AMELIA V. CARRIEL
JUNIOR HIGH SCHOOL

STUDENT HANDBOOK
2026 – 2027

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Dear Parents and Students:

Welcome to Amelia V. Carriel Junior High School, "Home of the Cougars." I am looking forward to a terrific school year filled with academic accomplishments, fine arts exploration, extracurricular involvement, athletic events and many positive experiences and memories. Every student who enters the doors of Carriel is equipped with many talents and gifts. The CJHS staff is eager to support each child's uniqueness and help them be a successful student and productive member of our community.

Each child's success will be the result of a partnership between the staff, the student and the parents. The CJHS staff will provide an education that engages students, challenges their intellect and inspires their creativity. Each student should be involved, prepared and responsible. Parents should take an active role by ensuring students are present, discussing schoolwork, staying informed and communicating with teachers. Together, we can ensure success!

This Student Handbook will provide you and your child with information about the school, current practices, procedures, rules and expectations. I encourage you to become familiar with the information and use it as a guide throughout the year. The Carriel staff looks forward to working with you and your child. If you have any questions or concerns about our program, please contact your child's teacher or the main office.

Respectfully,

Dan Foehrkolb
Principal, CJHS

2026-2027 District 90 Junior High Calendar

Monday, 8/10	Teacher Institute Day
Tuesday, 8/11	Teacher Institute Day
Wednesday, 8/12	First Day of School (1:30 Junior High Dismissal)
Monday, 9/7	Labor Day (No School)
Friday, 9/11	1st Quarter Jr High Progress Reports Posted/D-F Notices Mailed
Wednesday, 10/7	Parent-Teacher Conferences 5-8pm (2:45 Junior High Dismissal)
Thursday, 10/8	Parent-Teacher Conferences 5-8pm (Full Day Jr. High)
Friday, 10/9	Teacher Institute Day (No Student Attendance)
Friday, 10/9	End of 1st Quarter
Monday, 10/12	Columbus Day (No School)
Tuesday, 10/13	No School
Friday, 10/16	1st Quarter Report Cards available on Skyward
Wednesday, 11/11	Veterans Day observed (No School)
Friday, 11/13	2nd Quarter Jr High Progress Reports Posted/D-F Notices Mailed
Wednesday, 11/25 - Friday, 11/27	Fall Break (No School)
Friday, 12/18	End of 2nd Quarter
Monday, 12/21 - Friday, 1/1	Winter Break (No School)
Monday, 1/4	Institute Day (No Student Attendance)
Tuesday, 1/5	School Resumes
Wednesday, 1/13	2nd Quarter Report Cards available on Skyward
Monday, 1/18	Martin Luther King Jr. Day (No School)
Friday, 1/29	3rd Quarter Jr High Progress Reports Posted/D-F Notices Mailed
Thursday, 2/11	Parent-Teacher Conferences 5-8pm (Full Day Jr. High)
Friday, 2/12	Parent-Teacher Conferences 8-12pm (No Student Attendance)
Monday, 2/15	Presidents' Day (No School)
Friday, 3/5	End of 3rd Quarter
Friday, 3/12	3rd Quarter Report Cards available on Skyward
Thursday, 3/25	4th Quarter Jr High Progress Reports Posted/D-F Notices Mailed
Friday, 3/26 - Friday, 4/2	Spring Break (No School)
Thursday, 5/20	Last Day of Attendance (If no emergency days used)
Thursday, 5/20	End of 4th Quarter
Thursday, 5/20	4th Quarter Report Cards posted on Skyward
Thursday, 5/27	Last Day of Attendance (If all Emergency Days are Used)
Monday, 5/31	Memorial Day (No School)

Wednesday Early Dismissals: Junior High: 1:30; Elementary: 2:15

Early Release is moved to the last day of school the final week of May.

Table of Contents

PREFACE	Welcome, School Calendar	2-3
	Table of Contents	4-5
CHAPTER 1	Introductory Information & General Notices	6
	1.1 – General School Information	6
	1.2 – Arrival and Dismissal	7
	1.3 – Lockers & Locks	8
	1.4 – School Supply Lists	8
	1.5 – Visitors	8
	1.6 – Equal Opportunity and Sex Equity	9
	1.7 – Animals on School Property	9
	1.8 – School Volunteers	9
	1.9 – Invitations and Gifts	10
	1.10 – Weather / Emergency School Closings	10
	1.11 – Video and Audio Monitoring System	10
CHAPTER 2	Attendance, Promotion & Graduation	10
	2.1 – Registration, Enrollment & Withdrawal	10
	2.2 – Attendance & Student Absences/Tardies	11
	2.3 – Release Time for Religious Instruction & Observance	13
	2.4 – Make-Up Work	13
	2.5 – Truancy	13
	2.6 – Grading & Promotion/Retention	14
	2.7 – Homework	15
	2.8 – Exemption from Physical Education	15
	2.9 – Home and Hospital Instruction	15
CHAPTER 3	Curriculum, Instruction & Assessment	16
	3.1 – Sixth Grade	16
	3.2 – Seventh Grade	17
	3.3 – Eighth Grade	18
	3.4 – Electives	19
	3.5 – Special Education	20
	3.6 – Testing	20
	3.7 – Report Cards & Progress Reports	21
	3.8 – Academic Awards	21
CHAPTER 4	Student Fees & Meal Costs	22
	4.1 – Fees, Fines & Charges; Waiver of Student Fees	22
	4.2 – Student Insurance	23
	4.3 – School Lunch Program	23
CHAPTER 5	Bus Transportation & Parking	23
	5.1 – Bus Transportation	23
	5.2 – Parking	25
	5.3 – Drop-Off/Pick-Up Procedures	25

CHAPTER 6	Health & Safety	26
	6.1 – Guidelines	26
	6.2 – Required Immunizations, Sports Physicals, Health, Eye & Dental Exams	28
	6.3 – Vision & Hearing Screenings	29
	6.4 – Student Medication	29
	6.5 – Medical Emergency Procedures	30
	6.6 – Emergency Drills	30
	6.7 – Threat Assessment Team	30
CHAPTER 7	Discipline & Conduct	31
	7.1 – PBIS / BIST	31
	7.2 – General Building Rules	33
	7.3 – School Dress Code & Student Appearance	33
	7.4 – Student Discipline	34
	7.5 – Detention Policy & Procedures	39
	7.6 – Student Rights and Responsibilities	39
	7.7 – Penalty Enforcement	40
	7.8 – Bullying, Intimidation & Harassment	46
	7.9 – Cafeteria Rules	50
	7.10 – Field Trips	51
CHAPTER 8	Media Center, Internet, Technology & Publications	52
	8.1 – Media Center	52
	8.2 – Responsible Use of Technology	53
	8.3 – School Sponsored & Non-School Sponsored Publications/Websites	56
	8.4 – District Device Usage	58
CHAPTER 9	Search and Seizure	59
CHAPTER 10	Athletic Rules & Code of Conduct	60
CHAPTER 11	Special Education	62
	11.1 – Education of Students with Disabilities	62
	11.2 – Discipline of Students with Disabilities	64
	11.3 – Access to Classroom for Special Education Observation or Evaluation	64
CHAPTER 12	Student Records & Privacy	64
	12.1 – Student Privacy Protections	67
	12.2 – Maintenance & Release of Student Records	67
CHAPTER 13	Parental Rights Notifications	69

CHAPTER 1 - Introductory Information & General Notices

1.1 – General School Information

Appointments During the School Day: Students leaving school during their class time to go to a doctor or dental appointment are to wait in the classroom until a parent comes into the school office to request release of the student. Office personnel will then summon the student to come to the office. Teachers are not to release the student until this is done. The parent must sign the student out stating the time and reason for departure. If the student returns to school at the end of the appointment, they may sign themselves in with a valid doctor's note. Students are required to come directly to the office and sign in before returning to class. Please Note: During State Testing, students will not be permitted to leave or be called out.

Building Hours: For the safety of the students and for the security of the building, the school and school office are open at 7:30am. Students should not arrive prior to 7:40am unless given permission to attend a specific event. Doors are locked between 8:00am and 2:45pm. Please be prepared to show ID. The building is available to students between 7:40am and 6:00pm. Seventh and eight grade students will enter and exit through the main entrance (Door A). 6th grade students will enter through the Cafeteria entrance (Door B)

Closed Campus: Upon arrival at school, whether by walking, bus, or private vehicle, students are not to leave the campus without permission until the school day is over.

Class Schedule:

Regular Bell Schedule 8:00-2:45	
Period	Time
Arrival	As early as 7:40
Period 1	8:00 - 8:10
Period 2	8:13 - 8:59
Period 3	9:02 - 9:48
Period 4	9:51 - 10:37
Period 5	10:40 - 11:26
Period 6	11:29 - 12:15
Period 7	12:18 - 1:04
Period 8	1:07 - 1:53
Period 9	1:56 - 2:45
	Off campus by 3:00

Wednesday Early Release 8:00-1:30	
Class	Time
Arrival	As early as 7:40
Period 1	8:00 - 8:18
Period 2	8:21- 8:57
Period 3	9:00 - 9:36
Period 4	9:39 - 10:15
Period 5	10:18 - 10:54
Period 6	10:57 - 11:33
Period 7	11:36 - 12:12
Period 8	12:15 - 12:51
Period 9	12:54 - 1:30
	Off campus by 1:45

Period 1 – Cougar Connect
6th Grade – Period 9 Elective / Period 6 Lunch
7th Grade – Period 6 Elective / Period 7 Lunch
8th Grade – Period 8 Elective / Period 5 Lunch

Lost and Found: Items that are found at the school should be turned into the office, or the lost and found table. Any student who has lost an item at the school should check the lost and found in the office between 7:45am and 3:00pm on days when school is in session. We strongly suggest that all items brought to school be clearly labeled with your child's name to aid in returning lost items. At the end of each quarter, unclaimed items are either donated or discarded.

Office Hours: The office is open during the school year Monday through Friday 7:30am to 3:30pm. During the summer the office will remain open through the first two full weeks of June and will reopen after the July registration date. The district office will remain open from 7am to 2 pm daily throughout the summer.

Skyward: All parents/guardians will have family access to our Skyward website. Skyward Family Access is a free and secure website that gives you the opportunity to monitor your student's academic progress. Family Access allows you to view your student's grades, attendance records, schedule, assignments, emergency information, and food service balance. It also gives you the ability to add money to your student's lunch account and pay yearly registration fees. You can gain access to the Skyward login by clicking the Parents and Students tab on the Carriel webpage.

Social Work Services: Social Work Services: Individual and group counseling is available from the school social worker to those students who require assistance. Parents, teachers, and students may make referrals for counseling services or support groups. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

PBIS Team: This Team coordinates and supports existing classroom teacher's efforts by bringing new resources to help students with social, academic, emotional, and behavioral needs.

Student IDs: A student's current-year school approved ID, on a breakaway lanyard, must be visible around the student's neck while boarding and exiting the school bus or before walking, biking, or riding on campus and at all times while on school property to provide a safe, secure, and educationally sound environment at Carriel Junior High School. Students may only wear one school ID at a time. IDs that are broken, defaced, or decorated in any way are unacceptable, and students will be required to surrender the defaced ID and purchase a replacement.
Students are required to wear their ID while attending all after school events. Any student not following the ID Policy is subject to disciplinary action. Additional IDs are available before school in the office for $4.00 and plastic lanyards for $1.00/printed lanyards for $3.00.

Telephones: The telephones in the office are to be used by students only in the event of an emergency and only with the prior permission of office personnel. Telephones in the classrooms are for the teachers' use, and are not to be used by students except in an emergency with teacher permission. Students are required to sign the phone log, and are asked to leave a message if no one answers.

1.2 – Arrival and Dismissal

Arrival and Dismissal: Students are NOT to arrive at school prior to 7:40am unless they are attending a scheduled extracurricular activity. Buses will unload and load on the parking lot in front of the school in the bus loop (North Entrance). Personal vehicles will load/unload students in front of the school using the South Entrance. **NEITHER BUS NOR NON-BUS STUDENTS ARE ALLOWED TO LEAVE CAMPUS AFTER THEY ARRIVE, UNLESS THEY ARE SIGNED OUT BY A PARENT.** If the student has a pass signed by a teacher, he/she should go directly to that location. At the end of the school day, bus students must board the busses no later than 2:55pm. If a student misses the bus for any reason they should return to the main office to contact a parent or guardian for alternate transportation. Students who do not ride buses should leave the school by 3:00pm.

Signing In Procedures: Students arriving after 8:00am must be signed in at the main office. Students with a Medical/Dental note may sign themselves in. Failure to sign in will result in an unexcused tardy. Chronic tardiness will be addressed as per the Handbook Tardy Policy (see 2.2) NOTE: Excused Tardies: weather-related traffic conditions, late bus, scheduled or emergency medical appointments. Final decisions will be made by the building administrators.

Entering/Exiting the School Building: All students must enter through either the North (office entrance) doors (7th and 8th grade) or through the South (cafeteria) doors (6th grade). At the end of the day, student should exit through the same doorways. No students should exit the building using the side or back doors. One exception:

Students leaving the school grounds onto Shadow Ridge Crossing can exit the doors at the west end of Cougar Curve hallway. All doors during the school day will be locked.

Bicycles: Students who ride bicycles, skateboards, or hover boards are expected to follow all traffic and safety laws; including walking once they arrive at the designated locations on school property..... Bicycles should be secured using

the provided bicycle racks during school hours. Students should respect other students' bicycles by staying away from the bicycle racks at all times.

After-School Activity Pick Up: Students who attend any after-school activities, should arrange transportation with their parents prior to the event. Basketball games are normally over by 6:15pm. **Pickup should be no later than 6:30pm.** Students should stay at the location of the event, gym, multi-purpose room, or event location, and are not allowed in other parts of the school. Once a student leaves the building or campus, he/she will not be permitted back on to the campus or allowed to return to the activity. Students failing to abide by these rules will not be able to attend future activities. Those students in attendance fifteen minutes after the conclusion of the school activity may be transported to the O'Fallon Police Department and privileges to attend future after school events may be revoked.

1.3 – Lockers, Locks and Desks

Students may only store school-appropriate materials in school property, to include lockers and desks. School lockers and locks and desks remain the property of District 90, and can be searched by the administration or the O'Fallon Police Department at any time. Students are not to share lockers and must only use a school-provided lock. The office will replace a broken lock at no charge if the broken lock is surrendered; if the old lock is not available to return, the replacement cost is $7.

It is recommended that valuable personal items such as, but not limited to, expensive jewelry, large sums of cash, and designer clothing should not be brought to school. These items become easy targets for theft when students are careless about locking them up or when they leave them lying around the school. *Students must carefully secure their belongings.* Leaving items unattended in public areas, leaving regular and/or PE lockers unlocked, or sharing lockers with others are all invitations for theft.

1.4 – School Supply Lists

For up-to-date supply lists for each grade, see the district website: www.of90.net

1.5 – 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 using the Raptor system, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. ID's will be held at the front desk until the visitor signs out.

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.

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

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

1.6 – Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Principal or Assistant Principal. Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sec equity complaint under the District's Uniform Grievance Procedure, A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

1.7 – Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building Principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

1.8 – School Volunteers

All school volunteers, including library workers and field trip chaperones, must complete the District 90 Volunteer Training Program, and be approved by the school Principal prior to assisting at the school or serving as a chaperone on field trips. Volunteers are required to check in and out at the main office through the Raptor system and receive a visitor badge before going to their destination.
Chaperones for overnight field trips will also be required to complete a fingerprint and background check. Forms can be picked up at the District Office. Volunteers and chaperones are expected to help supervise students and support school staff during activities and events. Chaperones may not bring other children with them while volunteering or attending field trips.

The School District does not provide insurance coverage to non-District personnel serving as volunteers for the School District.

1.9 – Invitations and Gifts

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

1.10 – Weather / Emergency School Closings

School will be closed for the entire day when the Superintendent, after consulting with bus company representatives, determines the roads are unsafe for travel. School may also be closed when the wind chill factor is expected to remain at or below 30 degrees below zero Fahrenheit. This decision is made by the Superintendent. Announcements regarding school closures will be sent via Twitter and Facebook as well as sent to phone numbers and email addresses in the Skyward computer system. Closure information will also be aired by 7:15am on KMOX 1120 AM radio station, and on television channels KMOV Channel 4 and KSDK Channel 5.

School will be open if no announcement to the contrary is made by 7:15am. Early dismissal during the school day will be made only when emergency conditions are evident. In most cases a decision to dismiss early will be made by noon. Early dismissal will be announced on the same radio station and television stations as listed above.
Parents, guardians, and students are asked not to call the stations, the bus company, or the schools. Telephone lines must be kept open in case of other emergencies.

1.11 – Video and Audio Monitoring System
Cameras are constantly monitoring the school grounds. Information gathered from video surveillance may be used to corroborate statements made by individuals concerning incidents that occur on school property.

CHAPTER 2 - Attendance, Promotion & Graduation

2.1 – Registration, Enrollment & Withdrawal

Upon enrollment to Amelia V. Carriel Junior High School, parents are given various forms, which must be completed for enrollment purposes. Parents will also be asked to present a birth certificate for the student, as well as two proofs of residency, one of which must be a current lease, mortgage statement, or property tax bill. Students must reside with the parent or legal guardian with whom they register within the boundaries of the school before they can be enrolled.

Fees: Parent(s) or legal guardian(s) are responsible for the registration fee of $150 for their District #90 junior high school student(s). In the event these fees are not paid, the unpaid balance will be turned over to a collection agency. A collection fee of $55.00 will be added to your balance. In addition, you will be responsible for any legal fees, court costs, and attorney fees. Students with unpaid fees after the start of the school year, to include fees from prior school year(s), will be excluded from participating in sports, clubs, trips and any celebratory activities until fees are paid.

Registration/Enrollment: Students with unpaid fees or incomplete paperwork will not be considered fully registered. District #90 is sensitive to the fact that payment of fees in full may be a hardship. Registration fees will continue to be waived for families who qualify for the national free meal program. Students that qualify for the national reduced meal program will be charged a fee of $38.00. To apply for a waiver, please complete and return the application to your respective school. Families who are unable to pay fees, but do not qualify for waivers, should contact the District Office (632-3666 x7101) to arrange a payment schedule. A payment plan will serve as a complete registration.
For further questions regarding registration, enrollment, or withdrawal (i.e. moving mid-year, boundaries, military deployment, etc.), please contact your school.

Withdrawal: When a student is to be withdrawn from school, parents must complete a Transfer Form and the office should be notified at least a week prior to the last day of attendance for the student. This allows time to collect textbooks, library books, and locks. It also permits time to collect final grades to send to the receiving school.

2.2 – Attendance & Student Absences/Tardies

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

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

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

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 class work assignments (See Section 2.4 – Make-up Work).

Pre-arranged excused absences must be approved by the building principal.

Any absence not cleared in the aforementioned manner will be considered as UNEXCUSED. The following reasons for a student's absence from school are unacceptable and may be considered unexcused:

- Failure of the parent to contact the school regarding the absence, plus the school's inability to verify the absence by telephone.
- Absence of the student in order to participate in activities which could be conducted at a time other than

the school day.

- Any other absence of the student for vacation purposes when such absence(s) place(s) the student in significant risk of failure (in excess of 10 days without a doctor's excuse) or has a prior history (previous year's attendance) of excessive absences.
- Any absence determined by the Principal not to be of educational value or in the best interest of the student.

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 618-622-2932 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 home or a robo call will be made to 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.

Absentee Notification: A student's parent(s)/guardian(s) must: (1) upon their child's enrollment, provide telephone numbers to the Principal and update them as necessary; (2) authorize all absences and notify the school in advance or at the time of the child's absence; and (3) also give the school emergency numbers and update them as necessary. In accordance with State mandate, parents are expected to call school each time their child will not be in attendance. Any student who has been absent for questionable reasons may be required to present a certificate of illness from a licensed medical doctor. A school official may endeavor to notify the parent in writing when their child has accumulated absences of three (3) days without a doctor's excuse. A doctor's excuse will be required after a child has missed nine (9) days of school in any school year.

Extracurricular Activities: Students who wish to participate in after school activities must attend at least half of the school day (11:16am is the half day time mark).

Planned Absence: Planned Absence: Request forms are available in the office and on the school's website for students who know in advance that they will be absent for more than one day. Arrangements must be made with the office at least one week in advance. Planned absences are generally not approved except in cases such as family trips where the home is closed, medical procedures, or serious challenges at home. Planned absence days are included in the calculation for field trip eligibility.

Students must take the Planned Absence Request form home to be completed and signed by their parent(s) or guardian(s). The following day, the student should bring the signed form to each of their period teachers for completion. Once all required signatures are obtained, the completed form should be returned to the office. A copy of the approved request will be provided to the student. Failure to submit a completed and signed Planned Absence Request will result in an unexcused absence.

All assignments given in advance of the planned absence are due upon the student's return to school. This includes work distributed digitally prior to the absence. For digital assignments given while the student is absent, due dates will be adjusted in accordance with the current policy of "day assigned plus one." If internet access is unavailable due dates will be adjusted

Tardy: Students are expected to be in class on time. If a student is late, they must have a staff-issued pass to present to the teacher for the tardy to be excused. If the student does not have a pass, the student will receive the following consequences (per class):

First Violation--Warning by teacher
Second Violation—Student/Teacher conference and the teacher will contact the parent
Third - Fifth Violation--Lunch detention/Parent contact
Sixth - Eighth Violation--After-school detention
Ninth – Twelfth or more violation --Two after-school detentions per violation

Note: Tardiness during the first two weeks of school do not apply. At the beginning of each quarter, the records will be cleared and the student will start with another warning and no two-week grace period will apply.

Late Arrival to School: Students who arrive to school late without a valid excuse may receive the following consequences:

First Violation--Warning by office
Second Violation--Student/office conference Third
Violation--Lunch detention/Parent contact
Fourth Violation--Lunch detention/Parent conference with Administration
Fifth Violation and Up--One after-school detention/Parent conference with administration/Letter to Superintendent per occurrence.

Valid Causes for Tardies/Late Arrivals: A student may have an excused tardy to school for the following reasons. Final decision will be left to the administration.

- Weather-related traffic conditions
- Late bus
- Scheduled or emergency medical appointments

2.3 – Release Time for Religious Instruction & Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

2.4 – Make-Up Work

Students who have been absent will be provided make-up work and receive credit for that work. IT SHALL BE THE RESPONSIBILITY OF THE STUDENT TO PRESENT MAKE-UP WORK WITHIN A PERIOD OF TIME EQUAL TOTHE NUMBER OF DAYS ABSENT PLUS ONE DAY. Example: a student absent for three days will present make-up work within four calendar days; however; reports, labs, assignments, tests, etc., announced while the student was in attendance, must be presented on the original due date. Daily homework assignments can be found in the Google Classroom platform. Worksheets may be available in the Homework Kiosk located inside of the school. It is recommended that students check Google Classroom daily and follow up with their teachers to ensure they have made up all missed homework.

Students with three or more missing assignments in a class may be required to stay after school for academic assistance to help the student allot time to complete the missing assignments while on campus with the support of school personnel.

2.5 – Truancy

Truant – A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or any portion thereof.

Valid Causes for Absence – See excused absence.

Chronic or Habitual Truant – A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for five (5) percent or more of the previous 180 regular attendance days.

Truant Minor – A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Truancy – 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 $500. The District will determine if the student is truant, chronic or habitual truant or a truant minor. The Superintendent or designee shall direct the appropriate District staff to develop procedures to be used for identifying the cause(s) of unexcused student absenteeism.

If truancy continues, the Principal shall refer the matter to the Local Truancy board, and if the problem persists, the Local Truancy Review Board will refer the case to the Regional Office of Education Truancy Review Board. The Board, Superintendent, District Administrators and/or teachers shall assist and furnish such information, as they have to aid truancy officers.

Local and Regional Truancy Review Boards - Policies and Procedures for Unexcused Absences 3
Unexcused Absences = A letter from Principal
After a student receives ***3 unexcused absences,*** the building Principal sends a letter to parent/guardian listing the dates the student missed school.
6 Unexcused Absences = Appearance at the Local Truancy Review Board
After a student receives ***6 unexcused absences,*** the parent/guardian must appear before a Local Truancy Review Board to address and correct the attendance problem.

9 Unexcused Absences = A letter from the Regional Office of Education and appearance to the Regional Office of Education Truancy Review Board.
After a student receives **9 *unexcused absences,*** the case may be referred to the St. Clair County Truancy Review Board.

Local and Regional Truancy Review Boards - Policies and Procedures for Excused Absences
9 Excused Absences = After a student receives 9 ***EXCUSED absences***, the custodial parent/guardian must submit medical documentation for all absences thereafter to avoid unexcused absences being recorded.

2.6 – Grading & Promotion/Retention

Promotion: Students posting a cumulative GPA of 1.0 or greater will be promoted to the next grade level. Students posting a GPA of less than 1.0 may be retained at their current grade level at the discretion of the building Principal. The number of courses a student successfully passes or fails will be considered as part of the retention guidelines. All subjects with the exception of electives, including RtI, will be considered in the calculation of GPA. The following factors should be considered by the building Principal when student retention is a possibility based upon GPA and existing extenuating circumstances:

1. Extent to which the pupil has put forth effort.
2. Regularity of pupil's attendance.
3. Probable effect upon student if promoted or retained.
4. Pupil's ability in subject matter.
5. Whether pupil has been subjected to frequent transfers from one school to another during the school term.

Retention Policy: Retention of students is an acceptable practice in District 90 schools. It is the philosophy of District 90 that promotion of a student is recognition of the capability of the pupil to continue with more advanced work. Retention should signify that a student's ability to continue in the advanced grade or subject is in serious doubt, and it is determined by those concerned that retention will be more beneficial to a pupil's total school experience than promotion. Retention of Junior High School students will be based on the following guidelines

- The first, second, third, and fourth period grades of the current year will appear on the individual student's report card.
- A year to date grade point average (GPA) will be calculated based on the four-quarter grades.

These are only suggestions and not the only criteria to be considered when making individual decisions in reference to retention. Decisions should be based upon all relevant information available. The final decision to promote or retain will be made by the building Principal.

2.7 – Homework

The expectation for homework is that it be turned in when it is due. If an assignment is not turned in on time, it will be accepted one day late with up to a maximum of 30 percentage points subtracted from the score the student receives. If a student turns in a homework assignment two or more days late, up to fifty percentage points will be subtracted from the score the student receives and additional consequences may be issued. It will be the responsibility of the student and/or parent to work with the teacher to obtain information and materials relating to make-up work. Final due dates will be established at the discretion of the teacher.

2.8 - Exemption from Physical Education:

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

Students with an Individualized Education Program may also be excused from physical education courses with proper medical documentation and approval of the building principal.

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.

Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law. If no statement on alternate physical activity is presented, the school nurse will contact the medical professional or clergy member for further information. Following an individual review, it is then at the discretion of the building principal or designee to determine which alternative activity, if any, will be assigned to that student.

2.9 – Home and Hospital Instruction

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

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse and an instructor is secured. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.
A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

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

CHAPTER 3 - Curriculum, Instruction & Assessment

The courses offered consist of all the learning experiences available to students under the guidance of the School District, including classrooms and co-curricular activities. The curriculum in District 90 is under constant professional study and evaluation by teachers and administrators. Participation in the curriculum is a privilege, and student discipline issues may cause privileges to be cancelled. The following is a brief outline of the courses.

Schedule Changes: Necessary and appropriate administrator/teacher-recommended schedule changes will be made at the end of a grading period. Ability group changes may be made following administrator/teacher recommendations. Administrators have discretion to make schedule changes based on extenuating circumstances at any time, with as limited disruption as possible.

3.1 – Sixth Grade

Language Skills: This course provides students with a strong foundation of grammar, usage, mechanics, and essential writing skills.

Honors Language Skills: Advanced students will strengthen their grammar, usage, vocabulary, and essential writing skills through their continued development of writing for specific audiences, supporting arguments using various sources, and establishing and maintaining a clear voice in their writing.

Literature: Multiple reading and instructional strategies are utilized, such as relating text-to-text, text-to-self, and text-to-world, to enhance knowledge of literary elements of fiction, non-fiction, poetry, and drama.

Honors Literature: This course is designed to stimulate and challenge our strongest readers and critical thinkers. This class is designed to motivate the top students to take a more responsible, active part in enhancing their vocabulary and literary knowledge.

Math 6: This course is designed to build upon the strong foundation in grades K-5. This course covers comprehensive content, which includes all standard topics of middle school mathematics. Topics covered will include ratios and proportional relationships, the number system, expressions and equations, and statistics and probability. Problems involving practical applications of many of these topics will be included, as well as an emphasis on mathematical reasoning.

Honors Math 6: This course is designed for the student who has met the criteria and has been placed in the Honors Math 6 class. Students are expected to perform at an accelerated pace in acquiring the mathematical skills and concepts of the 6^{th} grade math curriculum. This course covers the same comprehensive content found in the Math 6 class but includes more depth. Supplemental materials may be used to enhance the level of difficulty for the advanced class. Topics covered will include ratios and proportional relationships, the number system, expressions and equations, geometry, and statistics and probability. Problems involving practical applications of many of these topics will be included, as well as an emphasis on mathematical reasoning

Science: This course focuses on earth science. Students will study planets, star systems, freshwater resources, oceanography, weather, plate tectonics, earthquakes, volcanoes, rocks, and minerals. Students will utilize note-taking skills, participate in class discussions, laboratory activities, and group projects. Students will gain an understanding of environmental issues and the cause and effect impact humans have on our planet.
Social Studies: Students will learn to locate ancient civilizations on a map and interpret the information on a map as it relates to the subject matter. Students will gain an understanding of ancient civilization culture including, religion and politics. Lastly, students will be able to identify and trace the various ways that ancient civilizations have shaped the world we live in today.

Physical Education: Co-educational physical education classes are held every day and are a mandatory part of the curriculum. All students are required to participate in PE class unless physically unable to do so. A note from the parent will be accepted as an excuse from PE; however, if more than two days of non-participation from the class is

necessary, a doctor's statement is required. Required PE clothes are tennis shoes, socks and the designated Carriel PE uniform, which can be purchased from the PE department. All gym clothing must have the student's name clearly printed on it. Regular clothes worn to school will not be permitted in gym class. All students are issued a PE locker in which to keep clothing and valuables during class. A $6.00 charge will be assigned if a lock is stolen or broken. The school will not be responsible for missing items or stolen items.

Health: Students will receive six weeks of health education during the school year. The Health and Physical Education curriculum at the junior high level seeks to educate students on the concept of improving personal, family, and public health. Using health promotion and disease prevention principles, nutritional concepts, and injury prevention strategies, students research personal behaviors and adopt health practices to reduce or eliminate preventable health problems. Recognizing, reporting and preventing bullying and intimidation will also be covered in Health class as well as sexual abuse awareness and prevention.

3.2 – Seventh Grade

Language Skills: This class provides students with a foundation in basic grammar and writing, which they can draw upon for years to come. The course includes: eight parts of speech, rules of capitalization, rules of punctuation, sentence and paragraph structure, spelling, and vocabulary.
Honors Language Skills: This class is designed to enhance and extend beyond the basic knowledge in the area of language skills. Emphasis is placed on the development of more sophisticated techniques and the application of the grammar skills in the context of oral and written communication.

Literature: Multiple reading and instructional strategies are utilized to enhance knowledge of literary elements of fiction, non-fiction, poetry, and drama.

Honors Literature: This course is designed to stimulate and challenge our strongest readers and critical thinkers. An assumption is made that all students in this class have already acquired advanced reading skills, and have mastered a vocabulary which is significantly larger than expected of a 7th Grade student. Participation in this class requires a great deal of independent reading. Students learn to understand the elements of fiction, non-fiction, poetry, and drama and to apply this knowledge to books they read.

Math 7: This course is designed for the student who is on the normal progression in acquiring the mathematical skills and concepts to prepare students for the future study of pre-algebra. This course covers comprehensive content, which includes all standard topics of junior high school mathematics. Topics covered will include proportional relationships, rational numbers, solving linear equations, probability, and geometry. Problems involving practical applications of many of these topics will be included, as well as an introduction of algebraic functions.

Honors Math 7: This course is designed for students that have mastered the concepts presented in the Math 7 math course. The curriculum focuses on exposing students to a variety of mathematical concepts related to pre-algebra at an accelerated pace. Students will learn to solve multi- step complex word problems, calculation of mathematical equations involving exponents, decimals, percents, proportions, and graphing operations. This course will also serve as an introduction to solving problems involving geometrical data and information.

Social Studies: This course is a study of the rise of the United States up to the Revolutionary war. Using texts, supplemental reading materials, film, maps, and periodicals, the course entails a study of social issues, historical facts, concepts, values, research and decision making issues that are associated with the United States.

Science: This course focuses on the biological aspect of science. Topics to be covered include: cells, genetics, bacteria, viruses, protists, fungi, plants, animals, and ecology. Students will use a variety of activities including discussions, laboratory experiments, dissections, projects, and more to investigate life science and establish necessary science skills.

Physical Education: Co-educational physical education classes are held every day and are a mandatory part of the curriculum. All students are required to participate in PE class unless physically unable to do so. A note from the

parent will be accepted as an excuse from PE; however, if more than two days of non-participation from the class is necessary, a doctor's statement is required. Required PE clothes are tennis shoes, socks and the designated Carriel PE uniform, which can be purchased from the PE department. All gym clothing must have the student's name clearly printed on it. Regular clothes worn to school will not be permitted in gym class. All students are issued a PE locker in which to keep clothing and valuables during class. A $6.00 charge will be assigned if a lock is stolen or broken. The school will not be responsible for missing items or stolen items.

Health: Students will receive six weeks of health education during the school year. The Health and Physical Education curriculum at the junior high level seeks to educate students on the concept of improving personal, family, and public health. Using health promotion and disease prevention principles, nutritional concepts, and injury prevention strategies, students research personal behaviors and adopt health practices to reduce or eliminate preventable health problems. Students will receive information regarding teen dating violence and harassment as well as sexual abuse awareness and prevention.

3.3 – Eighth Grade

Language Skills: The emphasis of this course is on writing and oral communication to help the student express ideas and improve the mechanics of composition. The grammar section improves the students' knowledge of grammatical structure through emphasis on sentence structure, parts of speech, and usage.

Honors Language Skills: This class consists of a traditional treatment of parts of speech, sentence structure, phrases and clauses, and their related syntactic elements, along with comprehensive study of the major rules governing punctuation and capitalization. The interrelationship of grammar and writing/public speaking is taught stressing the ideas that writing at this stage is unlikely to be successful if grammar is ignored.

Literature: The literature segment contains a study of poetry, short stories, novels, plays, and non-fiction selections chosen to motivate the student to read more widely with greater depth and understanding. Literary styles and techniques are likewise introduced with the intention of encouraging the student to read more widely with greater understanding and depth.

Honors Literature: The class includes a more in-depth study of challenging novels, short stories, poems, plays and non-fiction selections. This section is designed to motivate the top students to take a more responsible, active part in enhancing their vocabulary and literary knowledge.

Math 8: This course enables students to make the transition from fundamental mathematics to algebra. It emphasizes pre-algebra skills and concepts, including variables, functions, solving linear equations, geometry, and problem solving. The full range of topics needed for the successful study of algebra is presented. Exercises often develop the theory behind concepts as well as basic pre-algebra skills. Precision in the use of mathematical terminology and concepts is emphasized.

Honors Math 8: This course is designed for students who have mastered the concepts presented in the Math 8 math course. This course expands on basic and advanced algebraic concepts, including coverage of real numbers and variables, solving equations and inequalities, graphs and functions, systems of open sentences, polynomials and factoring, rational expressions, irrational numbers and radicals.

Science: This course studies matter and energy. Included are the methods and processes with special emphasis being placed on the scientific method. Students discover some properties of matter, how they are measured, the different kinds that exist, and the changes -- physical, chemical, nuclear -- that occur in matter. The students become aware of the laws of motion, relationship between work, power, and energy, simple machines and the relationships of machines to energy. The role and impact of technology and engineering in our lives is also stressed.

Social Studies: This course is a study of American History from the Revolutionary War through the Civil War ending with a unit focused on the U.S. Constitution. Student will use textbooks, supplementary reading materials, film clips, maps, newspapers and periodicals throughout the course. Within the content, the course entails a study of current news events, social issues, historical facts, concepts, values, research, and decision making issues that are associated

with the United States.

Physical Education: Co-educational physical education classes are held every day and are a mandatory part of the curriculum. All students are required to participate in PE class unless physically unable to do so. A note from the parent will be accepted as an excuse from PE; however, if more than two days from the class is necessary, a doctor's statement is required. Required gym clothes are tennis shoes, socks and a designated Carriel PE uniform, which can be purchased from the PE Department. All gym clothing must have the student's name clearly printed on it. Regular clothes worn to school will not be permitted in gym class. A $6.00 charge will be assigned if a lock is stolen or broken. The school will not be responsible for missing items or stolen items.

Health: Students will receive six weeks of health education during the school year. The Health and Physical Education curriculum at the junior high level seeks to educate students on the concept of improving personal, family, and public health. Using health promotion and disease prevention principles, nutritional concepts, and injury prevention strategies, students research personal behaviors and adopt health practices to reduce or eliminate preventable health problems. Sex education will also be covered and will be age appropriate, medically accurate, and discuss both abstinence and contraception as a means to prevent pregnancy and sexually transmitted diseases as well as sexual abuse awareness and prevention.

3.4 – Electives

Art: Students will focus on the relationships between processes and end product. Students will learn to communicate ideas and meaning through problem solving in their artwork. A variety of media will be introduced such as watercolor, ink, chalk, textiles, modeling clay, oil pastel, cut paper, tempera, and acrylic paint. Prior art experience is not a requirement to take art class. Students should demonstrate a positive attitude, willingness to learn and a desire to give their best effort. The semi-annual Art Show will be held at the end of each semester and will showcase the fine artistic talents of all Art students.

Band: The objective of the O'Fallon District 90 Band Program is to provide high quality educational opportunities in instrumental music to the students. Our primary mission is to enhance students' understanding and appreciation for music as a form of communication and art. The primary focus in the classroom is the technical and musical skills that are the foundation for a lifetime as a musician. These skills include the specific techniques required to play each instrument, the ability to read music, and awareness of the aesthetic qualities of music as art.

The band program strives for excellence; individuals and ensembles have been recognized for a high level of achievement and regional and state events. Band is a co-curricular program; there are several required concerts, contests, performances, and rehearsals which occur outside the school day. There are also several extra-curricular ensembles and private lessons available to supplement the student's music education. 5th grade beginning band (or prior playing experience) is recommended as a prerequisite for band. Students with no prior experience should contact the band instructor before enrolling in band.

Chorus: Chorus is a performance-oriented class that offers the students a chance to sing a wide variety of songs from light classical to Broadway to popular. A study of musical notation, ear training, and music appreciation is fostered and encouraged through the performance approach. Students have a chance to perform in the Illinois Music Educators District Festival, the solo/ensemble contest, and the District and State Organizational Contests. Also, the students present two concerts per Fall and Spring semesters.

Study Hall: Study Hall provides students with a structured, scheduled academic environment providing the opportunity to complete assignments and access school resources. Students are assigned to an instructor for the class period and required to adhere to behavioral and academic expectations. Students are expected to report to class with academic materials and a library book each day.

Technology: 6th Grade - Google essentials: Students would develop and enhance their abilities to utilize features of Google Docs, Google Sheets, Google Slides, Google Forms, and Google Sites. Students would learn to create each type of Google program, and learn each of the unique features and tools to each program, and how they can utilize them within their classes. Students will also explore the basics of website design through Google Sites and/or programs like Weebly.

7th Grade - Coding: Students would explore elements of basic block scratch coding through programs such as code.org, and the CS First program in Code with Google. Students will learn collaboration and core computer science concepts as they create their own projects.

8th Grade - Cybersecurity Basics: Students will explore the basics of cybersecurity, learn why cybersecurity is important, and be introduced to possible threats through programs such as Caesar Cybersecurity and Pico CTF. Through hands-on experience, students will learn to think creatively and critically to solve different challenges in a cybersecurity setting. Students may also look at the potential effects of our digital footprints, and how to protect information from online risks.

Response to Intervention (RTI): RTI is a multi-tier approach that includes a variety of interventions to support the whole child. "It is the practice of providing high quality instruction and interventions matched to student need, monitoring progress frequently to make decisions about changes in instruction or goals, and applying child response data to important education decisions.(Batsche et al.,2005)" Students who qualify will receive intervention services. RTI will take place in lieu of or in conjunction with a student's elective class.

The three essential components are:
1. Research based instruction/intervention matched to student needs
2. Frequent use of data to determine the learning rate and student performance level
3. Educational decisions based on student's response to instruction/intervention

Complaints about Curriculum, Instructional Materials, and Programs Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

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3.5 – Special Education

Special Education Resource Programs: The main emphasis in the special education classes is the remediation of the various underlying learning deficits that are manifested in the students' academic performance. The students' programs are individualized to address the students' strong and weak learning styles while providing them with the opportunities for learning using the standard curriculum as well as supplemental materials.

Emotional Disabilities Program: This program assists students with social/emotional issues to appropriately participate in the educational environment. The students' programs are individualized to challenge them academically as well as providing social/emotional support.

Cognitive Disabilities Program/Cross-Categorical: This program emphasizes the development of life skills. Student academic programs are individualized as appropriate for their level.

3.6 – Testing

District 90 regularly assesses students in order to accumulate data which the District uses to make curriculum and placement decisions. Results from these assessments are considered a part of the student's cumulative folder and will be shared with the high school district or other districts upon a request received that the District 90 student is transferring to another school.

IAR: The IAR (Illinois Assessment of Readiness) test is the state assessment designed to measure student mastery of the new Illinois Learning Standards in English Language Arts and Mathematics for students in grades 3 through 8. The new Illinois Learning Standards emphasize depth over breadth and the application of knowledge to real world situations. The tests were developed to assess student knowledge of key concepts and critical thinking, reasoning, research, communication, and problem solving skills. The IAR test is administered in the Spring.

MAP Growth: The MAP (Measures of Academic Progress) Growth assessment is a Universal Screening and Progress Monitoring system that provides detailed information about student learning in both reading and math. This computer adaptive assessment, given three times annually, accurately measures what students know, regardless of their grade level. Teachers can use the scores to inform instruction, personalize learning, and monitor the growth of individual students.

3.7– Report Cards & Progress Reports

Report Cards: Grade Report cards are posted in Skyward at the end of each quarter.

Grading Scale

Grade	Percentage	Grade	Percentage	Grade	Percentage	Grade	Percentage
A+	97 and above	B+	87 – 89	C+	77 – 79	D+	67 - 69
A	93 – 96	B	83 – 86	C	73 – 76	D	63 – 66
A-	90 – 92	B-	80 - 82	C-	70 - 72	D-	60 – 62
						F	59 and below

Mid-Quarter Reports of Academic Progress: In addition to report cards, parents will receive quarterly notification of their child's academic standing if that student has a D or F in any class. This will assist our parents and students in monitoring academic progress or concerns throughout the school year. Parents/guardians may access student academic information at any time throughout the school year using their Skyward account.

3.8– Academic Awards

Honor Roll: The District Honor Roll is applicable to each grading period for 6th, 7th and 8th grades. The Honor Roll contains two categories:

High Honors: A combined grade point average of 4.0 (without rounding)
Honors: A combined grade point average of at least 3.3 (without rounding) but less than 4.0

Grade Point Average: The combined grade point average for all academic subjects (Literature, Mathematics, Social Studies, Language Skills, Science, and PE/Health) will be used to determine the eligibility of each student for the Honor Roll. Grade points for each student will be accumulated as follows:

Grade	GPA	Grade	GPA	Grade	GPA	Grade	GPA
A+	4.00	B+	3.33	C+	2.33	D+	1.33
A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	0.67
						F	0.00

The combined grade point average is computed for each student by dividing the total grade points by six (6). To be eligible for the Honor Roll, a student must have attained the minimum combined grade point average for one (1) of the categories as defined previously. An "I" (Incomplete) grade in any academic subject at the end of the grading period disqualifies a student from the Honor Roll. This does not preclude a requirement for work to be completed by the student after the grading period has ended. If a student received a ME (Medical Excuse), he/she may still be eligible for the Honor Roll, after completing the required work and attaining the other eligibility requirements. A grade of D or F in an elective class will cause a student to be deleted from any honor roll list. Students must be in attendance to receive a grade. Less than 4 weeks in attendance will cause a student to receive an incomplete.

National Junior Honor Society: The National Junior Honor Society is for 7th and 8th grade students who meet required criteria. Eligibility for induction will be determined in the fall based on membership criteria from the student's previous 6th or 7th grade year. Eligibility for continued membership will be reviewed at the end of 4th quarter during 7th grade. Eligibility requirements will be reviewed for final recognition for 8th grade students at the end of the 3rd quarter of the 8th grade year.

To be eligible in each year, a student must:

1. earn/maintain a cumulative grade point average of 3.750(no rounding) or better on a 4.0 scale system.
2. meet the requirements of citizenship, leadership, and character as determined by the administration and faculty during the school year(s) in which he/she is eligible;
3. not receive more than one in-school supervision consequence during each school year in which he/she is eligible;
4. not receive more than three (3) detentions for non-ID-related offenses during each school year in which he/she is eligible.
5. receive no out-of-school suspension consequences during any school year in which he/she is eligible;
6. accept their invitation to NJHS (he/she will not be eligible for membership in future years if his/her initial invitation is declined).

If all criteria are met, the student will receive notification of eligibility. Membership will begin at the conclusion of the induction ceremony for newly inducted members which will occur early in the 1st quarter of the following year. As part of the induction process, a student must sign the Honor Society Code of Conduct, indicating their agreement to fulfill the requirements of being an NJHS member. In the year(s) following the initial induction, the student must fulfill the requirements for membership and maintain the criteria listed above to remain a member.

CHAPTER 4 - Student Fees & Meal Costs

4.1 – Fees, Fines & Charges; Waiver of Student Fees

A yearly registration fee of $150.00 is charged each pupil. This fee supplements general classroom supplies. If a text book is lost, stolen, or damaged, the student shall pay to replace the book. If students wish to purchase a school agenda book for documenting assignments, important dates, etc., the cost is $5.00 and can be purchased in the office. Pupils furnish notebook paper, pencils, pens, and other necessary school supplies.

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

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

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

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

Students that qualify for the National Reduced Meal Program will be charged a reduced registration fee of $38.00. The district does not withhold the student's grades, transcripts, or diploma because of an unpaid balance on the student's school account.

The building Principal will notify the parent(s)/guardian(s) 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.

4.2– Student Insurance

The District does not offer student insurance.

4.3– School Lunch Program

Breakfast is served every school day from 7:30am to 7:50am. A student may purchase breakfast for $1.35. A student may bring a sack lunch from home or may purchase a school lunch for $2.85 and/or Ala Carte items (prices lists available). Free or reduced-price meals are available for qualifying students. For an application, contact the office.

To qualify for a meal, students must follow the following guidelines:

Breakfast: The components at breakfast are: grains (with optional meats/meat alternates allowed); juice/fruit/vegetable; and milk. A student must select at least three food items, one of which must be ½ cup of fruit or vegetables.

Lunch: The components at lunch are: meats/meat alternates; grains; fruit; vegetables; and fluid milk. A student must take a t least three components in the required serving sizes. One selection must be at least ½ cup from either the fruit or vegetable component.

*Only one reimbursable breakfast and lunch is permitted per student per day all other purchases are considered ala-carte.

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.

Lunch Debit Account: Funds may be added in two ways: **1.** Checks/cash turned into the Cafeteria Cashier in a lunch envelope. Please make checks payable to Carriel JHS. **2.** Online with a Visa /MasterCard (debit/credit) at www.of90.net. Click on the "Family Access" link and log in to your student's account. You can make payments or check balance information on the "Food Service" tab after setting up your payment information. Payments need to be made with a debit or credit card. **Please note: Payments will post the following business day. *Lunches cannot be charged in the Cafeteria.* Negative Lunch Balances:** Unresolved accounts with a negative balance will be sent to a collection agency, and the parent will be responsible for the accompanying fees. Students with negative lunch balances will be excluded from celebratory activities, trips and events. Questions concerning debit accounts should be made to Sodexo, 618-206-2300 Ext.1110.

CHAPTER 5 - Bus Transportation & Parking

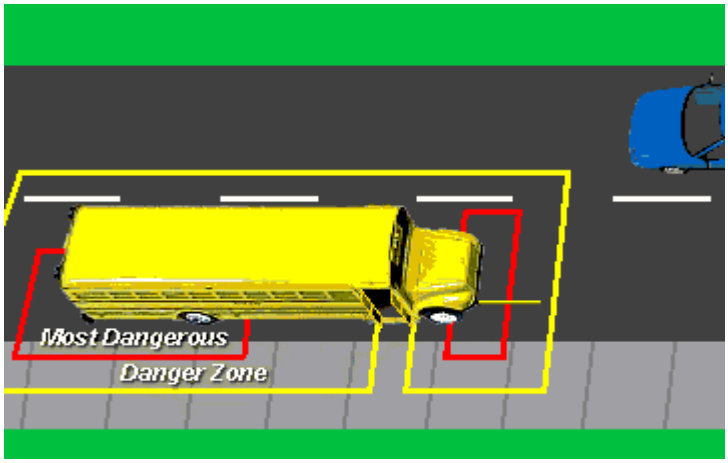
5.1 – Bus Transportation

Bus service is provided for students residing 1½ miles or farther from their assigned school and within the school's boundaries. The only exception to this rule involves those children residing less than 1½ miles from their attendance center who live in a neighborhood designated as a hazardous area by the Illinois Department of Transportation. Students who live more than 1½ miles away and attend a school by their parents' request must be transported by their parents. Parents are encouraged to check the Bus Stop Locator on the district's website for busing information. For additional assistance with questions regarding bus routes, bus eligibility, pick-up points, times for various bus locations, etc., may be answered by contacting the O'Fallon office of Illinois Central at 632-3399, where a representative of the bus company will inform students of their appropriate bus assignment. In the event the family moves out of the school's boundaries, the student will no longer be eligible for bus transportation to that school.

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.

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

- 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.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- 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.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- 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.
- 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.
- 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.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.



- 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.
- Never run back to the bus, even if you dropped or forgot something.

Bus drivers have complete authority over students when they are on the bus. Students who do not normally ride the bus may not ride a bus to go home with another child. Students who are assigned to a particular bus are not to change to another bus without permission, as most buses run very close to capacity. Children who normally ride a bus to school will be required to ride the bus home on a daily basis, unless a written note is provided to the main office stating that the parent will provide transportation on a specific day. Riding the bus is a privilege, not a right.

Any student abusing this privilege will forfeit the privilege.

For the safe transportation of students on the school buses and bus stops, appropriate behavior is necessary. Inappropriate behavior will be addressed through the use of bus misconduct notices issued by the bus driver. Duplicate copies are sent to the building Principal for disciplinary consequences. Consequences may include but are not limited to:

1st notice: Conference with student
2nd notice: Conference with student/parent notified 3rd notice: 3-day suspension from bus
4th notice: 5-day suspension from the bus 5th notice: 7-day suspension from the bus
6th notice: 10-day and the recommendation for removal from the bus for the remainder of the school year

Students are expected to follow all school rules when riding the school bus. Information gathered from video surveillance may be used to corroborate statements made by individuals concerning incidents that occur on the bus or loading areas. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. 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. Grounds for suspension from riding the school bus include but are not limited to:

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

At the end of the school day, bus students should proceed to the pickup area and wait for their respective bus to arrive. Students should be out of the school building within ten minutes after the last bell rings.

Riding a Different Bus: Students may only ride the bus they are assigned to per their home address.

5.2 – Parking

All parking at Carriel Junior High is located in the parking lot via the south entrance. During drop-off and pick-up periods before and after school, as well as during all school events, drivers are required to be conscious of student safety.

5.3 – Drop-Off/Pick-Up Procedures

The circle drive in the front of the school (north entrance) is for school bus use only. Parents dropping students off should enter the campus via the south entrance and stay to the right, dropping off students so that they don't have to cross a moving lane of traffic. Please pull up past the crosswalk area and drop off students on the passenger side only. During pick-up times, to ensure student safety, students should be picked up via the right lane and should only use the crosswalk to enter the parking lot area to approach their ride. During drop off and pickup, traffic will be a one-way loop around the parking lot. Please use both lanes to lessen back-ups on 7 Hills Road.

CHAPTER 6 - Health & Safety

6.1 – Guidelines

Drug Free/Gun Free Zone: Amelia V. Carriel Junior High School has been declared a Drug Free, Gun Free Zone. Any illegal possession of drugs or guns within 1,000 feet of the school will result in prosecution under Federal and/or State statutes.

School Nurse: Students are required to obtain a pass from their teacher before coming to the nurse's office. Failure to comply could result in an unexcused tardy. All visits to the nurse during classes should be of a true emergency nature (profuse bleeding, vomiting, or serious injury). Time is available at 7:30 am to turn in forms (physicals, insurance waiver, etc.). No student should leave the school when ill without reporting to the nurse's office or the main office. In the absence of the nurse, students requiring assistance should report to the main office.

Health Guidelines: In the interest of public health, children shall not be in school if:

- The child has a fever above 100.4°F and until the child has been fever free, without medication, for 24 hours.
- The child has vomited twice or more in 24 hours.
- The child has diarrhea.
- The child has an unexplained rash.

When to return to school:

The child has been fever-free for at least 24 hours without the use of fever-reducing medications, has not experienced vomiting within the past 24 hours, and is able to retain food and liquids in the morning.

If your child has one of the childhood diseases such as measles, chicken pox, mumps or any other communicable disease, the parent(s)/guardian(s) should call the school office and report this information. Children, who have communicable diseases, parasite infections, or fungal infections, shall be excluded from school until the infection or disease is treated.

Care of Students with Allergies/Food Allergies:

- If your child has allergies that require the use of an Epi-Pen, a completed Medication form signed by the physician must be submitted to the nurse.
- If your child is capable and responsible enough to carry his/her Epi=Pen with them and with parents approval a Self -Carry Form must be completed and submitted to the nurse.
- If your child has Food Allergies, an Allergy Care Plan and questionnaire must be completed and submitted to the nurse.
- All Epi-Pen equipment and Medications needed to treat the allergy and allow the nurse to carry out the physician's instructions in the care plan should be provided.
- The parents must keep the nurse informed of any changes in the student's health.

Care of Students with Asthma:

- If your child has Asthma that requires treatments at school, a completed Medication form signed by the physician must be submitted to the nurse.
- If your child is capable and responsible enough to carry his/her inhaler with them and with parents approval a Self-Carry Form must be completed and submitted to the nurse.
- All students with Asthma should complete an Asthma Action Plan which needs to be completed by both parents and physician and submitted to the nurse.
- All equipment and supplies necessary for administering Asthma medication must be provided by the student and kept in the nurse's office; unless authorized to self-carry.
- The parents must keep the nurse informed of any changes in the student's health.

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 Nurse and Principal. Parents/ guardians are responsible for and must:

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

For further information, please contact the Building Principal.

Allergy Safe Environment: O'Fallon CC School District 90 has taken steps to provide an allergy-safe environment for the students and staff. There are a number of different allergy-causing substances. The most common include pollen, dust mites, mold, animal dander, insect stings, latex and certain foods and medications. An allergic reaction occurs due to an exposure to a normally harmless substance that causes the immune system to react as if the substance is harmful. Some substances can be easily eliminated from the environment while others are more difficult. Identification of these substances will be ongoing, and every effort will be made to advise the school community as new allergens are found. Please check with the school nurse before bringing food, animals or products that could contain latex or other allergens into the buildings.

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at (618) 622-2932. Please notify the school nurse prior to bringing in food, animals, or other potential allergens.

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

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

Medical Excuse for PE: A parent's note to be excused from physical education activities will be accepted for a total of two days per quarter and must be turned in to the office no later than 8 a.m. After this time, all excuses must be from a doctor or they will be considered unexcused. Doctor's notes written to excuse students from participation in PE activities must state the specific health condition and the length of time the student will not participate in PE activities. Doctor's notes without a specific end or re-evaluation date will not be accepted. An excuse containing only the date it is written will be accepted for that date only. In the event of an excuse of three days or more, parent will request possible alternative activities from the doctor. If no statement on alternate physical activity is presented, the school nurse will contact the medical professional or clergy member for further information. Following an individual review, it is then at the discretion of the building principal or designee to determine which alternative activity, if any, will be assigned to that student. Students will not be able to participate in physical extracurricular activities if they are excused from PE.

Head Lice: Infestation of head lice is a problem faced in all schools. If a student is identified to have head lice, the following steps should be taken:

- The student should be sent to the school nurse with discretion.
- If the student is found to have lice, the nurse will notify the parents and let them know of the findings. The student will be instructed to avoid head to head contact and may return to the classroom if the parents want them to finish the day.
- The parents will be instructed on how to manage and treat the head lice, including all approved treatments. An educational hand-out will be sent home that includes all of this information.

- The student may return to school the following day as long as treatment has been started. The student should report to the school nurse with the treatment box or bottle and also for an assessment.
- If live lice persist, the student may return to the classroom and will be instructed to avoid head to head contact with other students. The parents/caregivers will be notified to report the findings and discuss other treatment options.
- There will not be any group/classroom communication or head checks for isolated cases of head lice.

Bed Bug: If your child is identified as having bed bugs, the following guidelines from the Illinois Department of Public Health will be followed:

- Collect specimens thought to be bed bugs in a sealed container.
- Discreetly bring the student to the nursing office and inspect clothing and belongings. After inspection, keep potentially infested belongings in a tightly sealed container.
- Send bed bug information home with the child to inform parents or guardians.
- When confirmed or reasonable that an infestation may be present, a pest management professional should be employed.

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.

Water Bottles: Students are allowed to have water/water bottles for daily use. Water bottles should contain water only and should be stored in the student's locker throughout the day.

6.2 – Required Immunizations, Sports Physicals, Health, Eye & Dental Examinations

Health Examination: The Illinois School Code requires a physical examination and up-to-date immunizations on all students prior to first entry into Illinois schools, kindergarten / first grade and sixth grade. Physical and up-to- date immunizations must be completed on all students new to the State of Illinois, regardless of grade, within 30 days of enrollment. Students transferring from another Illinois school must provide a copy of records with up-to- date physical and immunizations within 30 days of enrollment. The *State of Illinois, Department of Human Services, Certificate of Child Health Examination* Version 11/2015 must be completed. No other forms will be accepted. *A Physician, Physician Assistant, or Advanced Practice Nurse must complete all physicals. Students will be excluded from school for non- compliance with State Regulations according to the provisions of the School Code of the State of Illinois.* ***The exclusion date is the 4th Friday in September, or 30 days following enrollment, depending on initial enrollment date.*** An **eye examination** or waiver is required for all students entering Kindergarten or Illinois schools for the first time regardless of grade level. Examinations must be completed on the *State of Illinois, Eye Examination Report* form by an Optometrist or Ophthalmologist and are due by October 15th or within 30 days of enrollment, depending on the initial enrollment date. A **dental examination** or waiver is required for all kindergarten, second and sixth grade students. Documentation of exam on the *Proof of School Dental Examination Form* version IOCI 0600-10 is due by May 15th of the school year that they are in the specified grade.

Immunizations: If the immunizations are not given as stated by Illinois law due to a medical issue, you must submit a letter from your healthcare provider stating why a waiver should be granted. Parent(s)/Guardian(s) objecting to required immunizations on religious grounds, must present a completed "Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form." If required paperwork is not submitted, students will be excluded from attending school until such time the required information or proof of supplemental immunizations is received.

Sports Physical, Waiver, and Concussion Agreement: No potential team or squad member will be permitted to try out for a team or squad unless a current physical, proof of insurance or insurance waiver, and concussion agreement is on

file in the school office by 3pm on the first day of tryouts. The nurse will provide a form which will be given to the coach before a student can try out for that particular sport. If the nurse is not on duty, then the administrator in charge will be able to sign-off on the form, giving you permission to try out. Also, please make a copy of your physical before you turn it in to the school nurse. It is recommended that physicals are dated after June 1st of the current school year to ensure that the physical is valid for the entire school year. In order to participate there should be no restrictions placed on the student. If a child's physical expires prior to the end of the season, he/she will not be allowed to participate until an updated physical is on file with the nurse. Please do not wait until the last minute to turn in your physical, waiver, and concussion agreement as this might interrupt the team or squad's tryout process.

6.3-Vision & Hearing Screenings

Vision and hearing screenings will be done on those students required by the School Code of the State of Illinois. These screenings are not a substitute for a complete evaluation by your doctor. The Illinois School Code from the Illinois Department of Public Health Vision & Hearing Program requires this written notification. Transfer, special education and teacher referred students are required to have vision and hearing screenings performed. Eighth grade students are required to have a vision screening performed.

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

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

Additionally, the following conditions must be met before any medication will be dispensed:

- All medication is administered from the nurse's office. The only exception to this is an asthma inhaler, diabetic medication, and/or epinephrine auto-injector under the condition detailed above.
- Medication is defined as prescription drugs or anything bought over the counter to include, but not be limited to, cough syrup, Tylenol, Motrin, Caladryl, cough drops, topical analgesics, aerosol sunscreen, insect repellant, essential oils, herbal and natural remedies, antibiotic ointments, and Anbesol.
- An emergency room discharge summary is not acceptable as a doctor's order unless it is signed by a doctor.
- Signed medication orders on a prescription pad will be accepted.
- All medication must be in an appropriately-labeled bottle from the pharmacy with the child's name, medication name, dose and time of medication and prescriber name.
- Over the counter medication must be in the purchased bottle or container.
- All medication will need a new physician's order each school year or when changed.

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

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

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

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

6.5– Medical Emergency Procedures

School nurses are employed by O'Fallon School District 90. In case of an emergency and the nurse is not present, the principal and/or designee will take appropriate precautions. If an injury requires medical attention beyond first aid, the parent or the person listed on the emergency record will be notified to come to the school to take the child home or to the doctor if needed. Please keep the school informed of any changes to the emergency record. If no one listed on the emergency record is available, the decision regarding care will be made in the best interest of the child.

6.6– Emergency Drills

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.

6.7– Threat Assessment Team

Targeted School Violence Prevention Program - Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment. Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/). Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will

continue in order to ensure a safe and caring learning environment for all.

CHAPTER 7 - Discipline & Conduct

We feel all students at Amelia V. Carriel Junior High School can behave properly while at school and school-sponsored activities. Students should use self-discipline and follow the rules and regulations. When self- discipline fails discipline regulations will be enforced when behavior interferes with student learning or teaching as addressed in the Code of Conduct. See page 52.

In our society, as well as in our school, we want people to get along by respecting and being considerate of the rights and dignity of others. Common rules of courtesy and respect, as well as our Code of Conduct, set rules for student behavior. Each student should understand what is acceptable and what is inappropriate. When difficulty occurs, we do not accept the excuse that a person does not know that something is against the rules. Each student, teacher, and parent should become familiar with this section of the Handbook.

Attending Amelia V. Carriel Junior High School is a privilege based on obeying the laws of Illinois and the rules set forth by the District 90 Board of Education. When a student does not comply with these laws and rules, the privilege of attending the school can be taken away. If students do not follow our rules, they will be subject to disciplinary action. O'Fallon School District 90 maintains a close working relationship with the O'Fallon Police Department. A member of the department serves as a police liaison officer to assist in providing a productive learning environment.

Illinois law requires the District 90 School Board of Education to set reasonable rules to maintain student discipline. Chapter 122, Illinois Revised Statutes, Section 24-24 (School Code of Illinois) states: Teachers and other certified educational employees shall maintain discipline in the schools, including school grounds, which are owned or leased by the Board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relationship of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of the parents and guardians.

Nothing in this Section affects the power of the Board to establish rules with respect to discipline.

The Board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extracurricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that ten (10) days notice of the violation is given such person and a hearing had thereon by the Board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing any offense at school events.

When self-discipline fails, action will be taken by the staff to enforce the rules set forth by the Board of Education. School administrators and staff will work with community resources to help each student develop self-discipline. We have this legal responsibility. The development of peer mediation skills are encouraged when appropriate.

The Board of Education believes that "to be effective, a punishment should be a logical consequence of the offense. It should be prompt. It should be applied consistently."

7.1 – PBIS / BIST

PBIS (Positive Behavioral Interventions and Support): O'Fallon School District 90 utilizes PBIS as the Behavioral component of the Response to Intervention (RtI) Initiative required by the State of Illinois. Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. As a Response to Intervention model, PBIS applies a three-tiered system of support, and a problem-solving process to enhance the capacity of schools to effectively educate all students.
O'Fallon District 90 emphasizes a proactive approach to behavior maintenance with PBIS and BIST (see BIST in the following sections). When the BIST model is implemented effectively, it helps decrease repeated behaviors and

reduces reliance on punitive measures by emphasizing skill development and student support. However, if the model is unsuccessful and misbehavior continues, consequences may be applied in accordance with the Student Code of Conduct.

Student-Teacher Relationship: Teachers are responsible for the success of their classes and they have the authority to make their classroom rules. The teachers expect an attitude of respect from the students, and the students, in turn, have the right to be treated with respect. At times a mistake might be made, but most of these can be cleared up through friendly discussion between the student and teacher. If a misunderstanding exists, students can come to the office to talk at an appropriate time. If necessary, parents are encouraged to speak directly to the teacher to resolve the concern. A VISIBLE DISPLAY OF ANGER HAS NO PLACE IN SOLVING PROBLEMS BETWEEN TEACHERS AND STUDENTS. ANY STUDENT TRYING TO USE SUCH METHODS WILL BE SENT TO THE OFFICE.

BIST (Behavior Intervention Support Team): We believe that students and teachers have the right to learn and teach in an emotionally and physically safe environment. CJHS/FJHS has adopted the Behavior Intervention Support Team (BIST) model as the positive behavior intervention strategy. BIST is a non-punitive system of behavior intervention that promotes student management of behavior so that learning is not interrupted. The goal of BIST is to teach students to make appropriate choices and take responsibility for finding reasonable solutions for problems that may occur. It is our hope that parents will join with the schools in providing support to help students learn to make positive behavior and life choices. The following defined structures within BIST are designed to support children and prevent behavior choices, which may interfere with learning and lead to disciplinary consequences.

1. Safe Seat - A safe seat is an area in the classroom or designated space in the building that is available for a student to move to when he/she is struggling with behavior or academics. A teacher or staff member may direct a student to move to the safe seat or a student may request to move there independently, if needed. Typically, there is a safe seat in all areas of school; such as each classroom, the cafeteria, playground, special classes and common areas. Use of the safe seat is an intervention the student and teacher can use for assisting the student to calm down and get back on track. It may also be used proactively as a quiet place to complete work, if needed.
2. Buddy Room - A buddy room is a place, typically another classroom, where a student may go when he/she is not okay in his/her classroom safe seat. The buddy room may be at the student's same grade level or outside the student's grade level. Generally, a buddy room is used if a student is frustrated or simply needs a neutral place to calm down.
3. Team Focus - In team focus students spend their entire school day with 1-2 teachers. This is done to stop acting out behaviors, build stronger connections between the student and teacher and allow for more intensive instruction in the missing skill. Students show they are ready to begin gradually returning to their regular schedule when:
    - They willingly and reliably complete their coaching pass
    - Are no longer receiving referrals or needing BIST movement
    - Comply with adult directions the first time
    - Remain respectful with others (not hurtful)
    - Remain on task (not disruptive)
    - Release from Team Focus is intentionally gradual to increase the likelihood of success and ensure that students are ready to manage challenges.
4. Success Plan - A success plan is a structured support system designed to help students develop self-regulation and accountability. When a student struggles with maintaining appropriate behavior, a plan with specific boundaries, guided interventions, and safe spaces to help them manage their actions and emotions is developed. The plan is not a punishment but a tool to foster growth, offering the student the support they need while ensuring a safe and productive learning environment for all. Progress on the plan is reviewed regularly with the student, using behavioral data to assess improvements and determine whether protections should be adjusted or lifted. This consistent review process keeps the student actively involved in their growth while allowing staff to provide targeted coaching and reinforcement.

Keys to the success of BIST are student knowledge of school expectations and partnership between school staff, student, and home.

7.2– General Building Rules

The following pages outline most of the policies and rules which govern the disciplinary program. It is impossible to list the unique circumstances surrounding each rule. Therefore, the administration has the right and responsibility to act on those situations not covered in the Handbook in the best interests of the student body.

Backpacks/Bags/Purses: Backpacks, bags, coats, purses, phones, lunches, and other materials not needed for class should be stored in and secured in the student's assigned locker at all times during the school day.

Cameras: Cameras may only be brought to school for special occasions with special permission of a staff member for a school-related activity.

Candy: Food may not be eaten outside the Cafeteria unless given permission by a staff member.

Cell phones/Smart Devices/Earbuds/Headphones/Meta Glasses: Cell phones, smart watches, smart devices, wireless earbuds/headphones, Meta glasses and other non-district issued devices that can connect through cell service, Wi-Fi or Bluetooth are to be turned off upon arrival to school. Students may not have them on their person during the school day unless given special permission by a staff member. They must be off and stored in their hallway lockers (not Gym locker) until the end of the academic day. It is a Level II offense if a student is found to have a cell phone or smart device in a locker room or restroom. Smart watches may be worn for telling time but cannot be connected to cell service, Wi-Fi, or Bluetooth or used for other purposes during the school day.

1st Offense: Staff submits the device to the office and a warning is issued to the student.
2nd Offense: One after-school detention and the device will be confiscated and returned to a parent.
3rd Offense: One day of DSR and the device will be confiscated and returned to a parent.
4th Offense or more: Two days of DSR and the device will be confiscated and returned to a parent.

Student Accounts or Profiles on Social Networking Websites: School officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request will only be made if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

Electronic Devices: Electronic devices other than school issued Chromebooks are not to be brought to school. If they are seen, they will be confiscated and kept in the office until a parent/guardian can pick them up. Students must follow the District's policy on Technology and Internet use when using school-issued devices.

Toys/Fidget Spinner: Toys and items such as fidget spinners can create a distraction and thus, should not be brought to school unless part of a student's individualized plan. These items may be confiscated by staff and/or building administration.

1st Occurrence: The toy/spinner may be confiscated and a warning will be given to the student. The confiscated item may be returned to the student at the end of the school day.
2nd Occurrence: The confiscated item will be returned only to a parent or guardian. In addition, General Acts of Misconduct, Level 1 consequences may be issued.

7.3– School Dress Code & Student Appearance

Dress and appearance at school are preparing students for what is acceptable in a work environment. We believe that parents have a major responsibility to make certain that students dress appropriately and in a manner which does not distract from the learning process. The primary purpose of school is education. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. We believe that, with the parents, the school has an obligation to instill in students a desire to be clean, properly dressed, and to wear clothes which do not distract from the learning process. We expect parents to assume a major role in the responsibility for seeing the manner in which students dress is in keeping with the dress code; however,

SCHOOL OFFICIALS HAVE THE FINAL DECISION. IF NECESSARY, PARENTS MAY BE CALLED TO BRING A DIFFERENT SET OF CLOTHING OR STUDENTS WILL BE SENT HOME TO CHANGE CLOTHES.

The following are unacceptable:

Unacceptable Attire includes, but is not limited to:

1. Clothing with:
   (a) poor taste (logos, advertisements, sayings, designs, or images that are offensive, obscene, or violent).
   (b) gang-related colors, symbols, or messages.
   (c) alcohol or drug related messages or images.
2. Excessively high heeled, loose shoes and overly large shoes worn in a fashion that can contribute to an unsafe environment. No shoes with wheels (wheelies).
3. Sagging pants (pant waistband is worn below the hips).
4. Students cannot wear spaghetti straps or tank tops that are skinny enough such that an undergarment is exposed. In addition, students may not wear low cut, revealing or see through apparel.
5. Display of bare midsection- Top attire must not have any cut outs and should touch bottom attire all the way around when a student is standing, sitting, or walking. (no bare mid section).
6. Coats worn in the building. (Definition: any clothing item intended for outdoor use)
7. Sunglasses, gloves, and head coverings (hats, scarves, sleeping caps, bandanas, hoods etc.), unless for therapeutic or religions reasons.
8. Jewelry and accessories considered dangerous or that may cause an unsafe environment.
9. Exposed body piercing. Traditional ear piercing is authorized.
10. Unnatural hair color that causes a distraction for others. 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. Fabric headbands and pieces of fabric used to gather hair is allowable.
11. Clothing with holes or distressed holes must not be revealing with inappropriate body exposure (sitting or standing) and must not expose undergarments.
12. Shorts or skirt length must be visible (sitting or standing) and must not be revealing with inappropriate body exposure.
13. Pajamas; unless permission is given for a special school spirit day.
14. Students are not permitted to wear or add costume-related items to their clothing, such as cat ears, tails, singular gloves (non-medical), or accessories typically associated with costume play, as part of the regular school dress code. Exceptions may be made by the administration for special occasions or dress up days

7.4– Student Discipline

ID Violations: If a student is on campus after classes start or in a class without an ID, a staff member will send the student to the office for a temporary ID. A tardy will be given to the student (the first two weeks of school do not apply).

First Offense:	Warning
Second Offense:	Lunch Detention
Third Offense:	After-school Detention Fourth
Offense:	Two After-school Detentions
Fifth or more:	One day of In-School Supervision per offense

Note: At the end of the quarter, the records will be cleared and the student will start with another warning and no two-week grace period.

Student Code of Conduct: Students shall not endanger the safety of other students, shall not damage public or private property, or interrupt the teaching of other students. The Code of Conduct outlines behaviors that are prohibited at school, on school property, and during all athletic and extracurricular activities. It also explains the disciplinary consequences students may face if they violate these rules. The Code sets guidelines for the staff and explains detention, In-School Supervision, and Out-of-School Suspension. Each act of misconduct giving rise to a

cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose more or less severe disciplinary sanctions than called for in situations where there is a major or particularly serious infraction, or when a series of repeated infractions warrant a more serious disciplinary action.

GUIDELINES FOR DETERMINING LENGTH OF PENALTY TIME: The Board of Education approves the following guidelines for determining the length of penalty time for various infractions. When unusual circumstances are present, it may be advisable to reduce or exceed these suggested guidelines. In addition, any violation of state or local law will be promptly reported to the appropriate law enforcement authorities. **Repeated occurrences of any behavior or incidents involving multiple infractions will increase the level of its consequences. In addition, "intent" will be considered as well when determining consequences.**

Intent- *A determination to perform a particular act or to act in a particular manner for a specific reason; an aim or design; a resolution to use a certain means to reach an end.*

General Acts of Misconduct -- Level I

Behavior:

- Dress Code Violations
- Creating classroom disturbances
- Violation of established classroom rules
- Any violations of the lunch room rules
- Possession of earbuds, headphones, cell phones and smart watches connected to devices through cellular service, Bluetooth or Wifi*
- Possession of sporting equipment outside of an athletic area without written permission of a staff member *
- Eating or drinking, excluding the use of water fountains, outside of the Cafeteria *
- Loitering in the hallways or present in unauthorized areas at unauthorized times without a hall pass or running in the hallways
- Failure to leave campus by 2:50pm, unless waiting on transportation or attending a staff-supervised activity
- Littering
- Eating in class when not authorized
- Sleeping in class
- Sharing of student lockers
- Unauthorized cell phone use

** Unauthorized items will be confiscated*

Possible Consequences:

- Warning by teacher.
- Parent Contact and Student/Teacher conference
- Lunch detention(s)
- Conference with administration
- Conference with social worker
- Loss of privileges
- After school detention(s)
- In school supervision(s)
- School based community service
- Related and logical consequence as deemed necessary by Administration.

** Unauthorized items will be confiscated.*

Decision Authority:

Classroom teacher
Administration or In School Detention Supervisor (major or repeated violations)

General Acts of Misconduct -- Level II

Behavior:

- Cheating/Plagiarism (Including the use of Artificial Intelligence/AI)**
    - First Offense: Automatic grade of zero assigned
    - Second Offense: Zero assigned and one after school detention
- Inappropriate language/profanity--written, verbal and nonverbal
- Minor theft (including but not limited to taking possession of items valued at $20 or less)*
- Possession of inappropriate images or drawings (magazines, books, etc.)*
- Creating a hallway disturbance
- Forgery
- Lying
- Skipping class or school
- A student found wearing someone else's ID or a false ID*
- Gambling
- Being in unauthorized areas
- Indecent behaviors
- Possession of a laser light*
- Misusing or defacing school property and personal property
- Public displays of affection
- Rough horseplay (play fighting, snowball fights, pushing, shoving) and/or physical contact
- Cell phones in restrooms or locker rooms*
- Fight spectators: Students who stop to gather around a fight as an instigator or onlooker

** Unauthorized items will be confiscated.*

** "Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Possible Consequences:

- Lunch detention(s), after school detention(s)
- One to five days of In School supervision
- Conference with administration
- Conference with Social worker
- Check- in/ Check -out procedures if deemed necessary
- Conference at school with the student's parents or teacher and principal if deemed necessary
- One to three days Out-of-school suspension, including a re-entry conference upon return with principal or designee
- School based community service hours may be assigned
- Behavior contract

Decision authority:

- All Violations – Administrator

General Acts of Misconduct -- Level III

Behavior:

- Physical aggression, fighting or spitting
- Major theft (including but not limited to taking possession of items valued greater than $20)*
- Leaving campus without proper staff authorization

- Defiance or insubordination to persons in authority
- Threatening or intimidating acts (verbal, nonverbal, or written) including sexual harassment
- Disruptive student protest
- Possession and/or use of a lighter or matches*
- Inappropriate use of Technology Equipment
- Creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a school-issued or personal electronic device or cellular telephone, commonly known as "sexting."*
- Filming violations of school and/or bus rules (including but not limited to fighting, harassment, bullying, sexual acts, etc.)*
- Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.*
- Flashing gang signs or using graffiti
- Inciting others to violence
- Inappropriate ethnic and/or racial comments or slurs
- 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, public humiliation, retaliation, hazing, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct
- Possession or use of a look-alike weapon which is determined to not be an actual weapon and was not used in a threatening incident or intended to inflict physical harm to self or others.*
- Repeat Level I or Level II violations

* Unauthorized items will be confiscated.

Possible Consequence:

- In school supervision(s)
- One to ten days of out-of-school suspension ,including a re-entry conference upon return with principal or designee, Check- in/ Check -out procedures if deemed necessary and/or behavior contract
- Up to ten days of out-of-school suspension and a possible recommendation for expulsion
- Police involvement may be utilized based on the judgment of the Administrator.
- School based community service hours may be assigned

Decision authority:

- All Violations – Administrator

General Acts of Misconduct -- Level IV

Behavior:

- Arson
- Extortion
- Intimidation & aggressive behavior, strong-arm, or shakedown activities
- False reports
- Instigating a false alarm or bomb threat
- Possession or use of explosives includes fireworks, stink bombs, etc. *
- Possession or use of actual weapon or look-alike weapon which are used in a threatening incident or intended to inflict physical harm to others. Refer to Board Policy 7.190 *
- Use, possession, sale, transfer, or under the influence of alcohol, unlawful drugs, look-alike drugs, drug paraphernalia, or behavior-altering substances */*****
- Misuse, unauthorized possession, sale, or transfer of over-the-counter or prescription drugs *
- Vandalism **/***
- Striking, kicking or pushing any staff member
- Possession of stolen goods

- Threat of serious harm toward others
- Sexual harassment/ harassing communication/ sexual acts ****

*Unauthorized items will be confiscated
**Purposeful acts will warrant a replacement or payment for replacement of the destroyed school/personal property
***Vandalism to school property or staff member's property, either on or off campus, will result in appropriate disciplinary action
****Including but not limited to phone calls, e-mails, faxes, texts messages, etc.
*****If a student exhibits behaviors indicating possible alcohol or drug use at school or at a school activity, the school nurse may use an approved screening tool to assess the student.

Possible Consequences:

- One to ten days of out-of-school suspension, including a re-entry conference upon return with principal or designee, Check- in/ Check-out procedures if deemed necessary and/or behavior contract
- Up to ten days of Out-of-School Suspension and a possible recommendation for expulsion. Police involvement will be utilized for General Acts of Misconduct Level IV
- Community service hours may be assigned

Decision authority:

- All violations: Administrator

Violations of Federal, State, or Local Law: In addition to the consequences above, any violation of the law will be promptly reported to law enforcement authorities.

Parent/Guardian Notification: Parents and guardians shall be appropriately informed concerning incidents involving students which are criminal in nature, whether the student is accused, or a victim. However, police rather than school authorities will notify parents or guardians if the parent or guardian is a suspected perpetrator or co-conspirator with a student.

Out-of-School Suspension: The term *suspension* means any disciplinary action whereby a student is separated from school for a period of not less than one day or more than ten days and which does not constitute an expulsion. The Superintendent and building Principals are authorized by the Illinois School Code to suspend students from school.

- While a student is serving an Out-of-School suspension, that student shall not attend school nor any District 90 sanctioned extracurricular activities.
- While students are suspended, they may make up assignments assigned or tests taken during the suspension period. A student will receive full credit for completed work during their suspension. All work will be accepted in accordance to the make-up work policy (See Section 2.4 – Make –up work).
- Following or prior to an Out-of-School Suspension, a conference between an Administrator and the student's parent(s)/guardian(s) may be required before the student's re-entry to school.

Expulsion: The term *expulsion* means disciplinary action taken by the Board of Education whereby a student:

- Is separated from school attendance for a period of time in excess of ten days.
- Is separated for the balance of the then current semester or current year. The student may be permitted, upon petition, to complete required examinations in order to receive credit for courses taken in the then current semester of the current year.

IMMEDIATE SUSPENSION MAY FOLLOW A VERY SERIOUS OFFENSE, SUCH AS DANGEROUS WEAPONS, PULLING A FIRE ALARM, TURNING IN A FALSE ALARM (DIALING 911), DISRESPECT, STEALING, FIGHTING, ETC. ANY OF THESE OFFENSES COULD RESULT IN RECOMMENDATION FOR EXPULSION TO THE BOARD OF EDUCATION.

Due Process: The following procedures will be followed prior to a **suspension** from school:

a. The student will be given oral notice of the charge(s) against him/her.
b. He/she will be given an explanation of the evidence the school possesses against him/her.

c. He/she will be given an opportunity to present his/her side of the story.
d. The parents will receive written confirmation of the punishment and their further rights.

The following procedures will be followed prior to an **expulsion** from school:

a. The student will be advised of the charges against him/her.
b. He/she will be informed of the nature of the evidence against him/her and a synopsis of the testimony of any witnesses.
c. He/she will be given an opportunity to tell his/her side of the story and to present evidence.
d. He/she will be notified in writing of his/her specific rights and procedures for a hearing.
e. He/she will not be punished except on the basis of substantial evidence.

7.5– Detention Policy & Procedures

After-School Detention: After-School Detention begins at 2:50pm and ends 3:20pm. It takes precedence over all extracurricular activities, after-school jobs, or requests from teachers. Students can serve two detentions at a time if scheduled ahead of time. The detention time would last until 3:50pm

- After ninth period class, the student should go immediately to his/her locker, if necessary, and obtain the materials required for After-School Detention, and then report directly to the After-School Detention room.
- If the student is more than five minutes late, a second day of detention may be assigned.
- Talking, sleeping, and doing work not related to school is not allowed in the detention room.
- No one will leave detention before the specified ending time unless released by the In-School Supervision Supervisor.
- If the student is absent from school on the assigned day of detention, he/she is automatically reassigned for detention the first day of his/her return.
- Failure to show up for detention:
    - **First occurrence**: An additional two days of After-School Detention shall be assigned
    - **Second occurrence**: One day of In-School Supervision shall be assigned and a mandatory conference at the school with the student's parent(s)/guardian(s)
    - **Third occurrence**: One to three days of Out-of-School Suspension and a mandatory conference at the school with the student's parent(s)/guardian(s)

In-School Supervision: Study begins at 8:00am and ends at 2:45pm. It takes precedence over all activities scheduled during that school day.

- If the student fails to report to the In-School Supervision Room by 8:00am, a second day of In-School Supervision will be assigned.
- The student must bring his/her own materials (e.g. books, paper, writing instruments, etc.) to Directed Study.
- Talking, sleeping, and doing work not related to school is prohibited.
- Misconduct causing the removal of a student from In-School Supervision will result in up to five days of Out-of-School Suspension.
- The In-School Supervision Supervisor will provide for restroom breaks.
- If absent on the day assigned to all day In-School Supervision, the student is automatically rescheduled the first day of his/her return to school.
- Failure to show up for In-School Supervision :
    - **First occurrence**: One to ten days of Out-of-School Suspension, a mandatory conference at the school with the student's parents/guardians, and possible recommendation for expulsion

Decision Authority: Administrator
On the day a student serves In-School Supervision, that student shall not attend any District 90 sanctioned extracurricular activities.

7.6– Student Rights and Responsibilities

Conditions that promote the development of favorable student attitudes and school discipline:

1. **An adequate home which:**
   a. Assumes the primary responsibility for the discipline of the child.
   b. Is aware of the child's responsibility and obligations in the school as well as in the community and establishes home conditions which are favorable to his success in school.
   c. Recognizes that school personnel must necessarily concern themselves primarily with group training and group behavior.
   d. Cooperates with school authorities and participates in conferences regarding the behavior, health and academic progress of the child.

2. **A responsible student who:**
   a. Respects constituted authority, which includes not only obedience to school rules and regulations but also conforms to the laws of the community, state and nation.
   b. Reflects respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community.

3. **A responsible school in which the professional staff:**
   a. Encourages the use of good guidance procedures.
   b. Maintains an atmosphere conducive to good behavior.
   c. Exhibits an attitude of respect for students that has a positive influence in helping students develop good citizenship traits.
   d. Plans a flexible curriculum to meet the needs of all students.
   e. Promotes effective training or discipline based upon fair and impartial treatment of all students.
   f. Develops a good rapport among the teaching staff and between the administration and the teaching staff.
   g. Endeavors to involve the entire community in order to improve the quality of life in that community.

Rights	Responsibilities
1. Each student has the right to pursue an education.	1. Each student must not hamper any other students from pursuing an education.
2. Each student has the right to express opinions verbally and in writing.	2. Express opinions and ideas in a respectful manner so as to not offend or slander others.
3. Each student has the right to dress in such a way as to express the student's personality.	3. Pupil dress shall be in good taste, not disruptive to classroom routine, well fitted, neat, clean, and not
4. Each student has the right to expect that the school will be a safe place for all students to gain an education.	4. Be aware of all the rules and expectations regulating student behavior and conduct and follow the guidelines established in this code.
5. In cases of suspensions and expulsions, the student who is disciplined has the rights provided by the Illinois School Code and Constitutional due process. If student witnesses testify in a disciplinary case, student witnesses' names shall not be made public.	5. Be willing to volunteer information in disciplinary cases should the student have knowledge of importance in such cases.

7.7– Penalty Enforcement

When self-discipline fails, regulations for management of school behavior, including those adopted by the Board for each individual school, must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The School Board of District 90 has this legal responsibility according to the Illinois School Code. Rules are enforced during school, District 90 sponsored functions, and on school buses.

It is the philosophy of the Board of Education "to be effective, a punishment (control measure) should be a logical consequence of the offense. It should be prompt. It should be applied consistently."

Corporal Punishment: Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes 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 permitted by State law.

Restraint of Students: Teachers and administrators may restrain students by use of reasonable force to protect the student from self-harm, protect other persons, for self-defense, or to protect property in accordance with IL PL 88-0346.

REMEDIES: The Superintendent, building Principal, any administrative personnel or any teacher of the school corporation shall be authorized to take action in connection with student discipline. Reasonable actions might include:

- Counseling with a student or group of students.
- Conferences with a parent or group of parents.
- Assigning students alternative work.
- Rearranging class schedules.
- Requiring a student to remain after regular school hours for counseling with the teacher, subject to prior parental notification.
- Restriction of extracurricular activity.

REMOVAL FROM CLASS:

- A teacher may remove a student from class when the seriousness of the offense, the persistence of the misbehavior, or the disruptive conduct, in the opinion of the teacher, disrupts the education process of the other students in the classroom, or has been disrespectful and defiant to the teacher.
- If the seriousness of the situation warrants, the teacher will accompany the student(s) to the proper administrator, or, in less serious circumstances, the teacher will send the student(s) to the appropriate administrator with a note or statement that a student should be removed from their class.
- The teacher, as soon as possible or no later than the end of the school day, will report, in writing to the building Principal or his duly authorized agent, the circumstances leading to the student's removal from class.
- In cases when a student is sent to the building Principal or his duly authorized agent from class for extended disrespect or defiance of teacher authority, accompanied by a note saying such, said student shall not be readmitted without consultation between the administrator and the teacher.
- Additional conferences may be scheduled by the administrator and may include student, parent, teacher, or his duly authorized agent.
- The conference will be scheduled by the appropriate administrator and may be held during regular school hours or at a time mutually agreeable to all parties.

SUSPENSION: The term “suspension” means any disciplinary action whereby a student is separated from school for a period of not less than one day nor more than ten days and which does not constitute an expulsion under right No. 5 of this section. The Superintendent and building Principals are authorized to suspend students from school as provided in Chapter 122, Article 10, and Section 22.6 of the Illinois School Code.

EXPULSION: The term “expulsion” means disciplinary action taken by the Board of Education whereby a student:

- Is separated from school attendance for a period in excess of ten days.
- Is separated for the balance of the then current semester or current year. Such students may be permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year.

GUIDELINES FOR DETERMINING LENGTH OF PENALTY TIME: The Board of Education approves the following guidelines for determining the length of penalty time for various infractions. When unusual circumstances are present, it may be advisable to reduce or exceed these suggested guidelines. In addition, any violation of or local law will be promptly reported to the appropriate law enforcement authorities. Repeated occurrences of any behavior or

incidents involving multiple infractions will increase the level of its consequences. In addition, "intent" will be considered as well when determining consequences. Intent is defined as - A determination to perform a particular act or to act in a particular manner for a specific reason; an aim or design; a resolution to use a certain means to reach an end.
Suspension may be considered for the following periods and actions after thorough investigation has taken place:

1. No more than Five School Days for the Following Offenses: *
   - Closed Campus Violation
   - Continued Class Disturbances
   - Forgery
   - Gambling
   - Indecency
   - Insubordination
   - Littering
   - Loitering
   - Obscenity
   - Repeated Truancy and Tardiness
   - Use of Tobacco

   * Subsequent occasions of the same offense may result in more severe disciplinary action.

2. No More than Ten Schools Days for the Following Offenses*:
   - Disrespect
   - Fighting
   - Threatening or Intimidating Acts Including Sexual Harassment
   - Unauthorized Sale or Distribution
   - Disruptive Student Protest

   * Subsequent occasions of the same offense may result in more severe disciplinary action.

3. No Limitation for the Following Offenses: (Expulsion)*
   - Arson
   - False Reports
   - False Reports of Fire or Bombs
   - Inciting Others to Violence or Disobedience
   - Possession, Using, or Threatening To Use Weapons
   - Possession, Sale, or Use of Fireworks or Explosives
   - Repeated Violation of the Student Code of Conduct
   - Shake Down and/or Strong Arm Tactics
   - Theft
   - Use, Possession, or Under the Influence of Any Unlawful Drug or Behavior-Altering Substance
   - Vandalism

   * Subsequent occasions of the same offense may result in more severe disciplinary action.

Special Emphasis:

- District 90 schools have been declared "Drug Free, Gun Free School Zones". Any illegal possession of drugs or guns within 1000 feet of the schools will result in prosecution under Federal and/or State statutes.
- Physical attack upon any person may be grounds for expulsion from school.
- Expulsion may be levied on any student who is found to be carrying a weapon to, from, or within School District 90 schools; or to, from, or in attendance at any school-sponsored activity.
- Any student who has instigated or taken part in any act of vandalism or arson as described in this Code may be expelled. Further, it shall be the policy of the Board of Education to seek to recover damages from the parents of any minor, or from any person who has initiated or taken part in any act of vandalism as described in this Code.

Examples of the Meanings of Various Infractions:

1.	Aerosol paint or Toxic Glue		The act of possessing, being under the influence of, or attempting to use, or consume on school property, or at any school sponsored events.
2.	Alcohol or any substance the student believes to be alcohol		The act of possessing, procuring, purchasing, or attempting to procure or purchase, to be under the influence of (legal intoxication not required), or to use, consume, or attempt to use or consume on school property or at any school sponsored event (see teacher Handbook for procedures to be followed in case of detection).
3.	Arson		The willful and malicious burning of, or attempt to burn, any part of any building or any property of O'Fallon School District No. 90.
4.	Closed Campus		Leaving the school premises without authorization during the student's scheduled class hours or lunch hour.
5.	Continued Class Disruption		To be repeatedly involved in behavior which disrupts the educational process of the other students in the classroom.
6.	Disrespect		To insult, call derogatory names, dishonor, or in any other manner abuse verbally or in writing any member of the school staff or student body.
7.	False Alarms		The act of initiating a fire alarm, or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause. This includes the dialing of 911 when an emergency does not exist.
8.	False Reports		The act of falsely reporting incidents, or making false accusations, or giving false testimony to school personnel, which would affect the welfare of others.
9.	Fighting		The act of involving hostile bodily contact in or on school property, or within a one-block radius of the school, including any activity under school sponsorship (i.e., dance, athletic event, etc.). The student will have the right of due process.
10.	Fireworks or Explosives		The act of possession, using or threatening to use fireworks, explosives, or other such instruments capable of inflicting bodily harm.
11.	Forgery		The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
12.	Gambling		The act of gambling for money or valuables.
13.	Indecency in Behavior		The act of offending against commonly recognized standards of propriety.
14.	Inciting Others to Violence Or Disobedience		By words, acts, or deeds giving encouragement to demonstrations or protests which disrupt the normal education process of the school.
15.	Insubordination		The willful failure to carry out a responsible request by authorized school personnel.
16.	Littering		The act of willfully littering on school property or on private property en route to and from school.
17.	Loitering		The act of being in or about any school building, or in specifically restricted areas of a school building at unauthorized times or without the specific authorization of the school's personnel.

18.	Obscenity		The act of using obscene or profane language in verbal or written form or in pictures, caricatures or obscene gestures on any school property in the presence of faculty or staff.
19.	Physical Attack		The act of physically assaulting any person on school property or going to or from school, including any activity under school sponsorship.
20.	Possession, Using, or Threatening to use Weapons, look alike Weapons, or items associated with weapons.		The act of possessing, using, or threatening to use any weapon or instrument capable of inflicting bodily injury.
21.	Sexting		The act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.
22.	Shake Down and/or Strong Arm		The act of extortion or borrowing or attempting to borrow any money or things of value from a person in the school, unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.
23.	Smoking/Vaping		The act of using tobacco, vape, or e-cigarette products on or within a one-block radius of school property or on school buses.
24.	Theft		The act of taking or acquiring the property of others without their consent.
25.	Truancy and Tardiness		The act of unauthorized absence or lateness to school or classes for any period of time.
26.	Threatening or Intimidating Acts, Including Sexual Harassment		The act of verbally, nonverbally, in writing, or by gesture, threatening the well-being, health, or safety of any person on school property or en route to or from school.
27.	Unauthorized Sale or Distribution		The act of selling or distributing or attempting to sell or distribute any object or substance which has not been authorized for sale by the building Principal to any person on school property.
28.	Disruptive Student Protest		The act of protesting which results in the disruption of the normal educational process.
29.	Unlawful Drugs, Behavior Altering Substances and Paraphernalia		Possession, use, or transfer of any stimulating, depressing, or behavior altering substance without a medical prescription, including but not limited to any form of hallucinogenic drug, drug “lookalikes”, marijuana, alcohol, any associated paraphernalia.
30.	Vandalism		The act of willful destruction of property belonging to others. This shall also include tampering with or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or school property.

31.	Behavior not in the best interest of the school environment		The act of disrupting the educational process through actions, dress, or anything that distracts from the primary purpose of the schools -- education.
32.	Possession		On the student's person; in an item belonging to or under the student's control (e.g., clothing, backpack, pencil bag); in a school locker, desk, or other school property; or located anywhere on school property or at a school-sponsored event.

Procedures Governing Student Suspensions: The purpose of these procedures shall be to assure compliance with the School Code of Illinois and provide for the fair and equitable treatment of all suspension cases in School District No. 90.

1) **Explanation of Due Process:** Due process requires, in connection with a suspension of up to ten school days, that the student be given immediate oral or written notice of the charges against him and if he denies them, an explanation of the evidence the authorities have, and an opportunity to present his version. Generally, notice and hearing should precede the student's removal from school. The hearing may immediately follow the misconduct. But, if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.
    a) The Superintendent of Schools shall be notified of any and all suspensions. Report of suspensions shall be in writing, stating complete details such as description of conduct and communications with parents. The Superintendent shall receive the report as quickly as practicable.
    b) Parents or guardians of suspended pupils shall be notified immediately of each suspension. Parents or guardians shall also be advised that they have the right to a review hearing of the charges, at which time they will be represented by counsel at their own expense. Formal review hearings will be held upon request of either the said parents or guardians or students or the school administration.

2) **Formal Review Procedures**
    a) The Superintendent or a Board appointed Hearing Officer (the Hearing Officer shall be the Superintendent or a third party appointed by the Board of Education)
    b) Statement of Reason
        i. As soon as practicable, a statement of the reasons for the suspension and the rules and regulations violated by the student's conduct shall be sent to the student and his guardians by certified mail.
        ii. If a formal review hearing is requested by the parents, guardians, students, or school administration, the Superintendent or Hearing Officer shall establish a date, time, and place of the review and a statement of the procedure to be followed shall be given to the student and his parents at least 48 hours prior to the hearing.
    c) The Review Hearing
        i. Shall be held at a time and location to be set by the school administration. In no case shall this hearing be held later than ten school days following initial suspension. The suspension begins on the first school day after the student is sent home.
        ii. The school administration shall proceed first and the student may then respond.
        iii. All witnesses shall be subject to inquiry by both parties.
        iv. The review proceeding must be held in executive session at the request of either party.
        v. The rules of evidence shall not apply to review proceedings.
        vi. A record of the hearing shall be kept by such means as the Board of Education has prescribed. The parents or student may have an additional record made at their own expense, if they so desire.

3) **Report of Hearing and Board Disposition**
    a) A written report shall be issued by the Hearing Officer to the pupil, his parents, and the Board of Education as soon as practicable after the review hearing. This report shall be sent by certified mail and include: (1) the student's name, (2) reason and date of suspension, (3) those present at

the hearing, and (4) witnesses and brief account of the evidence.

b) The Board of Education will review each of the findings of the Hearing Officer at a duly called meeting. If the Board of Education concurs with the findings of the Hearing Officer, the minutes of the meeting shall reflect that concurrence. The names of the suspended students will not be made public. In the event that the suspension is disallowed:

i. The student's record shall be expunged of all notations or remarks regarding the matter.
ii. The student's absence will be excused.
iii. All educational opportunities missed by the student shall, if possible, be afforded him, including the making up of any test.

Expulsion

a) Expulsion can only be given by the Board of Education.
b) At the time of initial suspension by the Superintendent or the building Principal, the suspending officer should know whether, in his opinion, the behavior justifies expulsion. If, in his opinion, it does justify expulsion, the Report to the parents of the suspension, including a statement of the reasons for the suspension, should also request the parents to appear at a meeting with the Hearing Officer to discuss their child's behavior, which may lead to expulsion.
c) Expulsion shall take place only after the parents have been requested to appear at a meeting with a Hearing Officer appointed by the Board of Education to discuss their child's behavior. Such request shall be made by certified mail sent at least 72 hours prior to the hearing and shall state the time, place, and purpose of the hearing. Parents or guardians shall also be advised that they have the right to present evidence on behalf of the student and to be represented by counsel at their own expense.

The Hearing Officer, at such meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective. Parents may waive notice of hearing.

d) Expulsion Review Hearing:
i. Shall be held at a time and location to be set by the school administration. In no case shall this hearing be held later than ten school days following initial suspension.
ii. The school administration shall proceed first and the student may then respond.
iii. All witnesses shall be subject to inquiries by both parties.
iv. The review proceedings must be held in executive session at the request of either party.
v. The rules of evidence shall not apply to review proceedings.
vi. At the hearing the Hearing Officer must state the reasons, if he informs the parents and pupil, that he is going to recommend expulsion to the Board of Education. He must also tell them the effective date that he will recommend to the Board of Education for the beginning of the expulsion and the end of the expulsion, which can be no more than the existing school year.
vii. A record of the hearing shall be kept by such means as the Board of Education has prescribed. The parents or student may have an additional record made at their own expense, if they so desire.
viii. After the hearing, the Hearing Officer shall make a written report to the Board of Education containing a summary of the evidence heard at the meeting and make his recommendation.
ix. The Board of Education shall take such action on the Hearing Officer's Report as it finds appropriate.
x. The decision of the Board of Education should be forwarded by certified mail to the parents.
xi. THE DECISION OF THE BOARD SHALL BE FINAL.

7.8– Bullying, Intimidation & Harassment

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.

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Complaint Manager (male)
Name: Jeffrey Brokering

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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.

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

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

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

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

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

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

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

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

Prevention and Response Program

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

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

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

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

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

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

Sexual Harassment & Teen Dating Violence Prohibited

Harassment Prohibited: No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited: The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise

prohibited by State and federal law.

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

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

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

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

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

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

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

Retaliation Prohibited: Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

7.9– Cafeteria Rules

Cafeteria & Food Guidelines: The school's Food Services personnel serve lunches each school day during the designated lunch periods. Students may either purchase lunch from the Cafeteria or bring a lunch from home. The following guidelines apply to food at school: Glass bottles or containers are not permitted. Energy drinks are not permitted on campus. Students or parents may not order food from restaurants, delivery services (such as DoorDash), or other commercial establishments for delivery to school. We understand that on rare occasions, a student may

forget their lunch. In these cases, a parent or guardian may drop off a cold lunch early in the day for their student. We also understand that on rare or special occasions, a parent may want to drop off restaurant food for their child. This requires prior approval from school administration, and in most cases, food brought during the school day will be eaten in the office.

Lunch prices

Breakfast	$1.35
Lunch	$2.85

Lunchroom Policy: The following rules will be followed in the Cafeteria during the lunch period. If rules are broken, the Student Code of Conduct will be used along with community service.

- Throwing of food will not be tolerated.
- Students will show appropriate respect for the Cafeteria personnel, noon-hour supervisors, custodians, and anyone acting in a supervisory capacity.
- Students may bring their lunch from home or purchase their lunch in the Cafeteria. STUDENTS MAY NOT BRING FOOD FROM OUTSIDE COMMERCIAL FOOD ESTABLISHMENTS OR ORDER FOOD TO BE DELIVERED TO THEM AT THE SCHOOL. If a parent would like to eat lunch with their student, a space in the office may be used if available.
- When students are finished eating, they should remain in the cafeteria until dismissed.
- Students will be expected to clean their eating area.
- Students may go to their lockers before and after the lunch period; however, they must do so in an orderly fashion so as not to disturb other classes still in session.
- Treats or snacks may not be brought into the building unless first approved by the Principal.

7.10- Field Trips

Each grade level at the Junior High takes field trips. Field trips are considered an extension of classroom activity and the course of study. Conduct and behavior on a field trip will be considered in the same manner as at school. Field trips are encouraged when the experience is an integral part of the curriculum and when it contributes to the desired educational goals of the School District. Guidelines for field trips are:

- The building Principal must approve all field trips, and only approved School District students shall participate in the field trip.
- Parental permission must be obtained in writing when a field trip is planned.
- Staff members and other adults shall adequately supervise all field trips.
- Whenever entrance fees, food, lodging, or other costs are involved, the student shall assume these costs unless otherwise stipulated by the School District. On all field trips, a bus fee to be set by the School District may be charged to help defray the cost of transportation.
- Only approved students shall ride school-provided transportation and shall not be allowed to be transported via private vehicle unless extenuating circumstances exist and approval has been obtained from the building Principal.
- The teacher shall arrange for the supervision and appropriate alternative learning experiences for non-participating students.
- Administration will make the final decision regarding field trip participation for individual students.

All students are eligible to take part in field trips unless the student accumulates any of the following between the first day of school and the date of the trip:

- Any disciplinary action resulting in four or more all-day in-school supervisions (partial days can accumulate)
- Two or more days of Out-of-School suspensions
- Accumulation of eight or more detentions, including after-school detentions and/or lunch detentions- excludes ID referrals
- Accumulation of four or more unexcused absences from the beginning of school to the trip date
- Accumulation of 15 or more total absences (excused and unexcused) from the beginning of school to the trip date

- GPA below 1.000 at the end of the 3rd Quarter
- All fees (registration, library, lunch balances) must be paid in full.
- Administration can consider a combination of all of the above when making a final decision regarding field trip participation.

6th Grade - Nature Camp: Nature Camp is an overnight trip near Carbondale, Illinois. Sixth Grade students who earn the privilege of attending this class trip will experience nature as they participate in various activities such as canoeing, swimming, nature hiking, rock climbing, and team building. Students eat family-style meals and sleep in cabins.

7th Grade: The trip will be determined based on current curriculum.

8th Grade - Washington D.C.: Eighth Grade students who earn the privilege of attending the class trip to Washington D.C. will spend approximately three days and nights in our nation's Capitol. Students will enjoy sites such as Capitol Hill, Arlington National Cemetery, Mt. Vernon, the Smithsonian Mall, the National Cathedral, the Holocaust Museum, and numerous memorials. The trip is not only educational in that it aligns directly to the school's curriculum, but is also an experience they will never forget.

CHAPTER 8 - Media Center, Internet, Technology & Publications

8.1 – Media Center

STUDENT USE

- Hours of Operation: 8:00-3:00pm when Library staff or volunteers are present. Teachers are to call and verify access before sending students.
- Students coming to the Media Center on an individual basis from a classroom or lunch period must present a valid dated and signed pass upon entering.
- Activities should be conducted in a manner that will not disrupt other Library users.
- Food and drink should not be brought into the Media Center. **NO GUM ALLOWED IN MEDIA CENTER**

CIRCULATION OF MATERIALS

- Borrowing of materials requires a school ID or temporary ID
- Books are checked out for three weeks and may be renewed a maximum of two times
- Students may borrow up to two (2) items at a time
- Due dates are printed on checkout receipts
- Ebooks are available for check out through the library system.

RENEWALS

- Students are responsible for renewing their materials in a timely manner – they may come in (with their books) to the library or renew online (directions are on the library webpage)
- Items being renewed must be presented at time of renewal
- Emails are sent to school email account and parent email account as notifications
- Items three weeks overdue may not be renewable
- Junior high students may request and borrow items categorized as JUVENILE outside of their library through the S.H.A.R.E. interlibrary loan system. If a student wishes to borrow YA (YOUNG ADULT) materials they must return a parent/guardian signed permission slip that is valid for the school year. This slip can be found in the library or on the library web page. **When an item is borrowed through S.H.A.R.E. interlibrary loan, students must abide by the rules of the loaning library:**
    - Loan periods and renewals may differ from District 90
    - Items may not be renewable. Students should plan accordingly
- Due dates are printed on checkout receipts

OVERDUE ITEMS

Overdue notices will be generated and sent to the student's advisory period as follows:

- An overdue notice will generate one day after the item is due and again at seven days after the item due date
- A bill for the item will be generated fifteen (15) days after the first overdue notice.
- All notices will also be sent via e-mail to parents and students to the email listed in the student's Skyward student record.

LOST/DAMAGED MATERIALS

- Students who lose or damage (to include food, liquid, or other unfixable damages) borrowed items will be billed for the replacement cost of the item.
- Used books are not acceptable as payment for lost or damaged books.

- Refunds may be requested if the student returns the item in satisfactory condition within 30 days of receipt of payment.

8.2 – Responsible Use of Technology

The Internet is an electronic highway connecting thousands of computers all over the world. O'Fallon School District 90 is pleased to have the technology and networks available to access the Internet, publish web pages and communicate using e-mail. Hardware is in place for students to access educational resources from anywhere in the world. With the technology now available, students can use computers to research topics, build academic skills and extend learning beyond the classroom.
Along with access to the Internet also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The District Acceptable Use Policy restricts access to material that is inappropriate in the school environment and the District has taken available precautions to restrict access to controversial materials. However, on a global network, it is impossible for filtering software to block every controversial and inappropriate site.

The District uses certain educationally-appropriate online resources such as Google Apps for Education, BrainPop, Net Trekker, and Discovery Education to provide learning opportunities to our students. These online resources are reviewed and approved by the administration. The District may provide online vendors with a student's username, password, full name, and related information for the purpose of securing confidential credentials (i.e. username and password) and access for the student. This information will remain confidential and will not be shared except for the purpose of providing these services.

The Board of Education recognizes that although the Internet and on-line services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials which may be illegal, obscene or indecent. The use of elements of the District Technology System including the Internet shall be consistent with the District's educational mission and the curriculum adopted by the Board.

The "System" shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District website, and the District on-line services and bulletin board systems. "Use" of the District Technology System shall include use of or obtaining access to the System from any computer terminal whether or not owned or operated by the District.

Purpose of Technology: District technology, computers, and access to the Internet are designed for a limited educational purpose. The term "educational purpose" includes use of the network (hardware/software/ connections, etc.) and access to the Internet for classroom activities, research, communications, career awareness, and professional development. Use of these educational tools is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges.

The District Technology System was established to comprise part of the school curriculum, and is intended by this Board to function in support of that curriculum and of students' mastery of the curriculum through improved communication between the school and students' parents or guardians. The District Technology System does not constitute a public forum. The District reserves and retains the right to regulate the content of and links to the District Technology System. The District also has the right to and does monitor use of its Technology System.

Except as provided by Federal and State statutes protecting the confidentiality of students' education records, no user of the District Technology System has an expectation of privacy in connection with such use.

Student use of technology, Internet, web publications and e-mail will be governed by the policies found in this document, related District regulations, and Student Disciplinary Code. Violation of the acceptable use guidelines shall be subject to consequences including but not limited to discipline, loss of System use privileges, and referral to law enforcement authorities or other legal action in appropriate cases.

The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District's electronic mail system. The District has the right to and does monitor use of the System by students, including students' access to the Internet, as part of System maintenance to determine whether the use is consistent with Federal and state laws and District policies and guidelines. All users should be aware that their personal computer files or System use may be subject to public disclosure under the *Illinois Freedom of Information Act*.

Use of the technology, Internet, web publications and e-mail constitutes consent to abide by the policies contained in this document.

With respect to any of its computers with Internet access, the District will use technology protection measures to (A) protect minors against access through such computers to visual depictions which are obscene, constitute child pornography, or are otherwise harmful to minors, and (B) protect all users against access through such computers to visual depictions that are obscene or constitute child pornography.

Technology and Computer Use: Students who have not turned in a handbook sign off sheet will not be permitted to use District technology.

1. All students shall assume the following responsibilities while using District technology and computers.
2. Students will treat all equipment with care and report any abuse or misuse as soon as they become aware of it to a teacher, District Technology personnel, or Principal.
3. Students will report any malfunction or problem as soon as they become aware of it to a teacher, District Technology personnel, or Principal.
4. Students will not vandalize or otherwise **intentionally** damage any District technology hardware or software. If they do, they or their parent(s)/guardian(s) will be responsible to pay all repair and/or replacement costs. Vandalism is defined as any malicious attempt to harm or destroy data of another person, computer software, the network, computer hardware, computer wiring, or computer configuration.
5. Students will not damage, destroy, or copy another person's data. If they do they will be referred to the building Principal. Incidents in which a student copies another student's data or does not cite work done by other people will be treated as cheating (See also Cheating/Plagiarism under General Acts of Misconduct, Level II).
6. Students will not tamper with or attempt to gain access to computer data to which they have no security authorization. Doing so will result in the cancellation of privileges.
7. Students will not load or copy unauthorized software onto District computers. All software used on District computers is to be properly licensed and registered with the publisher or manufacturer, and ***installed by District Technology personnel***
8. Students who can identify a security problem on the District's network and/or Internet must notify a teacher, District Technology personnel, or Principal and should not demonstrate the problem to someone else.
9. Students will not attempt to log-in to a computer or the District's network as a system administrator. Doing so will result in the cancellation of privileges.
10. Students identified as a security risk may be denied access to the District's technology and computers.

Access: Students may be provided with a classroom, school, or individual student account. In grades where students are given an individual account, students are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in disciplinary action.

Internet Use: The District's access to the Internet, and its software, hardware, and data files, are owned and controlled by the School District. The District maintains the right to monitor Internet use and maintain user logs.

Students will not use the computers and networks unless supervised by a teacher or staff member and they should only use them for educational activities. All users shall assume the following responsibilities while using the Internet.

Prohibited Uses: The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in the "Due Process" section of these Guidelines and the District's Student Discipline Code and rules. The System shall not be used to:

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System's use.
2. Access, retrieve, or view obscene, hateful, profane or indecent materials. "Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.
3. Access, retrieve, view or disseminate any material in violation of any Federal or State laws or regulation or District policy or rules. This includes, but is not limited to, improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, District employee, or System user.
4. Transfer any software to or from the System without authorization from the District Technology Director.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
8. Disrupt or interfere with the System.
9. Access websites through random searches in grades K-4. Students in grades K-4 will only access teacher approved websites that are related to the educational mission of the class. Students in grades 5-8 can only conduct random Internet searches on a limited basis to conduct research related to the educational mission of the class and only while being supervised by a teacher or staff member.
10. Gain unauthorized access to or vandalize data, files, the System or the technology system of any other individual or organization.
11. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
12. Invade the privacy of any individual, including violating Federal or State laws regarding limitations on the disclosure of student records.
13. Download, copy, print or otherwise store or possess any data which violates Federal or State copyright laws or these Guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
15. Use data created outside the school and brought in on mobile storage devices such as USB flash drives without permission from the teacher and scanning the data for viruses.
16. Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
17. Engage in personal attacks, including prejudicial or discriminatory attacks, or knowingly or recklessly post false or defamatory information about a person or organization.
18. Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
19. Post personal contact information or private information about themselves or other people. Personal contact information includes full names, address, telephone number, school address, work address, etc.
20. Agree to meet with someone they have met online without their parent's approval and participation.
21. Repost a message that was sent to them privately without permission of the person who sent the message.
22. Plagiarize another person's work. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
23. Infringe on another person's rights of copyright. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies

acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request written permission from the copyright owner.

24. Engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
25. Conduct random internet searches that are unrelated to the specific lesson for which the System is being used. Students that inadvertently access inappropriate materials should immediately inform their teacher or Principal.

8.3 – School Sponsored & Non-School Sponsored Publications/Websites

Web Page Publication: Any website created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, of any website created by a student using the System must receive prior approval by the classroom teacher or an appropriate District administrator. All contents of a website created by a student using the System must conform to these Acceptable Use Guidelines. All students shall assume the following responsibilities while producing student web pages that are created and posted for viewing outside the District's Intranet:

- Students will be allowed to create "content" pages related to a specific class activity under the supervision of their teacher. Content pages must be related to meeting the educational objectives of the class activity.
- Students will not be allowed to publish "personal" web pages on the School District's server.
- Student web pages will be removed at the end of the school year unless special arrangements are made.
- Student web pages must include a statement that identifies the page as a student-created web page.

Web Page Publishing Guidelines: Copyright Web Publishing Rules: Copyright law and District policy prohibit the republishing of text or graphics to the Web without explicit written permission by the original author.

- School District web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained in writing from the owner.
- Students engaged in producing web pages containing copyrighted material must provide the building Principal or their designee with hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. If the material is web-based, the manager of the site may not be considered a source of permission.
- The "fair use" rules governing student printed reports (non web-based materials) in classrooms are less stringent and permit limited use of graphics and text. There will be no assumption that the publication of copyrighted material on a website is within the fair use exemption.

Web Pages shall not:

- Contain a student's full name. Only a student's first name and last initial can be displayed and must not be displayed without a signed release by parent or legal guardian.
- Contain personal contact information about students beyond that permitted by the school (or District) and parent.
- Display photographs or videos of any identifiable individual without a signed release by a parent or legal guardian.
- Display a student's picture and name on the same page.
- Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a website is within the fair use exemption.

- Web Pages shall:
  - Meet academic standards of proper spelling, grammar, and accuracy of information.
  - Be reviewed, updated, and maintained on a regular basis to insure the site is appropriate and has educational value. Active links must be tested for connectability and appropriateness.
  - Carry a stamp indicating when it was last updated and the e-mail address of the teacher responsible for the page.
  - Have a link that will help users find their way to the appropriate home page.
  - Have a back-up copy retained by the teacher or student.

- Students may retain the copyright on the material they create that is posted on the Web.

E-Mail Use: Students may only use e-mail as part of a class activity. Students in grades 6-8 may have a teacher monitored and restricted individual account provided by the District. Individual accounts will only be accessible to teachers and students inside the District. On occasions individual student e-mail accounts may be used to collaborate and communicate with students from other districts in the United States or abroad. Material presented on a monitored restricted student account must meet the educational objectives of the class activity.
The District maintains the right to monitor e-mail use and maintain user logs. E-mail logs will not be maintained or backed-up for longer than thirty days. The Superintendent will make decisions regarding who will receive a District e-mail account. It will not be considered a violation of a student's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of the Technology Use Policy or student disciplinary code.

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 or staff member to an e-mail account is strictly prohibited.

Each person should use the same degree of care in drafting an e-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.
Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Staff will be held personally responsible for the content of any and all electronic messages transmitted to external recipients.

Any messages received from an unknown sender via the Internet should be deleted immediately. 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 being transmitted.

Due Process: The District will cooperate fully with local, State, or Federal officials in any investigation concerning or relating to any illegal activities conducted through the District's network. In the event there is an allegation that a user has violated the District Technology Use Policy, the person will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the student disciplinary code, the violation will be handled in accord with the applicable provision of the code.

Any District administrator may request to terminate the account privileges of a guest user by providing notice to the user and the District Technology Coordinator. Guest accounts not active for more than 90 days may be removed, along with the user's files, without notice to the user. Disciplinary actions will be handled in accordance with related the Student Handbook and applicable Board Policy.

Search and Seizure: Students have a limited expectation of privacy with regard to the contents of their personal files, and online activity may be monitored while using the District's network. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District Technology Use Policy. If this occurs, the student disciplinary code, District regulations, employment policy, the collective bargaining agreement and/or the law will be used to resolve this situation. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the student disciplinary code.

Warranty: The School District makes no warranties of any kind, whether expressed or implied, for the service it is providing, nor is it responsible for any damages suffered by a user. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or the user's errors or omissions.

Use of any information is at the user's own risk. The School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

Indemnification: The user agrees to indemnify the School District for any losses, cost, or damages, including reasonable attorney fees, incurred by the School District relating to, or arising out of, any breach of the authorization.

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

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.

8.4– District Device Usage

Students in grades 6–8 will use District-owned devices as part of classroom instruction. Use of any District device, like any other District technology, is governed by the District's Responsible Use of Technology Policy (Student Handbook – Section 8.2), which students and their parents/guardians are responsible for reviewing and acknowledging each school year. This document also provides additional guidance about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students are expected to use District devices responsibly, handle all equipment with care, and use technology for educational purposes only. Students are responsible for returning classroom devices in the same condition in which they were received at the beginning of each class period. Damage caused by misuse or negligence may result in disciplinary action and/or financial responsibility as outlined by District policy.

Students and their parents/guardians are reminded that the use of District technology is a privilege. All activity conducted on any District-owned device, network, or electronic communication system may be monitored by school authorities. Inappropriate use of District technology may result in restricted or revoked technology privileges and/or disciplinary action.

Device Usage and Responsibility: Students are expected to use District-owned devices responsibly and in accordance with the District's Responsible Use of Technology Policy (Student Handbook – Section 8.2).
Students are responsible for the following:

- Handle devices with care and use them only for educational purposes.
- Return the devices to its designated storage location at the end of each class period or as directed by staff.
- Do not remove devices from the classroom or other designated instructional areas without staff permission.
- Do not remove or tamper with asset tags, serial numbers, labels, or any part of the device.
- Do not attempt to alter, repair, or modify the devices, including installing software or changing system settings.
- Keep food and drinks away from devices and immediately report any accidental damage or malfunction to a staff member.
- Students must not touch the screen with anything (e.g., finger, pen,pencil, etc.)
- Students must not interfere or touch another student's assigned devices without teacher permission.
- Failure to follow these expectations may result in disciplinary action, loss of technology privileges, restitution for intentional or negligent damage, and other consequences consistent with District policy.

*Violations of any of the aforementioned responsibilities may result in disciplinary action.

Responsibility for Electronic Data: Students are solely responsible for any apps or extensions on District devices that are not installed by an O'Fallon District 90 IT staff member. Students are responsible for backing up their data to

protect from loss. Students, like all users of District technology, have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the District devices/online storage.
Digital Citizenship: Students must follow the 3 R's when using District devices as part of the school's expectations of positive behaviors: Respect for Self, Respect for Others and Respect for Community. The Student Responsible Use Policy outlines how to exhibit the 3 R's as well as the guidelines and consequences of unacceptable use of technology.

Copyright and File Sharing: Students are required to follow all copyright laws around all media including text, images, programs, music, and video when using District devices. Downloading, sharing, and posting online illegally obtained media violates the District's Responsible Use of Technology policy.

Remote Learning: In accordance with the District's Remote Learning Plan or other school-approved circumstances, students may be temporarily issued District device for use outside of school.

Students are expected to care for any temporarily assigned device and comply with all District technology policies while the device is in their possession. Any devices issued for temporary use must be returned to the District in good working condition by the date designated by school staff.

Students and parents/guardians may be held financially responsible for loss of or damage to any temporarily assigned device resulting from misuse, negligence, or failure to return the device as directed.

Loss/Damage of District Devices

Power Adapter	$20
Battery	$65
Mainboard	$135
LCD Screen	$45
Keyboard/Trackpad	$65
Top or Bottom Cover	$40
Lost Device Chromebook (Full Replacement)	$200

CHAPTER 9 - Search & Seizure

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

School Property and Equipment as well as Personal Effects Left There by Students: School authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. Students have no reasonable expectation of privacy in these places. Police may be involved in these searches. Student personal effects may include, but are not limited to, clothing, purses, backpacks, and vehicles on school property. Such searches may include all student personal property on field trips and on other off-campus school activities. A search may include a metal detector wand or other metal detector device maintained by the School District. Any student attempting to avoid the detection process will be considered grounds for disciplinary action and reasonable cause for a search of the person and associated belongings.

Students Searches: School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.
School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order

for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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

Questioning of Students Suspected of Committing Criminal Activity

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

CHAPTER 10 - Athletics & Extracurricular Activities

After-School Activities: Students involved in athletics, cheerleading, dance team, or other after-school activities must report promptly to practice after school and shall take what books and wearing apparel they wish to take home with them. They will not be permitted to return to their lockers or classrooms after the activity is over. In order to participate in after-school activities, students must be in attendance a minimum of ½ day and have an acceptable reason for being absent. Students are not permitted to participate in after-school athletics if they are not able to participate in PE class during the school day due to sickness, injury, etc. Students in sports and extracurricular activities must be picked up at the time announced by the coach/sponsor. Failure to do so may prompt removal from the sport/activity. Attendance at extracurricular activities, including all trips, is subject to passing all academic classes and having an appropriate school attendance record. Any student involved in extracurricular activities may be required to ride the school-sponsored bus to the specified activity. An administrator or athletic director must approve any or all waivers/exceptions.

Athletic Fees: The payment of a participation fee is necessary for the Athletic Department to continue to offer activities as part of the athletic program. All payments are due (checks are held) in full before trying out to ensure budgetary obligations associated with these activities can be met (checks will be returned to participants that do not make the team/squad). All activity fees along with the proper paperwork should be turned in to the coach.

Students with unpaid fees after the start of the school year, to include fees from prior school year(s), will be excluded from participating in sports, clubs, and trips until fees are paid.

Extracurricular Activities: Fees are determined by the Board of Education. Activity Fees:

Bowling	$100	Varsity Baseball	$100
Boys' Track	$100	Varsity Boys' Basketball	$100
Cheerleading	$100	Varsity Girls' Basketball	$100
Cross Country	$100	Varsity Softball	$100
Dance	$100	Varsity Volleyball	$100
Girls' Track	$100	Art Club	$50
Jr. Varsity Baseball	$100	Drama Club	$50

Jr. Varsity Boys' Basketball	$100	Honor Choir	$50
Jr. Varsity Girls' Basketball	$100	Jazz Band	$50
Jr. Varsity Softball	$100	Robotics	$50
Jr. Varsity Volleyball	$100	Scholar Bowl	$50
Soccer	$100	Student Council	$50
Symphonic Winds	$100	Yearbook	$50

Conference Athletics: Amelia V. Carriel Junior High School is a member of the Tri-County Conference. Participating schools are Collinsville, Fulton, Highland, Mascoutah, O'Fallon (Carriel and Fulton), and Triad. The following sports are offered to students: Boys' Baseball, Girls' Softball, Boys' and Girls' Basketball, Girls' Volleyball, and Boys' and Girls' Track. Cheerleading, Dance Team, Soccer, Cross Country, Wrestling, and Bowling are offered as non-conference sports to both boys and girls. Amelia V. Carriel Junior High School is also a member of the Southern Illinois Junior High School Athletic Association and the Illinois Elementary School Association.

All students participating in any of the above activities are required to have an annual physical examination. It is recommended that physicals are dated after June 1st of the current school year to ensure the physical is valid for the entire school year. In order to participate there should be no restrictions placed on the student. If a child's physical expires prior to the end of the season, he/she will not be allowed to participate until an updated physical is on file with the nurse. Students must also have a signed insurance waiver and concussion agreement on file.
The insurance waiver is simply verification that parents have adequate insurance coverage on the student. The PHYSICAL, INSURANCE WAIVER, AND CONCUSSION AGREEMENT MUST BE ON FILE BEFORE THE STUDENT WILL BE PERMITTED TO TRY OUT FOR ANY OF THE ABOVE ACTIVITIES.

Athletic Eligibility of Student Extracurricular Activities: Student extracurricular activities are defined as activities taking place outside the regular school day and not related to the school curriculum. A weekly eligibility check will be conducted on the last school day of the week. Eligibility will begin as soon as members are selected. Equal educational and extracurricular opportunities shall be available for all students except as provided in student handbooks as restrictions on participation due to discipline, grade eligibility or for nonpayment of any fees, including registration fees. These acts could warrant suspension/dismissal from extracurricular activities per the Principal's discretion. Students must be passing each subject each week to be eligible. A student will be ineligible if he or she has a failing average based on a significant number of graded assignments or tests and will remain ineligible until he/she has passing grades in all subjects at the next eligibility check. For fall activities, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year.
Grades will be checked weekly for the remainder of the school year. A student will not be able to attend any games/contests in that sport during the ineligible period. For more information on eligibility, see the Athletic Handbook. **The coach or sponsor retains the right to remove the student from the extracurricular activities after three eligibility violations, with no refund of fees**.

Eligibility for Student Attendance at Extracurricular Activities: Student extracurricular activities are defined as activities taking place outside the regular school day and not related to the school curriculum. Eligibility guidelines for attendance at extracurricular activities are:

- A weekly eligibility check will be conducted at the end of day on Thursday. The results of the eligibility check will take effect on the first day of attendance of the following week. Eligibility will be based on academic achievement, homework, student responsibility and/or purposeful acts of misconduct. These acts could warrant suspension/dismissal from the activity per the Building Principal's discretion.
- Eligibility for all students is checked on a weekly basis. Students who are ineligible will not be allowed to participate in activities for one week at a time.
- Ineligible period - Monday to Saturday, including weekend activities. Examples of activities from which students will be excluded are as follows: A. Athletic contests (practice may be allowed) B. Extracurricular clubs and Fine

Arts Programs (individual lessons and rehearsals are allowed) C. During school/after school activities, parties, dances, participation as a spectator at extracurricular events, etc.

- The school will inform parent/guardian(s) of ineligibility.

Eligibility checks for academics will begin the third week of each quarter. A minimum of three grades will be used to consider ineligibility.

Pick-up Games: Pick-up games may not be played before or after school because of no supervisory capability and liability constraints. If any of these games take place, the equipment will be taken and placed in the office. Parents/guardians may claim the equipment at any time, or the student may claim the equipment at the end of the school year.

Spectators at Sporting Event and School Functions: We encourage our students and fans to attend our sporting events. We ask that you conduct yourself in a manner that reflects in a positive way on our school. Students at any extracurricular events, both at home and away, are subject to the Student Code of Conduct, which includes wearing an ID (see page 28) and following the Dress Code. Students are to be picked up from home games no later than a half-hour after the completion of the activity. Students who remain after the half-hour time limit may be picked up by the O'Fallon Police Department and taken to the Public Safety Building on Seven Hills Road.

Fan Bus Conduct: Anyone creating a disturbance on a fan bus will be disciplined in the following manner:

1st offense - warning
2nd offense - loss of fan bus privilege for the remainder of the year

School Dances: Dances are sponsored throughout the year by various groups such as the Parent Teacher Organization, Student Council, etc. Students are subject to the Student Code of Conduct, including the Dress Code, during these events and are required to wear their school IDs. If a student leaves the dance, they are not allowed to return. Students should stay in the authorized location and may not go to other parts of the school. School dances are restricted to Amelia V. Carriel Junior High School students only. Students must have a permission slip signed by a parent to attend each dance. Students in all-day detention the day of the dance will not be allowed to attend. Students must be picked up immediately after the dance. Students who are not picked up within 15 minutes, immediately following a dance may lose privileges to the next dance, and students may be transported to the Public Safety Building by the O'Fallon Police Department.

CHAPTER 11 - Special Education

11.1 – Education of Students with Disabilities

Special Services: Education of Children with Disabilities: The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 15 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.
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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education.

For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall

establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure. The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. § 12101 et seq. Individuals
With Disabilities Education Act, 20 U.S.C. § 1400 et seq.
Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794. 105
ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02a.
23 Ill. Admin. Code § 226.
CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities) ADOPTED: May 17, 2005
O'Fallon Community Consolidated School District No. 90 6:150

Parent Information Regarding Section 504 of the Rehabilitation Act of 1973: Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

- has a physical or mental impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- has a record of such impairment; or
- is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the O'Fallon C.C.S.D No. 90 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the program and practices in the school system. The School District has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.
34 CFR 104.36 also states that, "A recipient that operates a public elementary or secondary education program shall establish and implement, with respect to actions regarding the identification, evaluation, or educational placement of persons who, because of handicap, need or are believed to need special instruction or related services, a system of procedural safeguards that includes notice, an opportunity for the parents or guardian of the person to examine relevant records, an impartial hearing with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure."
If there are questions, please contact a Principal or Tracie Bauer, 504 Coordinator for the School District, at 618-622-2932.

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

PUNS - (Prioritization of Urgency of Need for Services): Database Information for Students and Parents or Guardians
The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services. IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs. Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services. For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

11.2 – 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.

11.3 – Access to Classroom for Special Education Observation or Evaluation

The parent(s)/guardian(s) 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 Principal.

CHAPTER 12 - Student Records & Privacy

The Board of Education maintains educational records to assist in the planning, development and continuation of programs to meet the individual needs of the students. Additionally, the Illinois School Code requires certain kinds of school records. While the educational records are the property of the District, the Board of Education holds strongly to its obligation to protect the individual privacy of all students and to protect their civil liberties. Such confidentiality is for the sole protection of the student and/or his parents or guardian.

Definition of 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 request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

5. The right to prohibit the release of directory information.
Throughout the school year, the District may release directory information regarding students, limited to:

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

- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

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

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

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

CATEGORIES OF STUDENT RECORDS

1. **Student Permanent Records** contain the following information and are separated from temporary records:
    a. Identifying information - name, address, and date of birth, place of birth, gender, name of parents or guardians
    b. Attendance record
    c. Academic record - grades, grade level achieved, class rank (if available), graduation date, and scores on college entrance examinations
    d. Accident reports and health records
    e. Record of release of permanent record information
    f. May also include information concerning participation in school-sponsored activities or offices held in school-sponsored organizations
    g. Such other records or entries as the State Board may require or authorize

2. **Student Temporary Records** consist of all information contained in school student records but not contained in the student permanent record, and may include the following:
    a. Family background information
    b. Elementary and secondary intelligence, aptitude and achievement test results
    c. Reports of psychological evaluations obtained through test administration, observation, or interviews
    d. Participation in extracurricular activities
    e. Honors and awards received
    f. Teacher anecdotal records
    g. Disciplinary information
    h. Special Education files including the report of the multi-disciplinary staffing
    i. Any verified reports or information from non-educational persons, agencies or organizations
    j. Other verified information of clear relevance to the education of the student
    k. Record of release of temporary record information
    l. Other information of clear relevance to the student, subject to regulations of the State Board

3. **Directory Information** may be released to the general public, unless a parent requests that any or all such information not be released on his/her child. It shall be limited to the following:
    a. Identifying information
    b. Academic awards
    c. Information related to school-sponsored activities, organizations and athletics
    d. Major field of study
    e. Period of attendance in the school

12.1 Student Privacy Protections

Challenge Procedures: Parents shall have the right to challenge any entry, exclusive of grades, in the school student records on the basis of (1) accuracy, (2) relevance, and/or (3) propriety. Students and/or parents or guardians shall have the right to appeal for removal of any item in the student's records, or to insert in the record a rebuttal of specific information contained in the record.
Challenge procedures shall be as follows:

First Step: The parents shall request, in writing, a conference with the building Principal to discuss the appeal for removal of information or to request that a rebuttal be placed in the record. This initial informal conference must be held within 15 school days of receipt of the request.

Second Step: If the challenge is not resolved by the informal conference a time (within 15 school days) and place shall be established for a formal hearing to be held before the District's Hearing Officer.

Procedures at the hearing shall include:

1. The right to present evidence and call witnesses.
2. The right to cross-examine witnesses.
3. The right to counsel.
4. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the Hearing Officer's decision. However, a typewritten transcript is not required in an appeal.
5. The decision of the Hearing Officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted immediately to the parents and the School District. It shall be based solely on the information presented at the hearing and shall be one of the following:
    a. To retain the challenged contents of the student record;
    b. To remove the challenged contents of the student record; or,
    c. To change, clarify or add to the challenged contents of the student record.

Any party shall have the right to appeal the decision to the local Hearing Officer of the Regional Superintendent of Schools within 20 school days after such a decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days, the school shall forward the transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent of Schools. The school may initiate an appeal on its own behalf by the same procedures. Upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and record, make findings and issue a decision to the parents and the school within 20 school days of the receipt of the appeal documents. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in Special Education Records, the Regional Superintendent of Schools should seek advice from appropriate Special Education personnel who were not authors of the entry.

The school shall be responsible for implementing the decision of the Regional Superintendent of Schools.

12.2- Maintenance & Release of Student Records

Maintenance of Records:

1. While enrolled, the student's permanent and temporary records shall be kept in a designated location within each individual attendance center. They shall be secure from general use and observation and under the supervision of the building Principal or his designee.
2. Information added to a student's temporary record shall include the signature and position of the person who has added such information and the date of its entry.
3. Psychological reports and staffing reports shall be maintained in the records housed in the office of the Director of Special Education, a notation of which should be included in those temporary records housed in the attendance center.

4. Destruction of temporary records - Within five years after graduation or withdrawal from the school and when the records are no longer deemed useful, all temporary student records shall be destroyed. Parents and/or the students may make a written request for a copy of such records any time prior to their destruction.
5. Every four years or upon a student's change of attendance centers, the building Principal of the school the student is leaving, or his designee, shall review each student temporary record for verification of entries and elimination or correction of all inaccurate, misleading, unnecessary or irrelevant information.Upon graduation or permanent withdrawal of a special education student, psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student, may after five years be transferred to the parent or the student where applicable. The school shall explain the future usefulness of these records.

Access and Release of Records: All School records pertaining to students are confidential. School officials may not divulge, in any form, to any person, any data contained in a student's records except under the following circumstances:

1. Upon the submission of a written request to the building Principal or Superintendent, a parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all school student permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his/her school temporary record. Whenever access is granted, at the option of either the parent or the school, a qualified professional (psychologist, counselor or other advisor) who may be an employee of the school or employed by the parent, may be present to interpret the information contained in the student temporary record. All rights and privileges according to the parent shall become exclusively those of the student upon his/her 18th birthday, graduation from secondary school, marriage or entry into military service.
2. To an employee or official of the school or School District or the State Board of Education, provided such employee or official has a current demonstrable educational interest in the student and the records are in furtherance of this interest.
3. To persons authorized or required by State or Federal law to gain such access. (Such persons must provide appropriate identification and a copy of the statute authorizing such access. Parents must be informed prior to the release and given an opportunity to inspect, copy, and/or challenge such information.)
4. To the records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information and an opportunity to inspect, copy and challenge such information.
5. Pursuant to a court order, provided that the parent shall be given prompt notice upon receipt of such orders to the nature of the information requested and an opportunity to inspect, copy and challenge such information.
6. To any person for the purpose of research, statistical reporting or planning provided that such person has permission of the State Board of Education or authorized officer of such Board, and no student or parent can be identified from the information released.
7. Subject to the regulations of the State Board, to appropriate persons if knowledge of such information is necessary to protect the health and safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of the release, the person, agency or organization receiving the information, and the purpose of the release.
8. Any release of information other than specified in "A" through "G" above requires the prior, specific, dated, written consent of the parent and/or student, if applicable, designating the person to whom such records may be released. Parents shall understand that they have the right at such time to inspect and copy such records; to challenge the contents of such records; to limit any such consent to designated records or portions of information within the records.

A record of any release of information must be made and kept as a part of the school student record. Such record of release shall be maintained for the life of the school student records and shall be available only to the parent and the official records custodian. Each record of release shall also include:

1. The nature and substance of the information released;
2. The name and signature of the official records custodian releasing such information;
3. The name of the person requesting such information, the capacity in which such a request has been made, and the purpose of such request;
4. The date of the release;

5. A copy of any consent to such release.

Reproducing Cost of Releasing or Records: The District may charge the parent/student with the cost of reproducing and releasing records, except that no parent or student shall be denied a copy of school student records for inability to bear the cost of reproduction or a maximum of 35 cents per page for each copy, or the cost as set forth in any future schedule which may be adopted by the appropriate State authorities.

CHAPTER 13 - Parental Rights Notification

13.1- Standardized Testing

Students and parents/guardians should be aware that students in 6th, 7th, and 8th grades will take standardized tests in the spring. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the State's standardized tests. Parents can help their students achieve their best performance by doing the following:

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

13.2 – 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;

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.

13.3 – Family Life and Sex Education Classes

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

13.4 – English Learners

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

13.5 – School Visitation Rights

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

13.6 – Mandated Reporter

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.

13.7 – Unsafe School Choice Option

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

13.8 – Student Privacy

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

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

A violation of this law is a Class 4 felony. Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:
Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer
Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer
Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

13.10 - Parent Notices Required by the Every Student Succeeds Act

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

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

2. Testing Transparency
   The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 13.1.

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

3. Annual Report Card
   Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.of90.net .

4. Unsafe School Choice Option
   The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 13. 7.

5. Student Privacy
   Students have certain privacy protections under federal law. For additional information, see handbook procedure 13.8.

13.11 Homeless Students

For information on supports and services available to homeless students, see handbook procedure 13.2. For further information on any of the above matters, please contact the building principal.