and the process starts over. A student will **NOT** receive a separate verbal warning for each infraction.

A teacher giving a detention will make arrangements to keep the student after school from 3:00-3:30 P.M. If agreed to by the teacher, parents, and administration, other arrangements may be made in fulfilling detention time. Any student not serving the detention when

assigned will be assigned an in school suspension the following day.

Disciplinary action will be determined by the offense. Continuous disciplinary referrals for the same offense will result in an in-school suspensions or out-of-school suspensions. The teachers and administrator will continue to confer with the parents and guardians to try and improve the behavior. Any student who does not show up for scheduled consequence with the teacher will have their consequence doubled and be referred to the office with a completed office referral form... Example: One detention will be become two detentions. As in the past, any students with an individual behavioral plan as part of an Individual Education Plan (IEP) will follow their specific plan.

Temporary Removal from Class

At times, teachers find it necessary to send students out of class for disruptive behavior. If a student is removed from the classroom area, the teacher must find a way to supervise them or they should report immediately to the office. The teachers may notify the office through the intercom system. If sent to the office by the teacher, the student must report directly to office personnel. Depending upon the nature of the disruptive behavior, the student may be suspended from class, assigned a detention, or suspended from school. His/her parents will be informed. An office referral form must be completed by the teacher when a student is removed from class and sent to the office.

In School Suspension

In-School suspension is an internal suspension that removes the student from the classroom and all school activities for a period of time not to exceed ten school days. Students will be given credit for work completed during this time.

Out of School Suspension

Out of school suspension is an external suspension that removes the student from school and all school activities for a period of time not to exceed ten school days. Students are still required to complete missing assignments with 2 days of returning to school. Students will be given 50% for daily work completed during the suspension**.** All work must be completed when the student returns to school, unless prior arrangements have been made with the teacher and the administration. A student is not to be on school grounds, attend or participate in any school activity during an out of school suspension.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Cross-references:
PRESS 7:190, *Student Discipline*
PRESS 7:190-AP2, *Gang Activity Prohibited*

Expulsion

Only a Board of Education can expel a student after providing an impartial hearing. The student will be granted procedural due process hearing. Expulsion shall take place only after the parents have been notified by certified mail to appear at a meeting of the Board of Education to discuss their child's behavior. The Board, at such a meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective. A pupil may be readmitted to school after expulsion only by official action of the Board of Education. Reinstatement shall occur only after a parental conference involving appropriate school personnel. An expulsion shall prohibit the student from attending school for the designated period assigned. Expulsion hearings may be called for by the administration for but not limited to the following types of Infractions:

a. Gross misconduct or misconduct for which suspension has not been an adequate remedy.
b. Any act that endangers the health and welfare of the staff or student population.
c. Repeated occurrences of inappropriate behavior.
d. Bomb threat

Due Process – Student Rights

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspensions or recommendations for expulsion are made in accordance with the following procedures for out-of-school suspensions:

A student must be given the opportunity to present information on his/her own behalf prior to suspension. The suspension shall be reported immediately by phone to the parent or guardian of each suspended student and to the Board of Education through the Superintendent of Schools. The report to the parents shall be made by letter through the U.S. mail. A copy of this letter will be sufficient notification to all others. The suspension will begin immediately unless a formal appeal has been made to the appropriate administrator.

The suspension letter shall give full statement of the reasons for the suspension and notice to the parents or guardian of their right to review.

The procedure for review, if requested, shall be as follows:

- All requests for review shall be made by the parent or guardian within ten days after receipt of "Notice of Suspension" and shall be made to the person ordering the suspension.
- The parent or guardian requesting the review shall appear and discuss the suspension with the Board of Education or a Board-appointed Hearing Officer. Hearings shall be heard within ten days after receipt of the request for review.
- Thereafter, if a hearing officer is used, they shall report to the Board, by written summary, the evidence heard at the meeting.
- Upon request of the report, the Board may take such action as it finds appropriate. Hearings thereon shall be held in executive session for the protection of the student involved.

A student shall be reinstated after suspension by the Principal or his/her representative only. Further continuance of school is contingent upon the conduct of the student being consistent with that which is expected of good school citizens. Reinstatement may occur only after a parental conference involving appropriate school personnel.

TECHNOLOGY

Internet Acceptable Use

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

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

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

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

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

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

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

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

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

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

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

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

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

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

Use of Email – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the Rooks Creek Community Consolidated School District 425. The Rooks Creek CCSD 425 provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the Rooks Creek Community Consolidated School District 425's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the Rooks Creek Community Consolidated School District 425. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the Rooks Creek Community Consolidated School District 425's email system constitutes consent to these regulations.

Cross Reference:
PRESS 6:235, *Access to Electronic Networks*

Guidelines for Student Distribution of Non-School-Sponsored Publications

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.

5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
    a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
    b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
    c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
    d. Is reasonably viewed as promoting illegal drug use; or
    e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or the distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Cross Reference:
PRESS 7:310, *Restrictions on Publications and Written or Electronic Material*

Graymont 1:1 Policy

Mission: The mission of the Graymont Grade School is to improve the fabric of society by graduating compassionate, well-educated individuals capable of independent thinking and innovative ideas. To this end, the school attracts, nurtures, and challenges students whose commitment to truth, knowledge, and honor will prepare for the most rigorous college programs as well as productive lives.

Respect: We value and have compassion for every individual in our diverse school community. Through our curriculum and school activities, we emphasize the importance of respecting and understanding cultural, religious, intellectual, and social differences that constitute our global and local societies.

Balance: Our goal is to have students use their inherent strengths, abilities, and passions combined with a rigorous academic experience to promote personal growth, emotional health, and well-being.

Integrity: Because we embrace integrity as the heart of Graymont Grade's mission, we challenge students to demonstrate honorable words and deeds, to make courageous choices, and to exhibit personal responsibility at all times.

Curiosity: We nurture intellectual curiosity by celebrating learning, discovery, and innovation. We encourage our students to ask questions, seek the truth, and put ideas into action.

Leadership: We foster every student's unique capacity to lead and improve society through active discourse, student-driven initiatives, and service to others.

Technology Use in Graymont Grade School

The integration of 1-to-1 technology in a school requires a high degree of parent-faculty collaboration in setting clear, developmentally appropriate boundaries for students, with a commitment to cultivating open and honest lines of communication about difficult subjects. In our 1-to-1 environment, both at home and at school, there must be an understanding that students are developing self-regulation and decision-making skills.

The right balance of technology emphasizes both the affective and cognitive development of students. The value of an educational experience for students develops when technology enhances collaboration and exploration of subject matter and when it encourages a multifaceted approach to instruction and understanding. The purpose of all technology use in school is to support healthy, developmentally appropriate academic, social, and emotional growth of students in grades 5-8.

Computer Usage Overview

• Graymont Grade School seeks to provide an environment that promotes ethical and responsible conduct in all electronic resource activities.

• Students and families have the privilege of access to the internet and the school's network. With this privilege comes responsibility.

• All users are accountable to all school, local, state, and federal laws.

• Students and families must follow all guidelines outlined in this document. The computer and system and usage policies found on pages 22-26 of our student handbook, and as described by our faculty.

• All school rules apply before, during, and after school hours for all devices on or off-campus.

• All files stored on your device or the school's network are the property of the school and are subject to regular review and monitoring.

• Graymont Grade may review and monitor activity on the network for responsible use.

• Internet history and email checks may occur at the discretion of Graymont Grade staff.

• Students are required to bring their devices each day and return to school the next day fully charged.

• Damage to the student's device is expected no later than the next school day.

• Students who identify or know about a security problem are expected to convey the details to a teacher without discussing it with other students.

• Students are expected to notify a teacher immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

• All users are expected to follow existing copyright laws.

• Students may only log in under their assigned username. Students may not share their password with other students.

• Students may not loan devices or accompanying components to other students for any reason. Students who do so are responsible for any loss of components.

• Devices are issued to students with a standard image already loaded. These images may not be altered or changed in any way.

• Graymont Grade School may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

• Graymont Grade School reserves the right to confiscate the device at any time.

Computer - Parent/Guardian Responsibilities

Graymont Grade School makes every effort to equip parents with the necessary tools and information to ensure safe use of laptops away from campus.

Parents/guardians assume primary responsibilities for:

• **Graymont Grade's computer and system usage policies:** Every student and parent signs a form at the beginning of the school agreeing to comply with all of the rules and regulations outlined in the student handbook, including Graymont Grade's computer and system usage policies found on pages 45 - 49 of the student handbook.

• **Liability:** Families are responsible for any cost of repair/replacement of laptop not covered by the accidental protection policy.

• **Monitor Student Use:** Parents/guardians must agree to monitor student use at home and away from school. The best way to keep students safe and on task is to be present and involved. Internet filtering provided on the laptop by the school. We encourage parents to investigate and apply parent controls available through your internet service provider and/or your wireless router. **Refrain from installing additional filtering software to avoid any conflict with the school provided software.** Develop a set of rules/expectations for laptop use at home. Some websites provide parent/child agreements for you to sign. Demonstrate a genuine interest in what your child is doing on the laptop. Ask questions and request that your students show you their work often.

Device Rules and Guidelines

Storage
• Store devices in the provided backpack.
• Never leave devices on top of lockers, inside lockers, etc.
• Never pile things on top of a laptop.
• Never leave your laptop in the locker overnight.

Transporting in hallways
• Keep your device in a case at all times.
• Always use two hands to carry your laptop.
• Never leave it unattended for any reason.
• Put to sleep before you leave class.

Classrooms habits
• Center the device on the desk when in use.
• Close the laptop before standing up.
• Log off the device before walking away from it.
• While in class, the laptop should be opened (90-degree angle).

Care of device at home
• Charge it fully each night.
• Use in common room of home
• Store the device on a desk or table, never on the floor.

Protect the device from
• Extreme heat or cold
• Food and drinks
• Small children
• Pets

Traveling to and from school
• Sleep the device.
• Do not leave the device in a vehicle.
• Use a backpack that has a laptop sleeve inside.
• If you are ever in a situation where someone is threatening you for the device, give it to him/her and tell a staff member as soon as you arrive at school. (Stolen devices can be traced, although they may not always be recovered.)

Fees for student induced damages or repairs:

Complete Replacement	$1000
Screen Replacement	$240
Full Assembly Screen with Hinges	$330
Keyboard Replacement	$50
Palmrest Replacement	$60
Motherboard Replacement	$180
LCD Top Cover Only	$80
PSU	$40
Battery Replacement	$80
Bottom Case	$50
Touchpad Replacement	$40
One Hinge	$30
Both Hinges	$60
Power Jack	$30
Audio Board	$30
Power and Volume Board	$40
Speaker Set	$30
Camera	$20
New Bag	$100
Missing Strap	$20
Misc Damage - Stickers/Drawing?etc.	$20

Students will be charged as damages/repairs occur during the school year. All laptops will be assessed for damages upon check-in at the end of the school year.

All fees will be added to a student's account in TeacherEase.

Repair part costs are market driven and subject to change at any time.

ATHLETICS & EXTRA CURRICULAR ACTIVITIES

Athletic Rules & Code of Conduct

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

Requirements for Participation in Athletic Activities

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

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant.
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
5. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois Elementary School Association

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

Academic Eligibility

All students participating in competitive and/or IESA sponsored events must meet the following eligibility rules in order to compete and/or participate in contests:

1. Eligibility will bedetermined through Teacherease on Friday or the last morning of the school week. Eligibility will be compuerd for the first time at the end of week two of each grading period provided that there are at least three grades in the grade book and a representative grade per each gradebook category.
2. Eligibility is cumulative for the quarter grading period for each class.
3. Any student receiving an F in any subject will be considered ineligible for the upcoming week.

4. Parents will be contacted on Friday informing parents of a student's ineligibility for the next week.
5. A list of ineligible students will be sent will be emailed to each coach at the end of the week.
6. Parents of ineligible students will be contacted by a letter which will need to be signed and returned the following Monday to the office.
7. Eligibility will run from Monday through Sunday.
8. An ineligible student cannot practice, but must be present for games/events. The player will sit with the team, but will not be in uniform. The players presence at pracices will be determined by the coach.
9. If a student is ineligible for three weeks in a season, the player is off the team for the season.
10. In cases of serious misconduct, the administrator may suspend a student from participation in athletics or extra curricular activities immediately. PArents and coaches will be notified.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event. A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

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

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Athletic Code of Conduct

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. This Code of Conduct will be enforced 365 days a year, 24 hours a day.

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

Students and their parents/guardians are encouraged to seek assistance from the student assistance program regarding alcohol or other drug problems. Family-referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Use a beverage containing alcohol (except for religious purposes);
2. Use tobacco in any form;
3. Use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet;
5. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
6. Act in an unsportsmanlike manner;
7. Vandalize or steal;
8. Haze or bully other students;
9. Violate the written rules for the activity or sport;
10. Behave in a manner that is detrimental to the good of the group or school;
11. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
12. Falsify any information contained on any permit or permission form required by the activity or sport.
13. Violate the school rules and district policies on student discipline;

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities.

Due Process Procedures

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

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

    a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all sports or activities for one of the time periods described below:

        - A specified period of time or percentage of events, competitions, or practices;
        - The remainder of the season or for the next season; or
        - The remainder of the student's school career.

    b. Sanctions for alcohol and other drug violations will be based on the following:

    c. First violation

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

    d. Second violation

        - Use, possession, buying, selling, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any activities, the student must successfully participate in and complete a

school-approved alcohol and other drug abuse assessment and follow all recommendations from that assessment.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

e. Third violation

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

7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the building principal.All students remain subject to the district's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

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

Attendance at School Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as enrolled in fifth through eighth grade. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Cross Reference:

PRESS 7:305, Student Athlete Concussions and Head Injuries

STUDENTS WITH DISABILITIES

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

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

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

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

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

Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

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

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

Behavioral Intervention Policy for Students with Disabilities

It is the purpose of this document to outline the policy of Graymont Grade School relative to the use of behavioral interventions with students with disabilities. The fundamental principle of this policy is that non-aversive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable to the use of aversive and restrictive interventions.

The use of positive interventions is consistent with the educational goals of enhancing students' academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity and personal privacy and adhere to professionally accepted treatment practices. All of the procedural protection available to students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavioral interventions.

It is the intent of Graymont Grade School that interventions used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral interventions. Interventions that are considered non-restrictive are preferred because of the low risk of negative side effects and the high priority placed on behavior change rather than behavior control. These interventions may be used without the development of a written Behavioral Management Plan or inclusion in the student's Individual Education Program (IEP).

Interventions that are considered restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions shall be used for the minimal amount of time necessary to control the individual's behavior and shall be used in conjunction with positive interventions designed to strengthen appropriate behaviors. Corporal punishment and expulsion with loss of services are illegal interventions and shall not be used. When confronted with an emergency situation in which immediate intervention is needed to protect students, other individuals, or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's Behavior Management Plan. The emergency intervention selected shall be the least intrusive to reasonably respond to the situation. When an emergency intervention has been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented.

Graymont Grade School shall maintain a Repose to Intervention Committee to implement the district policy on the use of Academic and Behavioral Interventions. In addition, this committee shall monitor the use of restrictive interventions with students with disabilities. This policy has been developed based on a review of the document entitled "Behavioral Interventions in Schools" Guidelines for Development of District Policies for Students with Disabilities". This document was prepared by the Illinois State Board of Education and is

dated June 30, 1994. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 N. First St., Springfield, IL 62777-0001.

Copies are also available from Livingston County Special Services Unit, 920 Custer Avenue, Suite A, Pontiac, IL 61764

Special Education Exemption From Physical Education Requirement

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

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

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

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

Request to Classroom or Personnel for Special Education Evaluation/Observation

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

For further information, please contact the school administrator.

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

STUDENT RECORDS & PRIVACY

Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

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

Cross-References:
PRESS 7:15, *Student and Family Privacy Rights*
PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

Student Records

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

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

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

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.1
   Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.
   A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing

regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

6. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

7. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws.

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

8. The right to prohibit the release of directory information.

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

   - Name
   - Address
   - Grade level
   - Birth date and place
   - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
   - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
   - Academic awards, degrees, and honors
   - Information in relation to school-sponsored activities, organizations, and athletics
   - Major field of study
   - Period of attendance in schoolAny parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

9. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.2 Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

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

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

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

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

Non-Custodial Requests for Records

If a non-custodial parent would like to receive copies of report cards, progress reports and discipline referrals you need to submit legal documentation that entitles said non-custodial parent to such information, or custodial parent agrees in writing that the non-custodial parent can receive this information. The request should be directed to the Principal.

Student Biometric Information

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

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

PARENTS RIGHTS & NOTIFICATION

English Language Learners

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

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

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

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

Homeless Child's Right to Education

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

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

Assistance and support for homeless families includes:
Superintendent, Graymont Grade School, 228 Lydia Street, Graymont, Illinois 61743

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

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

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

School Visitation Rights

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

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

Sex Education Instruction

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

Cross-References:
PRESS 6:60-AP, *Comprehensive Health Education Program*
PRESS 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

Sex Offender Notification Law

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

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

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property for any reason –he/she is responsible for notifying the administrator's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

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

Standardized Testing

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

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

Cross-Reference:
PRESS 6:340, *Student Testing and Assessment Programs*

Teacher Qualifications

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

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

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

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

Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent /guardian may request a transfer to another public school within the district.

Cross-References:
PRESS 4:170, *Safety*

Violent Offender Community Notification

State law requires that all Rooks Creek Community Consolidated School District 425s provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: http://www.isp.state.il.us/cmvo/. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: http://www.isp.state.il.us/sor/.

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

Notice to Parents/Guardians of Students Enrolled in

Family Life and Sex Education Classes

Date: _____

Class and Time: _____

Teacher: _____

Classes or Courses on Sex Education, Family Life Instruction, Instruction on Diseases, Recognizing and Avoiding Sexual Abuse, or Donor Programs for Organ/Tissue, Blood Donor, and Transplantation

For your information, State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Request to Examine Instructional Material

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete the following statement and return it to your child's classroom teacher within 5 days.

- ☐ **I request to examine the instructional materials and course outline for this class.**

Class Attendance Waiver Request

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program.

If you do not want your child to participate in these classes or courses, please complete the following **class attendance waiver** statement and return it to your child's classroom teacher within 5 school days.

I request that the District waive the class attendance of my child in a class or courses on:

- ☐ **Comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS**
- ☐ **Family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS**
- ☐ **Instruction on diseases**
- ☐ **Recognizing and avoiding sexual abuse**
- ☐ **Instruction on donor programs for organ/tissue, blood donor, and transplantation**

Student (*please print*)

Parent/Guardian (*please print*)

Parent/Guardian Signature Date

References:

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

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

Letter to Parents/Guardians Regarding Access to Student Social Networking Passwords and Websites

Re: Access to Student Social Networking Passwords and Websites for Violations of School Rules or Procedures

Dear Parent(s)/Guardian(s):

Under ordinary circumstances, school authorities cannot request or require that a student provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system. Social networking website does not include electronic mail.

Please contact the school if you have any questions.

Sincerely,

Todd Bean, Superintendent

Diabetes Care Authorization

As provided by the Care of Students with Diabetes Act, I hereby authorize [Rooks Creek Community Consolidated School District 425] and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, , consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that Graymont Grade School is provided with the most up- to-date and complete information regarding my child's diabetes and treatment. Therefore, I consent to the release of information about my child's diabetes and treatment by my child's health care provider(s), _____, to representatives of Rooks Creek CCSD #425. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, and who may need to know this information to maintain my child's health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature*: _____Date: _____

*Failure of Parent(s) to execute this document does not affect the civil immunity afforded the District and school employees by Section 45 of the Care of Students with Diabetes Act for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes, or any other immunities or defenses to which the District and its employees are otherwise entitled.

Knowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all the rules, responsibilities, and expectations. 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 acknowledgment 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 access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all the 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 acknowledgment will not relieve my child or me from being responsible for knowing or complying with School and School District rules, policies, and procedures.

_____ _____
Parent/Guardian Signature Date

Internet Acceptable Use Policy

Dear Parents/Guardians:

Our Rooks Creek CCSD 425has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Electronic Network Access* once while the student is enrolled in the Rooks Creek Community Consolidated School District 425.

The district *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions, it is impossible to control all materials, and a user may discover inappropriate content. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the Rooks Creek CCSD 425respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have an Internet account, sign the *Authorization* form below and return it to your school.

Authorization for Electronic Network Access Form

Students must have a parent/guardian read and agree to the following before the student being granted access:

All use of the Internet shall be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purpose and that the district has taken precautions to eliminate controversial material. However, I also recognize that the district can't restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or board members for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *Acceptable Use of Electronic Networks* with my child. I hereby request that my child be allowed access to the district's electronic network, including the Internet.

PARENT/GUARDIAN (PRINT)_____

PARENT/GUARDIAN
(SIGN)_____DATE:_____

Students must also read and agree to the following before being granted unsupervised access:

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the district and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the district's electronic network connection and having access to public networks, I hereby release the Rooks Creek CCSD 425and its board members, employees, and agents from any claims and damages arising from my use of, or inability to use the district's electronic network, including the Internet.

STUDENT (PRINT)_____

STUDENT(SIGN)_____

DATE_____

Cross-References:
PRESS 6:235, *Access to Electronic Networks*
PRESS 6:235-AP1, *Acceptable Use of Electronic Networks*
PRESS 6:235-E1, *Letter to Parents/Guardians Regarding Students Use of the District's Electronic Networks*