Madison CUSD#12

2026-2027 Student Handbook



Dr. Stacie Hoover, Principal
Mr. Bernard Long Jr., Assist. Principal
Bernard Long Elementary School
1003 Farrish Street
Madison, Il 62060

Mrs. Lacqweda Taylor, Principal
Mrs. Cassandra Johnson Assist. Principal
Madison Junior/Senior High School
600 Farrish Street
Madison, IL 62060

Mr. Raynard Nicholson, Principal
Madison Student Support Center
1634 7th Street
Madison, IL. 62060

Dr. Andrew P. Reinking, Superintendent
Dr. Dorothy Mosby, Director of Curriculum
Mrs. Kimberly J. Moore, District Special Education Coordinator/ELL

BOARD OF EDUCATION
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Madison CUSD12 Board Office
602 Farrish Street
Madison, IL 62060
Phone: (618) 877-1712 Fax: (618) 877-2690
www.madisoncusd12.org
Office Hours: Mon.-Fri. 8:00 am - 4:30 pm

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1. DISTRICT CALENDAR

2026 – 2027 School Calendar

July
30 - Registration
31 - Registration

August
13 - 14 Teacher Institute
17 - 1st Day of Student Attendance
18 - Districtwide Open House

September
2 - Picture Day, Districtwide (Jostens)
7 - Labor Day - No School
18 - ½ Day Early Release, Teacher PD
25 - Homecoming Game
26 – Homecoming Dance
30 - 1 Hour Early Release, Per Contract

October
1- Picture Retake Day, District Wide (Jostens)
9 - County Institute - No Student Attendance
12 - Indigenous Peoples' Day - No School
16 - End of the 1st Quarter - 1-hour Early Release
16 – Senior Night, Football
23 - ½ Day Early Release, Teacher PD

November
3 - Election Day, No School
6 - ½ Day Early Release, Teacher PD
11 - Veterans Day - No School
18 - 1 Hour Early Release, Per Contract
23 - Parent/Teacher Conference 11:00am – 7:00pm - No Student Attendance
24-27 - Thanksgiving Break - No School
30 – Students Return

December
11 - ½ Day Early Release, Teacher PD
18 - End of 2nd Quarter - 1-hour Early Release
21 - 31 - Winter Break - No School

January
1 - Winter Break - No School
4 - Teacher Institute - No Student Attendance
5 - Students Return
15 - Martin Luther King, Jr. Day Celebration, Long Elementary
15 - ½ Day Early Release, Teacher PD
18 - Martin Luther King, Jr. Day - No School

February
5 - ½ Day Early Release, Teacher PD
15 - Presidents' Day - No School
16 - Parent/Teacher Conference 11:00am – 7:00pm - No Student Attendance
17 - 1 Hour Early Release, Per Contract

March
5 - ½ Day Early Release, Teacher PD
12 - End of 3rd Quarter - 1-hour Early Release
19 - ½ Day Early Release, Teacher PD
22-29 - Spring Break - No School
30 - Students Return

April
2 - ½ Day Early Release, Teacher PD
9 - Spring Dance, Long Elementary
16 - ½ Day Early Release, Teacher PD
22 - 1 Hour Early Release, Per Contract
24 - Prom

May
14 - Awards Banquet (Proposed Date)
22 - High School Graduation
24 - Field Day, Long Elementary
25 - PreK and Kindergarten Graduation
26 - 5th Grade and 8th Grade Promotion
27 - End of 4th Quarter - 1-hour Early Release/ Last Day W/O Emergency Days
28 - Proposed Emergency Days
31 - Memorial Day - No School

June
1-4 - Proposed Emergency Days

2. MADISON CUSD #12 SCHOOL HOURS

Students regular start and end times

Madison Senior High School	8:30 am to 3:20 pm
Madison Junior High School	8:00 am to 2:50 pm
MSSC	8:30 am to 2:30 pm
Long Elementary School	7:40 am to 2:30 pm
Early Childhood	8:30 am to 3:00 pm
Pre-K	8:30 am to 3:00 pm

Teacher regular start and end times

Madison Senior High School	8:10 am to 3:40 pm
Madison Junior High School	7:50 am to 3:20 pm
MSSC	7:30 am to 3:00 pm
Long Elementary School	7:10 am to 3:00 pm
Early Childhood	8:20 am to 3:30 pm

Half day attendance schedule

Madison Senior High School	8:30 am to 12:18 pm
Madison Junior High School	8:00 am to 11:30 am
MSSC	8:30 am to 11:45 am
Long Elementary School	7:40 am to 10:55 am
Early Childhood	NOT IN ATTENDANCE

1hour early dismissal/shortened schedule

Madison Senior High School	8:30 am to 2:14 pm
Madison Junior High School	8:00 am to 1:50 pm
MSSC	8:30 am to 1:30 pm
Long Elementary School	7:40 am to 1:10 pm
Early Childhood	8:20 am to 3:00 pm

*Student hours are subject to change due to unforeseen circumstances. All changes will be communicated to parents.

3. WELCOME BACK STUDENTS AND FAMILIES

Each new school year brings the promise of new beginnings, fresh opportunities, and the chance to achieve new goals. This year is no exception. Madison Community Unit School District #12 has a proud tradition of academic excellence, outstanding extracurricular achievement, and a strong commitment to preparing every student for success.

Students, you are challenged to build upon that tradition by giving your very best each day. Your teachers, support staff, and administrators are committed to helping you reach your full potential. We will encourage you, support you, and provide guidance as you set high expectations for yourself and strive to make Madison even stronger.

At Madison CUSD #12, our mission is to ensure that every student has the opportunity to achieve their greatest potential. We believe in your abilities, your determination, and your future.

This Student Handbook has been prepared to help you and your parents understand the privileges, opportunities, expectations, and responsibilities that come with being a member of the Madison school community. Please read it carefully and become familiar with its contents. It serves as an important guide to the policies and procedures that help us maintain a safe, respectful, and productive learning environment.

If you or your parents have questions or need clarification regarding any information in this handbook, we encourage you to contact your school administration. We are always happy to assist you.

Safety and learning remain our highest priorities. Every student deserves an environment where they can learn free from distractions and feel secure each day. To support this commitment, Madison CUSD #12 will continue the use of metal detector and security wand screenings, and cell phones and other unauthorized electronic devices are not permitted during the instructional day in accordance with district policy. These expectations help us maintain a safe, focused, and positive learning environment for everyone.

To our Spartans and Trojans: we are counting on each of you to take an active role in your education, demonstrate respect for others, and represent your school with pride and integrity. Through servant leadership, our faculty, staff, and administration are dedicated to helping you grow academically, socially, emotionally, and as responsible citizens. Never hesitate to ask for help, we are here to support you every step of the way.

Together, let us make this school year one filled with achievement, growth, perseverance, and Spartan and Trojan pride. We look forward to celebrating your successes and making this one of the best years in Madison CUSD #12 history.

We wish you a safe, productive, and successful school year!

4. GENERAL INFORMATION

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (https://boardpolicyonline.com/?b=madison_12).

5. EQUAL OPPORTUNITY AND SEX EQUITY

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

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

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

Dr. Andrew P. Reinking, Superintendent
602 Farrish Street
Madison, Illinois 62060
618-877-1712

6. VISITORS

All visitors, including parents and siblings, are required to identify themselves and the reason for their visit at the front door with security. Visitors will wait with security until the administration arrives to escort them to their destination.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting with security. Approved visitors must place visitor lanyards around their neck identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. All visitors must return to the main office returning lanyard and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. 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. The person is also subject to being denied admission to school events or meetings for up to one calendar year in accordance with the *Illinois School Code*.

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.

8. SCHOOL VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the first floor Main Office and receive a visitor badge before going to their destination.

9. INVITATIONS & GIFTS

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

10. FOOD, DRINKS, TREATS & SNACKS

Due to health and safety sanitation concerns, food from the outside is prohibited (unless otherwise approved by administration only). This includes birthday cakes, cupcakes, drinks, etc. Birthday snacks must be dropped off with building security, these will be delivered to the proper classroom. Students in violation of this policy will have food items confiscated and discarded. Students are not permitted to bring cups, bottles of water, or drinks of any kind unless a doctor note or permission is granted by the building principal.

11. EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced via the school notification system and on the local media stations. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. Parents, if your phone number changes, please notify the school immediately.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

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

12. VIDEO & AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school buses and a video

monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel only. Any student caught defacing, damaging or destroying video surveillance cameras will have to make restitution, and may be suspended, expelled, and/or recommended to an Alternative School and/or may be charged with criminal damage to school property.

13. ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

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

14. STUDENTS WITH FOOD ALLERGIES/CHRONIC ILLNESS

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.
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.

If your child has a life-threatening allergy, an emergency action plan and health care plan will be developed and implemented in order to provide the best care for your child. If an EpiPen auto-injector has been prescribed, the parent/guardian will be responsible for notifying the school nurse/principal and providing the necessary emergency documentation and medication.

15. 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 District School Nurse. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the

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

For further information, please contact the building principal or nurse.

16. PERSONAL PROPERTY

The school is not responsible for lost or stolen personal property. Students are advised to take the following precautions to protect their personal property:

- Mark you name with permanent marker on all personal property
- Refrain from bringing large amounts of money to school
- Do not loan money or items of value to other students at school (Includes Electronic Devices)
- Report lost or stolen items to the office immediately and check the lost and found
- Do not share your locker or give your combination to anyone
- Lock your locker (hall and PE at all times)

17. SCHOOL PROPERTY

We are all responsible for the care and treatment of our school building and property. Students will be held accountable for any damage that is willfully inflicted on lockers, textbooks, other equipment (tables, desks, computers, etc.) the building and any other school property that will include discipline and restitution. It is our hope that our students will demonstrate school pride by taking personal responsibility for the maintenance and care of their school and school property.

18. LOST AND FOUND

Articles that have been lost but found by another should be returned to the main office. An effort will be made to locate the owner. Students who have lost books, etc., should first check to see if the items are in the main office. Students, who are missing items from lockers, etc., should report the matter immediately. Any items not claimed by the end of the year will be donated to a shelter.

19. FUNDRAISERS

Only school organizations will be authorized to sell fundraiser items. School organizations must make a written request to the Principal. The Principal will submit the request to the Board Office for action at the next regularly scheduled Board Meeting. The fundraiser may not begin until final authorization is received from the Board of Education.

20. REGISTRATION

All students must register for school each year on the dates and at the place designated by

the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

2. Proof of residence, as required by Board policy 7:60, Residence.

3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.

21. DAILY ATTENDANCE POLICY

Illinois law requires daily compulsory school attendance. School success is linked closely with attendance. Students must be present to participate in class discussions, projects, and assignments and to gain full advantage of the education offered at Madison CUSD12. The classroom experience and the full impact of daily assignments cannot be replicated for students who are frequently absent.

Daily attendance is mandatory for successful completion of a course. The law is specific and parents/guardians must cooperate with the school to ensure that regular school attendance is enforced. The *Illinois School Code* (Section 105 ILCS 5/26-1) requires whoever has custody or control of any child between the ages of 6 (by September 1st) and 17 years of age shall assure that the child attends school in the district where the child resides the entire time it is in session during the regular school term (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. **IT IS THE RESPONSIBILITY OF THE PARENTS/GUARDIANS TO SEE THAT STUDENTS ARE IN REGULAR ATTENDANCE.**

22. ARRIVAL AT SCHOOL

Bernard Long Elementary
Students shall not arrive at school before 7:00 AM Classes begin at 7:40 AM and students are dismissed at 2:30 PM each day.

Madison Senior High School
Students are expected to arrive at school no later than 8:30 a.m. Breakfast will be served until 8:25 a.m. Students are to be present in their 1st period by **8:30 a.m**. Students who arrive after 8:35 a.m. are subject to progressive discipline for his/her tardiness.

Junior High School
Students are to report to school by 8:00 am. Breakfast will be served until 7:55 am. Classes begin promptly at 8:00 am.

Any student who arrives at school a half hour after the building's start time must be accompanied by a parent/guardian. If the student is returning from an appointment, the student should be in possession of a doctor or court issued excuse. Telephone calls will not be accepted in order to admit students to school. This policy will be strictly enforced. In order to ensure the safety of our students we require them to be on time and ready to learn.

23. TARDINESS

Tardiness to school or class is not permitted. Students will be admitted to first hour class ONLY with a pass, which will indicate an excused or unexcused tardiness and signed by office personnel. Teachers are to accept excused absences and record it in their grade books. Students arriving at first hour class after the bell rings must be sent to the office for a pass to class. Students are considered tardy if arriving at any other class after the bell has rung to indicate the beginning of that class. Students arriving to class unexcused more than 5 minutes after the beginning of a class period will be considered an unexcused absence.

Students arriving late to school or leaving early from school, due to a medical, dental, counseling, court, or similar appointment, must provide proof of the appointment from the agency, upon returning to school. Failure to do so may be counted as an unexcused absence unless accompanied by an excusal note.

Any student arriving late to school on a school bus shall not be counted as tardy. Accumulation of tardies will result in discipline. Tardy discipline will be cumulative by quarter.

24. STUDENT ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), attend a civic event (middle school/high school), voting as authorized by high school policies, observance of a religious holiday, death in the immediate family, family emergency,

situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS, or other reason as approved by the principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.

For the following types of absences students will need to obtain prior approval:

1. instruction in a college course where the student is dually enrolled for both high school and college credit,
2. participation in a Supervised Career Development Experience in which student participation and learning outcomes are approved by an educator licensed under 105 ILCS 5/21B for assessment of competencies,
3. participation in any work-based learning experience in which student participation and learning outcomes are approved by an educator who holds an Educator License with Stipulations with a career and technical educator endorsement and a work-based learning designation,
4. participation in a youth apprenticeship in which student participation and learning outcomes are approved by an educator licensed under 105 ILCS 5/21B for assessment of competencies, and
5. participation in a blended learning program approved by the district in which course content, student evaluation, and instructional methods are supervised by an educator licensed under 105 ILCS 5/21B.

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.

To help students meet the goal of regular attendance, A LIMIT OF 5 EXCUSED ABSENCES from class in one semester will be imposed. Any absences beyond 5 will require a doctor's note signed by the doctor. If a doctor's note is not provided, the absence will be counted as an unexcused absence.

Medical Excuse – Any illness which is documented by a doctor's note will not be included in the 5 days excused absence limit. The final decision for authorizing an absence as medically excused rests with the administration.

Absences that do not follow the circumstances to be valid causes for a student's absence are considered unexcused absences. All absences over 10 for a given semester will be considered

unexcused unless cleared by medical notes, court documents, family funeral, college visit, or other administration approved considerations. The school may require documentation explaining the reason for the student's absence.

The Illinois School Code defines chronic absenteeism as absences that total 5% (5 days) or more of school days of the most recent academic school year, including absences with and without valid cause. The school will provide three (3) written notifications (to include school and community resources available) before legal action may be taken. Special circumstances such as hospitalization, chronic illness etc. will be considered in this process. Madison School District appreciates the cooperation of parents and students on this matter of vital importance to your child's education.

At the discretion of the administration, a student may be allowed to prearrange an absence, thereby receiving an excused absence. The following procedure should be followed:

1. Obtain School Business approval form from the office
2. Complete the form and have parent sign
3. Take the form to all teachers for written comments and initials
4. Return form to the office for principal's signature and approval/disapproval preferably a minimum of two days in advance of the planned absence (death in the family or family emergencies may be exceptions to this rule).
5. Secure all assignments from teachers prior to the intended absence (Students are responsible for obtaining and completing make-up work.).

The following applies to planned absences:

1. Planned absences are recorded as official days of absence
2. Planned absences are not allowed during the last two weeks of the second semester, unless for a college placement exam day.
3. Any school function, which takes a student out of school, will be considered a planned absence. The teacher in charge will inform other staff and administration of the planned function and provide a list of students involved. Students are responsible for assignments.

In the event of any absence, the student's parent or guardian is required to call the school at (618) 877-1712 (X 5252, Elementary, X6266 Junior High, or X6260 Senior High) prior to the start of school to explain the reason for the absence. If a call has not been made to the school within the first two hours on the day of a student's absence, a school official will call the home to inquire why the student is not at school.

If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

25. RETURNING TO SCHOOL AFTER AN ABSENCE

If a student has not been excused by a parent phone call or note upon return to school after an absence, the student will be considered as unexcused. It is the responsibility of the student to request missed assignments and to arrange to take missed assessment. Excused absences which exceed three school days, parents are encouraged to pre-arrange/request work for the student to complete at home prior to their return to school. Students who have extended (three or more days) instances of excused absences will be allowed twenty-four hours for each day missed to complete and turn in assignments.

26. MAKE-UP WORK

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

27. TRUANCY

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

Chronic truancy is defined as a child who is absent without valid cause (recognized excuse) for five percent (5%) or more of the previous 180 regular attendance days. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant 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 $500.00.

Release Time for Religious Instruction/Observance

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

28. LEAVING CAMPUS DURING THE SCHOOL DAY

All students must sign in and out of the office upon leaving or re-entering school throughout the day. A note signed by a parent/guardian must be presented to the office prior to a student leaving. If the student does not have a note, the parent/guardian must be reached by phone prior to the student's dismissal. Students who leave the school building or school grounds without permission from the office will be considered as unexcused and disciplined accordingly.

29. HALL PASSES

Students are not to be in the halls during class periods unless authorized with a pass or accompanied by a staff member. Students who are moving about the building with a pass are expected to go directly to and from the intended destination. Students using passes should be quiet and orderly.

230. HALLWAY EXPECTATIONS

Orderly passing is expected. Students should talk in a manner that is acceptable inside communication related to volume, tone, etc.

Students are expected to pass in the hallways without pushing, shoving, hitting, and/or unnecessarily touching one another. Hallways are sometimes crowded and require a concerted effort on the part of everyone to make the best of the situation.

31. GRADING & PROMOTION

School report cards are issued to students either on a quarterly or semester basis depending on grade level. For questions regarding grades, please contact the classroom teacher.

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

32. HOMEWORK

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

33. EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

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.

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

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for: 1) Enrollment in a marching band program for credit; 2) Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District; 3) Ongoing participation in an interscholastic or extracurricular athletic program (student must be in the 11th or 12th grade); 4) Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or 5) Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons documented in writing by the student's doctor and approved by the case manager. A student who is eligible for special education may be excused from physical education courses in either of the following situations: 1) He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or 2) He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee. A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program. 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.

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

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

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

return to a physical education course:

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

34. DRIVER' S EDUCATION

Any student attending Madison High School must receive a passing grade in at least eight (8) courses during the previous two (2) semesters prior to enrollment in Driver's Education class. All High School students who will have behind the wheel driving must pay a $75.00 fee. The state will charge an extra $20.00 fee which covers the eye test and driver's permit.

35. HOME AND HOSPITAL INSTRUCTION

A student may be eligible for homebound instruction whenever it is anticipated a student will be absent for at least two consecutive weeks or for at least two consecutive days periodically throughout the school year totaling at least 10 days or more due to their medical condition. Families will be required to provide a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse stating the existence of such medical condition, the impact on the child's ability to participate in education, and the anticipated duration or nature of the child's absence from school.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence as defined in 105 ILCS 5/26A in accordance with policy 6:150.

A student who is unable to attend school because of pregnancy will be provided home instruction and correspondence/online courses due to: (1) the birth of the child when the student's physician 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.

Homebound will only be approved on a semester basis at a time. Students are not required to have an IEP or 504 Plan to receive home/hospital instruction, however, either may be completed or revised depending on the student's needs. Periodic conferences may be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate a student's coursework and return to an in-personal learning plan at school. Students who do not attend and engage in virtual classroom sessions at the scheduled time without a valid excuse will be considered absent. Students receiving homebound instruction are not eligible to participate in or attend extra-curricular activities including school dances and sporting events absent exceptional circumstances.

36. CRITERIA FOR INCOMPLETE GRADE

1. This mark is used only in cases of hospitalization or sickness confining the student to home or sick bed under a doctor's care or extenuating circumstances approved

by administration.
2. An incomplete grade is held for a reasonable time pending completion of all class assignments. Incomplete grades must be made up by the end of the following grading period.
3. Assignment of an "incomplete" grade must be pre-approved by the principal or the principal's designee.

37. FAMILY LIFE & SEX EDUCATION CLASSES

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

38. EARLY GRADUATION- See form at the end of the handbook.

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to of the student's seventh semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (I.e. announcements, cap and gown rental, graduation practices, etc.) Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the Principal and the senior counselor prior to end of the 1st quarter of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

39. HIGH SCHOOL GRADUATION REQUIREMENTS

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, and proper use of the flag.
4. Participating in the State assessment required for graduation.

5. 40 hours Volunteer Service Learning
6. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

Students with questions regarding completing FAFSA paperwork should contact their counselor at the high school. Cherise Williams can be reached at 618-877-1712 Ext. 6543 and Betty Roy can be reached at 618-877-1712 Ext. 6567. Students can access additional information and resources at: www.isac.org/students/before-college/financial-aid-planning/index.html

40. DIRECT ADMISSIONS PROGRAM

Families can choose to opt in to release of student information, including student names, home address, birth date, telephone number, email address, cumulative GPA, and high school to the Illinois Student Assistance Commission for direct admission to participating state colleges and universities. For more information, contact your child's guidance counselor.

41. STATE MANDATED GRADUATION REQUIREMENTS

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer Science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
4. One year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.
5. Two years of laboratory science.
6. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government and at least one semester must be civics, which shall help young people acquire and learn to use the skills, knowledge, and attitudes that will prepare them to be competent and responsible citizens throughout their lives. Civics course content shall focus on government institutions, the discussion of current and controversial issues, service learning, and simulations of the democratic process. School districts may utilize private funding available for the purposes of offering civics education. One semester, or part of one semester, may include a financial literacy course.
7. One year chosen from (a) music, (b) art, (c) foreign language, (d) career and technical

education/vocational education, or (e) forensic speech
8. One semester of health education.
9. Daily physical education classes. (Unless utilizing an exception the this requirement listed in this handbook and the Illinois School Code 105 ILCS 5/27-705
10. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
11. Civics.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

42. ACCELERATED PLACEMENT

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. A student who meets or exceeds State standards in English language arts, mathematics, or science will be automatically enrolled into the next most rigorous level of advanced coursework offered by the high school. Please contact the building principal for additional information.

43. CREDIT FOR NON-DISTRICT EXPERIENCES

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses at SWIC offer dual credit courses at both the college and high school level.
5. Foreign language online courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses.

Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

44. SUBSTITUTIONS FOR REQUIRED COURSES

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and,
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

45. CLASS RANK-High School

Class rank is maintained for Senior High students only and is based upon the cumulative number of semesters of academic courses attended during grades 9 through 12. The numerical equivalents for letter grades utilized in calculating class rank in courses receiving one half credit per semester are: A-4, B-3, C-2, D-1, and F-0. "AP" point values A-5, B-4, C-3, D-2, and F-0. A proportionate numerical equivalent is unitized for courses receiving more or less than the one-half credit per semester.

46. ADMINISTRATIVE PROCEDURES FOR CLASS RANKINGS

A. All regular academic and special education courses will be included in determining class rank.

B. Special education students who require adaptive grading will be ranked in keeping with the recommendation of a multidisciplinary team and the student's individual education plan.

C. Students who transfer into Madison Senior High School and who have received credit for grade 9-12 courses at another school will have their grades evaluated for class rank purposes as follows:

1. Letter grades awarded in an A, B, C, D, F grading system will be considered as equivalent to the Madison grades for all courses for which there is a comparable Madison course.
2. Grades awarded utilizing a numeric grading system will be converted to A, B, C, D, and F letter grades for all courses for which there is a comparable Madison course. The conversion shall be accomplished on the basis of the numeric to letter grade scale provided by the school where the grade was awarded. If no such scale is available then the following shall be used:

a. For a 100 point system:
A = 100 – 90
B = 89 – 80
C = 79 – 70
D = 69 – 60
F = 59 – 0

b. For other numeric systems the conversion will be made on the basis of the information available.

3. Letter grades awarded in a letter grade system other than the A, B, C, D, F grading system will be converted to the A, B, C, D, F grading system for all courses for which there is a comparable Madison Course on the basis of the information available.
4. Grades awarded in systems other than letter or numeric will be converted to the A, B, C, D, F system for all courses for which there is a comparable Madison course on the basis of the information available. If appropriate information for converting grades is not available in the records received the principal will request additional data from the sending school.
5. Grades awarded on a satisfactory-unsatisfactory or similar system for courses comparable to Madison courses for which the A, B, C, D, F system is used, will have the grades converted to an A, B, C, D, F on the basis of the information available. If appropriate information for converting grades is not available in the records received, the principal will request additional data from the sending school
6. Grades awarded for courses for which there is no comparable Madison course will be evaluated by the principal. If the courses are approved for credit toward graduation from Madison Senior High School, the grades for those courses utilizing the criteria in 1- 5 above, will be included in the student's GPA for class ranking.
7. Evaluation of the grades and course of all transfer students is the responsibility of the principal and the final authority for such evaluation.

47. <u>VALEDICTORIAN/SALUTATORIAN</u>

In order to encourage and recognize outstanding academic achievement a Valedictorian and Salutatorian will be selected according to the following criteria:

1. Valedictorian-Highest GPA rounded off to the nearest thousandth as computed at the end of eight semesters of high school work.
2. Salutatorian-Second highest GPA rounded off to the nearest thousandth as computed at the end of eight semesters of high school work.
3. In case of a tie for Valedictorian and/or Salutatorian, co-winners will be honored.
4. Students must be enrolled at Madison High School prior to and continuously following the tenth day of school of the student's senior year.

48. <u>HONOR ROLL (Elementary, Middle and High Schools)</u>

Acknowledgement of students' academic success is of high priority to Madison CUSD #12. Recognition and publication of information through Honor Roll list and ceremony will be done at the end of each quarter to recognize students who have made outstanding academic progress. A cumulative average of 3.0 is needed to earn Honor Roll and a 3.5 is needed for High Honor Roll.

49. NATIONAL HONOR SOCIETY (Elementary, Middle and High Schools)

Membership in a Madison National Honor Society is an honor bestowed upon a student who excels in the areas of academics, character, leadership, and service. To be eligible for membership, the candidate must have spent at least one year in the district. In addition, at Madison High School an eligible student must be a member of the sophomore, junior or senior class or higher. Candidates must have a 3.0 or higher-grade average. Scholastically eligible candidates have the opportunity to be evaluated by the school faculty. The faculty uses the criteria set forth for the areas of character, leadership and service. Based on multiple evaluations for each candidate, a faculty council makes the final selection for membership. Once selected, members must continue to demonstrate the qualities for which they were selected to maintain membership. The faculty council, with final approval by the principal, reserves the right to review or dismiss membership based on failure to maintain adherence to criteria.

50. SEMESTER EXAMS/GRADES - HIGH SCHOOL

Semester grades will be determined using the following formula:

Nine weeks grade	40%
Nine weeks grade	40%
Semester Exam grade	20%

Percentage scores will be used to figure the final grade.
Students who fail both nine weeks of a semester fail the class.

Semester exams are an important part of the academic experience. It is the purpose of comprehensive examinations to provide a meaningful opportunity for students to demonstrate mastery of the subject area. We understand the need for relevant, valid, and appropriate measures of evaluation for students. Teachers will conduct appropriate review periods for final exams. It is standard protocol to maintain an optimum testing environment for all students and MSHS will require and strictly uphold said protocol. A set final exam schedule will be published each semester.

Only Seniors are exempt from final exams if they have maintained a 95% attendance rate for the entire Spring semester along with having a grade of " B" or higher in all classes. If a student does not meet these criteria at the end of each semester he or she MUST take ALL final exams. All Seniors must take Fall Final Exams.

Seniors who will be 5th year seniors are required to take finals when 9th -11th grade students are scheduled to take finals. Students who will be 5th year seniors are required to remain in attendance for the entire school year.

The following rules apply during exam periods:

- All students are required to take semester exams (Seniors may be exempt second semester).
- Exam periods will be quiet and orderly (absolutely no communication – written or verbal- during exams while any exams are out).
- Any unauthorized communication during exams will result in the exam being taken away. A grade of zero will be given for the exam to any/all involved parties.

51. WEEKLY ELIGIBILITY

Eligibility for athletes will be checked every Wednesday. Athletes who have 1 or more "Fs" will not be eligible to participate in competitions till the next eligibility check.

52. REPORT CARDS

Report cards will be mailed home to the parents/guardians at the end of each nine-week grading period. Report cards are for the purpose of reporting student progress in academic growth and effort.

53. CHARACTER WORD

Each month, each building will announce an easy-to-learn word, which will help to focus students on creating a respectful learning community. The students will be engaged in monthly activities using these words to help foster positive interactions, self- discipline, and good character.

Respect - August
Responsibility - September
Citizenship - October
Gratitude - November
Caring - December
Trustworthiness - January
Fairness - February
Self-Discipline - March
Tolerance - April
Perseverance - May

54. STUDENT FEES AND COSTS

The Madison School District establishes fees and charges to fund certain school materials and activities. Each school year, the administration shall present to the Board, for its approval, a schedule of student fees Students will be charged for loss of or damage to school books or other school-owned materials.

55. REFUND/WAIVER OF STUDENT FEES

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and certain charges. Madison Community Unit School District No. 12 has a Fee Waiver Policy for families receiving Financial Assistance under Article IV of the Illinois Public Aid Code and those students who qualify for the Free and Reduced Lunch Programs.

Students whose parents are unable to afford student fees may receive a waiver of some fees. However, these students are not exempt from charges for damaged books, locks, materials, supplies, and equipment. Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) who have been assessed a fee on an application form available from the Building Principal, unless designated as homeless.

A student shall be eligible for a fee waiver if at least one of the following prerequisites is met: 1) The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program; 2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or 3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act. The Superintendent or designee will give additional consideration where one or more of the following factors are present:1) Illness in the family; 2) Unusual expenses such as fire, flood, storm damage, etc.; 3) Unemployment;4) Emergency situations; and 5) When one or more of the parents/guardians are involved in a work stoppage.

The student's parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of student's fee unless the student is designated homeless. A separate application form shall be submitted for each fee assessed to each student. The Fee Waiver Policy does not apply to Summer School or any state fees associated with Driver's Education. Questions regarding the fee waiver application process should be addressed to the building principal.

56. FAILURE TO PAY FEES/COLLECTION

To maintain the quality of our educational programs, Madison School District will make every effort to secure payment of student fees from each parent/guardian who is able to pay.

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 students 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.

No student will be discriminated against, punished, or penalized due to an unpaid balance on the student's school account or because the student's parents or guardians are unable to pay any required fees or fines for the loss of school property, including the lowering of grades, exclusion from any curricular or extracurricular program of the school district, or withholding student records, grades, transcripts, or diplomas.

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

i.e., beyond June 30th.

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

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

57. BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school and for those students who live on the designated hazardous routes. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. The building principal must approve exceptions in advance. If students request to ride a route different than their own, parents must notify principal's office in advance.

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

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
2. Stay away from the bus until it stops completely and the driver signals you to board. Enter a 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.
3. 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.
4. Help keep the bus neat and clean. Keep belongings out of the aisle and away from the emergency exits. Eating and drinking are not allowed on the bus.
5. 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.
6. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
7. 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.
8. 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.
9. Never run back to the bus, even if you dropped or forgot something.

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

For students PreK-1st grade, an adult needs to be present to dismiss them from the bus. Some bus stop locations do not allow the bus to drive on apartment parking lots. Students are picked-up and dropped off at the front gates of these locations. Bus location pick-up and drop-off locations will be communicated to families.

For questions regarding school transportation issues, contact Transportation Director: (618) 877-1712, Extension 6503.

58. BUS CONDUCT

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

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

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

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

59. STUDENT PARKING - HIGH SCHOOL

Students at Madison High School earn the privilege park on campus. This privilege is earned by adhering to grade requirements, attendance expectations, as well as rules of conduct for behavior, and parking lot safety. Student vehicles parked on campus must be registered with the main office.

Students are expected to be punctual to all classes and instructional programs. Students who receive 15 tardies (cumulative) to ANY class during the course of an academic quarter will have their parking privileges revoked for the duration of the school year. Students who receive ten (10) tardies and/or unexcused absences (cumulative) to FIRST HOUR class during the course of an academic semester will have their parking privileges revoked for the duration of the school year.

Students are expected to display and maintain appropriate conduct at school. Students who receive two (2) or more Suspensions, one (1) act of gross misconduct, or one (1) Expulsion, may forfeit their parking privileges for the remainder of the school year.

Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be

ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTYAT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while
unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and viewed by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

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

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

60. REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS

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

1. Entering Pre-Kindergarten, Kindergarten or the first grade;
2. Entering sixth and ninth grades;
3. Enrolling in an Illinois school for the first time, regardless of the student's grade; and,
4. Any student participating on a sport team must have a current physical on file each year.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. The required health examinations must include a diabetes screening (diabetes testing is not required), a statement from a physician assuring "risk-assessed" or screened for lead poisoning, an age-appropriate developmental screening, and an age-appropriate social and emotional screening.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register after the start of the

school year shall have 30 days following registration to comply with the health, eye and dental examinations and immunization requirements. If a medical reason prevents a student from receiving a required immunization, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

61. EYE EXAMINATION

All students entering kindergarten or school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents:

1. Proof of a completed eye examination, or
2. that an eye examination will take place within 60 days after October 15.

62. DENTAL EXAMINATION

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

1. Proof of a completed dental examination, or
2. that a dental examination will take place within 60 days after May

63. VISION/HEARING SCREENING

Screenings will be done, as mandated, for the following children:

Vision: Pre-K, Kindergarten, second grade, eighth grade, all special education students, teacher referrals, and new students.

Students are not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school.

Hearing: Pre-k through third grade, all special education students, teacher referrals, and new students.
Vision and hearing screenings are not an option.

Exemptions:

A student will be exempted from the above requirements for:

1. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;

3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.
5. Parent(s)/guardian(s) may access informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the Illinois Department of Public Health on the District website or at the District office.

64. 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 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."

The following is required:

1. Student Medication Authorization Form signed by a physician and parent
2. Medication appropriately labeled in containers with the student's name, physician's name and pharmacy phone numbers listed.
3. Medication **must** be brought to the school office by an adult.

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.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

65. SELF-ADMINISTRATIONS OF MEDICATION

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

medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies, equipment, and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school 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. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. A student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or the supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan.

The Student Medication Authorization Form (required for all prescription and non-prescription medications at school) must be completed by the student's parent(s)/guardian(s) each school year. This form must be on file in the District Office or the School Principal's Office.

School personnel will destroy any medication that is not removed from the school at the end of the school year.

Students are not permitted to carry any type of medications while in school or riding a school bus to and from school unless the physician agrees that it is medically necessary for the student to carry his/her inhaler or EpiPen®. Discipline for Medication Policy violations includes all disciplinary measures in the student discipline code.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Administration of Medical Cannabis
The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
b. Copies of the registry identification cards are provided to the District;
c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.

2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

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

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy 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.

66. STUDENT ACCIDENT

A Student Accident Report will be completed for those students who incur which requires medical attention, an injury at school, a school sponsored event or function, or on a bus. The school nurse, teacher, bus driver, and/or principal will complete the report and file accordingly. The district has purchased school accident insurance that is utilized as secondary insurance for those parents who have a primary insurance carrier.

67. NON-EMERGENCY HEALTH CONCERNS

Situations that do not demand emergent treatment can be referred according by the following procedure:

1. The student reports to class and requests a pass to go to the nurse's office. The student should proceed directly to the nurse's office and remain there until released. Any student who arrives at the nurse's office without a proper pass may be sent back to class. If the nurse is not in the office, the student should report to the Counseling Department.
2. If the student is too ill or seriously injured to remain at school, the nurse will make all of the necessary arrangements for the student to go home. Under no circumstances, may a student who is ill leave school without checking with the school nurse, school administrator, or District office. Students are discouraged from making their own arrangements to leave school by the use of cell phone or other office phone. Student initiated contact to depart campus may be considered unexcused (without school permission).
3. Any student who has sustained a serious injury or experiences fever (100 degrees or more), diarrhea, or vomiting, may be immediately dismissed from school through the nurse's office.
4. The nurse may contact the student's parent(s)/guardian(s) to bring a one-time dose of medication to treat symptoms such as headache, colds, menstrual cramps, etc.
5. Parent notes requesting PE exemptions should be delivered to the nurse's office prior to the first hour.
6. Doctor's notes (indicating time frame) are required for the following: PE exemptions greater than two days, five minute early pass from class (related to medical reason), special needs passes for bathroom privileges, and snacks and/or drinks during the day.

68. RECESS AND PE PARTICIPATION

If a student cannot go outside for recess or participate in physical education, a doctor's note is required. The note should state the specific health condition and length of time the child will have to stay inside for recess or not participate in PE.

69. GUIDANCE COUNSELING - High School

The school provides a guidance and counseling program for students. The school counselor is available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the

school campus in order to provide students and parents/guardians with information.

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.

Counseling options are available for students who are affected by sexual abuse and grooming behaviors, along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention. The Madison County Child Advocacy Center offers additional resources: https://www.madisoncountyil.gov/departments/child_advocacy_center/index.php

70. SAFETY DRILL PROCEDURES AND CONDUCT

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

71. COMMUNICABLE DISEASES

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The decision to allow attendance will be made by the school nurse. The school will provide written instructions to the parent or guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
5. A Susceptibility List will be kept in each building indicating the students who are at risk due to lack of immunizations, medical exemptions, or religious exemptions. Parents of susceptible students will be notified in the event of a communicable disease outbreak.

72. HEAD LICE

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

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. If a student has a head lice infestation (live bugs) the student may have limited direct contact with others until treated, parents notified, and student sent home per the discretion of the school nurse/principal based on the number of nits/live lice and treatment history. Infested students will be sent home following notification of the parent or guardian.
3. Prompt treatment is recommended. The school will provide written instruction to the parent or guardian regarding appropriate treatment for the infestation and procedures for the return of their child to school. Proof of treatment will be requested.
4. Upon return to school, parents should accompany students to the health room for a head check before they enter the classroom. Parents should be aware that if live lice and/or nits remain, a child may be sent back home per the discretion of the school nurse/principal.
5. The health staff will make every effort to keep your child in school, but your cooperation is a must. Exclusion from school may occur for live lice/multiple nits per the discretion of the school nurse/principal until 1) treatment with appropriate lice eliminating product, 2) removal of live lice/multiple nits, and 3) completion of a head check by the school nurse/principal. A student should not miss more than three days of school. The fourth day and any consecutive day of absence will result in an unexcused absence and will require a conference with the school nurse and principal.

Infested children are prohibited from riding the bus to school to be checked for head lice.

73. NURSE

There is a nurse on duty at both the Jr./Sr. High School and Bernard Long Elementary. Their duties consist of communication with health agencies, parents/guardians and teachers regarding student health issues; dispensing of medication; emergency medical care and maintenance of student health records.

The school nurse supports student success through interventions that improve student health and impact academic achievement by providing emergent care, support of disease processes, development of individual healthcare plans, and involvement in the IEP process. School nurses also act as on-site public health investigators; in this role, school nurses work to prevent the spread of communicable disease and respond to disease outbreaks under the direction of the Health Department. The nurse provides emergency care and referral services. The health and welfare of every student is important. Staff members may refer students to the nurse's office and students may refer themselves by requesting a pass from a staff member.

74. SCHOOL INSURANCE

Athletic Insurance: Madison CUSD #12 provides insurance to cover all student athletes for injuries sustained during their season. This insurance is a supplement to any insurance that families may have that covers their student athlete.

75. GENERAL BUILDING CONDUCT

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandannas shall not be worn in the building. Any hat brought to school shall be removed before entering. Religious headwear is permitted.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards, hoover boards, roller skates, etc., are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- Electronic devices including headphones, radios, tape players, CD players, and cameras are not permitted in the building.

76. SCHOOL DRESS CODE / STUDENT APPEARANCE

Madison School District #12 encourages a standard in behavior, dress, grooming, and appearance that reflects pride in self, home, and school. The purpose of a standardized dress policy is to improve the learning environment, reduce classroom distractions, bridge socioeconomic differences between students, increase students' self-respect and self-esteem, enhance student security, and enable a cost saving for families. A standardized dress policy allows students to focus on their academics rather than on peer pressure related to fads and/or costly attire. Raising the standard of dress will enhance the school's image within the community and improve school spirit.

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety and decency.

The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The District also does not prohibit the right of a student to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act, 775 ILCS 5/1-103(Q). Religious headwear or items for religious observance are not prohibited . Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Disciplinary actions will be taken to enforce compliance with this policy. Disciplinary actions range from a reprimand or detention, to an out-of-school suspension. Reasonable accommodations (no more than five days) will be given to transfer students registering during the school year.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- No clothing items that reference inappropriate content, such as gang messaging
- Jackets and coats are to be kept in lockers and are not permitted in classrooms.
- Backpacks and purses are not allowed in classrooms.
- Hats, coats, bandannas, sweat bands, headphones/earbuds and sunglasses (unless required for a medical condition with a doctor's note), AI Meta Smart Glasses, or any item that blocks students' faces may not be worn in the building during the school day. Religious headwear is permitted.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the science laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Yoga pants, leggings, jeans, and track pants are prohibited.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- Exceptions will be announced by the administration.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

77. ACADEMIC HONESTY

Academic dishonesty is a serious offense that will be treated as such. Academic dishonesty includes, but is not limited to plagiarism, cheating or copying of another's assignments, unauthorized communication during an assessment/exam, altering report cards, and wrongfully obtaining test copies or scores.

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

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Plagiarism: If any information is taken from an outside source it must be accurately documented/cited. Any papers turned in without adequate documentation will be returned

with "no credit" given for the paper. "Accidental Plagiarism" should never occur and will not be considered an acceptable excuse. Academic honesty also applies to cheating.

Cheating or copying: A student who uses another student's work and/or allows another student to copy from his/her work is acting dishonestly. All persons involved in the cheating incident may receive a grade of "zero" for that assignment. This includes screen shots from telephones.

Unauthorized communication: All persons involved in unauthorized communication during a test may receive a grade of "zero" for that assessment. This is established academic protocol; and it is not the responsibility or burden of the teacher to determine the nature of the communication.

78. STUDENT DISCIPLINE

Because the Board of Education is entrusted with protecting the safety, health and welfare of the students, staff and property of the School District, it may be necessary at times to discipline students whose conduct affects the well-being of the schools. Discipline is determined on a case-by-case basis and is at the discretion of the administration and the Board of Education. The level of consequences imposed will be consistent with the *Illinois School Code*. Out-of-school suspensions and expulsions are only used for legitimate educational purposes. The district will make all reasonable efforts to resolve disruptions and minimize the length of exclusion to the greatest extent possible before disciplining a student with a suspension or expulsion. The District does not use zero-tolerance discipline except as required by federal law or the *Illinois School Code*. In accordance with constitutional due process and statutory requirements, the Board of Education may suspend or expel students in cases of gross disobedience or misconduct that occurs on or off campus. This includes on school buses, at bus stops, while students are traveling to or from school, at school sponsored events, activities connected with the school program; any event having a nexus with the school; and at any other time such action is necessary for the safety and supervision of students. The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to: 1) on, or within sight of, school grounds before, during, or after school hours or at any time; 2) off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3) Traveling to or from school or a school activity, function, or event; or 4) anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Only the Board of Education may determine to expel a student from school or from the school bus. The Superintendent, Principal and Assistant Principals may suspend students from school or the school bus for up to ten (10) school days. Suspensions or expulsions of students shall occur in compliance with procedural regulations to be promulgated and implemented by the administrators of the district. Disciplinary measures other than

suspension or expulsion shall be determined by the administration and established in general regulations governing student discipline.

79. PROHIBITED STUDENT CONDUCT

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

1. Any threatening, harassing, or intimidating behavior.
2. Bus misconduct.
3. Cafeteria misconduct
4. Inappropriate Computer use.
5. Conduct that includes public lewdness or indecent exposure, defined to include offenses against chastity, common decency, morals, and the like.
6. Disrespect (behaviors verbal or in writing that are abusive or derogatory in nature);
7. Dress/grooming (inappropriate displays).
8. Engaging in the offense of retaliation against a staff member for that person's performance of upholding the rules and regulation of the school.
9. Failure to abide by rules and regulation at extracurricular activities or at co-curricular activities such as field trips.
10. Falsifying information.
11. Fighting (with or any assault of another student or staff member – this includes any intentional physical contact such as hitting, slapping, punching, shoving, etc.).
12. Inappropriate displays of affection.
13. Insubordination (willful failure to respond and carry out the directions of an administrator or school personnel).
14. Knowingly making a false report against a staff member that is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report.
15. Loitering.
16. Profanity and Vulgarity (language, objects or gestures that may be found to be offensive to the commonly accepted standards of decency).
17. Repeated violation of classroom or transportation rules.
18. Selling or soliciting for sale any merchandise without proper administrative permission.
19. Setting off the fire alarm and/or tampering with fire extinguishers and/or automated external defibrillators (AEDs).
20. Tardiness/Truancy
21. Possessing devices in violation of the electronic device prohibition, including possessing Meta AI smart glasses, which are prohibited.
22. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
23. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
24. Using, possessing, distributing, purchasing, selling, or offering for sale:

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

25. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
26. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the Weapons section of this handbook, or violating the Weapons section of this handbook.
27. Using or possessing an electronic paging device.
28. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited

conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

29. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
30. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
31. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
32. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
33. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
34. Engaging in teen dating violence.
35. Vehicle Infractions
36. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
37. Entering school property or a school facility without proper authorization.
38. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
39. Being absent without a recognized excuse.
40. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
41. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

42. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
43. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
44. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
45. Violations of rules or procedures established by the classroom teacher.
46. Any other acts that interfere with the orderly educational process in the classroom or the school.

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

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

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

80. WHEN AND WHERE CONDUCT RULES APPLY

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited

to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a student or staff member in person or Cyber bullying; or (b) endanger the health or safety of students, staff, or school property.

81. DISCIPLINARY MEASURES

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

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

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

Disciplinary Infractions and Consequences

The Madison School District administration reserves the right to determine appropriate disciplinary actions for offenses which are not contained in the aforementioned list. Similarly, the administration reserves the right, on a case-by-case basis, to deviate from the specified disciplinary actions when such deviations are determined to be necessary for the proper and safe operation of our school. Any infraction, depending upon the surrounding circumstances, may warrant discipline up to and including expulsion.

82. DISCIPLINE PROCEDURE

WARNING: This notifies a student and possibly his/her parents/legal guardians that he/she is in violation of a rule or privilege of attending school.

DETENTION: The detention program is primarily a supervised study time for students. Students assigned detentions shall not be penalized academically. Parents may request that their child be given the next level of consequence in place of a detention (In School Supervision). This request must be made prior to the scheduled detention assignment. Any student who refuses to serve, misbehaves, skips or intentionally misses an assigned detention will be assigned to In School Suspension on the following day. Students not reporting to detention on the day assigned may be reassigned to ISS the following day. Any changes to detentions must be made by a parent/guardian ONLY by contacting the appropriate administrator.

IN SCHOOL SUSPENSION (ISS)

Students will serve In School Supervision (ISS) at school during the school day for as many days as their disciplinary consequences stipulate. During this time, students should work on the assignments being covered in their classes. Students serving ISS will be counted present and receive full credit for academic work completed. Teachers must provide assignments for credit at the student's request. If a student has an unexcused absence in conjunction with serving an ISS, then make-up work will not be permitted. Students are responsible for obtaining assignments from their teachers prior to reporting to ISS. ISS is the last opportunity a student has for remaining in school following disciplinary infractions. If a student chooses not to follow proper ISS procedure, he/she will be suspended out of school, and may reserve an additional day in ISS program assignment. Abuse of an ISS assignment or continued violation of ISS rules may result in the loss of the ISS option. Students or their parent/guardian MUST provide transportation home should the ISS assignment not be completed successfully. An OSS may be requested in lieu of an ISS only by a parent/guardian. This request must be made by contacting the appropriate administrator.

NOTE: Parents/Guardians who elect not to send their child to school on a day of assigned In-School suspension will be considered as unexcused absences from school. Students will not be allowed to make up work missed due to these days of unexcused absence.

SHORT-TERM OPTION PROGRAM - STOP

STOP (Short-Term Option Program) is an intermediate, disciplinary step between a

placement change and an out-of-school suspension. The administration has the authority to offer a STOP assignment to a student as an alternative to an out-of-school suspension based upon the severity of the infraction and availability at the STOP site. **If a parent should choose not to opt for the STOP placement for their student or if the student is unexcused to STOP, the student will be issued an out-of-school suspension with no make-up privileges.**

The following procedures will be followed with the STOP program:

- The Madison CUSD12 handbook's rules are in effect at the STOP location.
- Parents may be asked to escort their child to the home school office the morning of the STOP assignment and from the home school office in the afternoon of their STOP assignment. Students arriving after 8:40 am on the day(s) of the STOP assignment will forfeit their opportunity to attend STOP on that day.
- Students will be escorted to their lockers to get their textbooks and study materials.
- Students will be transported by bus to the Madison Student Support Center (MSSC) where they will be met by certified personnel and escorted to their classroom.
- Students will be given, and expected to complete, all homework assignments for the day. Assignments will be submitted to the appropriate teacher for grading.
- Students will be transported back to home school by bus at approximately 3:00 p.m. and will report to the high school office before being dismissed from school for the day.
- **Students attending STOP are not permitted to participate in any extracurricular activities, athletic practices, or contests on the days of their STOP assignments.**

The following rules will be adhered to. Failure to abide by these standards will result in forfeiture of the STOP placement, and the student will be assigned an out-of-school suspension with no make-up rights for the remainder of the consequence.

- Students may only ride the bus provided by the district to and from the program. Students may NOT be dropped off or picked up at the alternative site.
- Students who are sick and therefore unable to attend the STOP assignment must present a physician's note to the building administrator on the first day back from suspension saying that the child was seen in a doctor's office on the day(s) of the assignment and the physician deemed the student too ill to attend school for the entire school day.
- Students who abuse their privilege to attend the STOP program by displaying inappropriate behavior will be returned to the home school and may receive additional discipline for their inappropriate behavior at the STOP program. If the student is returned to their home school for inappropriate behavior, the student will be issued an out-of-school suspension for the remainder of the consequence with no make-up privileges.

- If a student should fall ill during the course of the day at STOP, he/she will be transported to the home school for assessment by the nurse and parents will be contacted.
- Students will not be excused from the STOP site for any previously arranged appointments. Should it be necessary for the student not to be able to complete an entire day at STOP, the STOP program will not be an option and an out-of-school suspension will be assigned by the administrator and the student will not be allowed any make-up privileges.

OUT OF SCHOOL SUSPENSION (OSS)

A student's out of school suspension assignment is determined on a case-by-case basis and is at the discretion of school administrators and Board of Education. *The level of consequences imposed will be consistent with the Illinois School Code.* Students assigned to OSS will not be allowed on school district property at any time during their OSS. Out of School Suspensions are assigned only for days when school is in session. In the event that school is cancelled for any reason during the period of an out of school suspension, the student will serve the remaining day(s) of the out of school suspension period on the next day(s) that school resumes. During an out of school suspension assignment, the student will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are suspended Out-of-School for longer than 4 school days may be provided appropriate and available support services during the period of their suspension as determined by school officials.

Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student and his or her parent(s)/guardian(s) may appear with a representative of their choice and at their expense, be accompanied by a support person of their choice and at their expense, disclose any factor to be considered in mitigation (including the student's status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A), and discuss the suspension with the Board or its hearing officer. Any representative and support person must comply with hearing rules and may be prohibited from further participation if they violate the rules or engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or anyone else in attendance at the hearing. If the review involves allegations of sexual violence by the student, neither the student nor the student's representative shall directly question nor have direct contact with the alleged victim. The student or the student's representative may, at the discretion of the Board or its hearing officer, suggest questions to be posed by the Board or its hearing officer to the alleged victim. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

EXPULSION

Expellable acts include, but are not limited to, serious misbehavior and/or illegal acts

that threaten to impair the educational efficiency of the school and/or that most seriously disrupt the orderly educational process in the classroom and/or school. Expulsion may occur if misbehavior occurs on school property or at any school-sponsored or school-related activity on or off of school property that may cause a serious threat to the safety of the school community. Expulsion means removal of a student from school for more than ten consecutive school days and possible placement in an alternative setting for one (1) to two (2) school years. The terms of expulsion also mean that a student who has received out-of-school suspension, is being considered for expulsion, and/or has been expelled is prohibited from being on school/district grounds, at school-sponsored activities, or present at any function affiliated with the school district for the time span of the suspension/expulsion.

EXPULSION PROCEDURES

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate;
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may appear with a representative, be accompanied by a support person, present witnesses, and other evidence and cross-examine the witnesses. The student may disclose any factor to be considered in mitigation (including his or her status as a parent, expectant parent, or victim of domestic or sexual violence as defined in 105 ILCS 5/26A), offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. Any representative and support person must comply with hearing rules and may be prohibited from further participation if they violate the rules or engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or anyone else in attendance at the hearing. If the expulsion hearing involves allegations of sexual violence by the student, neither the student nor the student's representative shall directly question nor have direct contact with the alleged victim. The student or the student's representative may, at the discretion of the Board or its hearing officer, suggest questions to be posed by the Board or its hearing officer to the alleged victim.

At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

RE-ADMISSION TO SCHOOL AFTER AN EXPULSION

In order for a student to be readmitted after completing an expulsion, the student and/or

parent/legal guardian must complete the following (consecutively): 1) Meet all standards of passing the Alternative School and or the terms of the expulsion specified by the Board of Education (the District Office should receive documentation verifying completion of the Alternative School within the allotted timeframe of enrollment); 2) The student and/or parent/legal guardian must call the District Office to arrange a time to show proof of residency in the school district; 3) The student and/or parent/legal guardian must call the Counseling Department to meet with his/her counselor in order to arrange for class registration for the upcoming semester.

RE-ENGAGEMENT OF RETURNING STUDENTS

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit. The student shall have the responsibility to contact their teacher(s) concerning a plan for completing make-up work within a reasonable time (this usually means one (1) day for each day of out-of-school suspension. Students suspended out of school for five (5) or more days shall have a maximum of five (5) days to submit academic work to their teacher.). Long term assignments such as research projects and papers assigned before a suspension and due during the suspension may be turned in on the day the student returns from suspension without penalty. Long term assignments made during a suspension are due on the assigned due date. The District has the discretion of providing additional support services as deemed appropriate by school officials.

CORPORAL PUNISHMENT

Corporal punishment is illegal and will not be used. *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 to halt an offense, prevent its recurrence, 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 105 ILCS 5/10-20.33.

ISOLATED TIME OUT, TIME OUT AND PHYSICAL RESTRAINT

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it, there is no known medical contraindication to its use on the student; and the school staff member or members applying the use of time out, isolated time out, or physical restraint on a student have been trained in its safe application. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone

restraint, mechanical restraint, and chemical restraint are prohibited.

83. POLICE CONTACT

Before a law enforcement officer 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.

Student behavior that poses a significant danger to staff or students, may result in the District contacting the police. Police are also notified if a student leaves the school building without permission and contact with the parent/guardian is unsuccessful.

84. WEAPONS PROHIBITION

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

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

85. GANG & GANG ACTIVITY PROHIBITED

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

harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

86. 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 school goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a 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.

Artificial intelligence means a machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. *Artificial intelligence* includes generative artificial intelligence.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication including cell phones) 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*. *Cyberbullying* also includes the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of *bullying*.

Digital replica means a newly created, electronic representation of the identity of an actual individual created using a computer, algorithm, software, tool, artificial intelligence, or other technology that is fixed in a sound recording or audiovisual work in which that individual did not actually perform or appear and that is so realistic that a reasonable observer would believe it is a performance by the individual being portrayed and no other individual.

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

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.
Unauthorized digital replica means the use of a digital replica of an individual without the consent of the depicted individual.

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.

Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

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

Nondiscrimination Coordinator:

Lacqweda Taylor, Jr./Sr. High Principal
600 Farrish St., Madison, IL 62060
618-877-1712

Complaint Managers:

Lacqweda Taylor, Jr./Sr. High Principal
600 Farrish St., Madison, IL 62060
618-877-1712

Bernard Long, Jr, Elem. Assistant Principal
1003 Farrish St., Madison, IL 62060
618-877-1712

Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.

The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things: 1) Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident; 2) Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process; 3) Notifying the Building Principal or

school administrator or designee of the reported incident of bullying as soon as possible after the report is received; 4) Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying; 5) The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

The District will make diligent efforts to notify parents or guardians of all students involved in the alleged incident of bullying, including all threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the administration is made aware of the students' involvement in the incident. The administration will discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures for students involved.

The Superintendent or designee may use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

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.

87. SEXUAL HARASSMENT PROHIBITED

The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive,

and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or

3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11), *domestic violence* as defined in 34 U.S.C. §12291(a)(12), or *stalking* as defined in 34 U.S.C. §12291(a)(36).

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

A person who wishes to make a report under the Title IX grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

Title IX Coordinator Lacqweda Taylor, 618-877-1712,
lacqweda.taylor@madisoncusd12.org

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the Complainant to: (1) discuss the availability of supportive measures, (2) consider the Complainant's wishes with respect to supportive measures, (3) inform the Complainant of the availability of supportive measures with or without the filing of a Formal Title IX Sexual Harassment Complaint, and (4) explain to the Complainant the process for filing a Formal Title IX Sexual Harassment Complaint.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

When a Formal Title IX Sexual Harassment Complaint is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.
The Superintendent or designee shall implement procedures to ensure that all Formal Title IX Sexual Harassment Complaints are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45.

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including

discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment 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 District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

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

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.

Individuals are encouraged to promptly report claims or incidents 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 under this policy will be processed under Board policy 2:260, *Uniform Grievance Procedure*.

Any District employee who receives a report or complaint of discrimination or harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

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.

This policy does not impair or otherwise diminish the existing rights of unionized employees to request an exclusive bargaining representative to be present during any investigatory interviews, nor does this policy diminish any rights available under an applicable collective bargaining agreement, including, but not limited to, a grievance procedure.

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 Ill. 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).

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 Board policy 7:190, *Student Behavior*.

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 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 (see Board policy 2:260, *Uniform Grievance Procedure*).

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

88. 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.

89. SUPPORTS FOR STUDENTS WHO ARE PARENTS, EXPECTANT PARENTS, OR VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important District goals and required by 105 ILCS 5/26A (Article 26A).

An Article 26A Student and/or their parent/guardian may request support services under this policy by contacting the building-level Article 26A Resource Person:

Linda Hylla, Social Worker, Bernard Long elementary School. Phone 618-877-1712, Email linda.hylla@madisoncusd12.org.

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

A complete copy of the District's policies and procedures on this topic are available on the District's website.

90. MAKING A COMPLAINT; ENFORCEMENT

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

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

91. 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. However, 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.

92. STUDENT USE OF ELECTRONIC DEVICES

The use of electronic devices and other technology at school is prohibited. Students cannot use the following personal electronic devices: Smart watches, audio or video recording device, personal digital assistant (PDA), iPhones©, iPod©, iPad©, smart watches, tablets, Meta AI smart glasses, laptop computer, tablet computer or other similar electronic device. Illinois School Code Source: P.A. 86-1391; 92-973, 5). For after school activities, teachers will utilize the REMIND app to contact parents for updates, arrival/departures, cancellations or rescheduled activities.

During the school day (first bell to dismissal), including during passing periods, lunch, classrooms or in academic areas (to include study halls), and throughout the building personal electronic devices must be kept powered-off and out-of-sight. These personal devices should not be seen or heard. Students may not have Meta AI smart glasses within the school during the school day. School issued Chromebooks may be used during instructional time as permitted by the classroom instructor.

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

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

All disciplinary action is determined on a case-by-case basis by school officials and the student code of conduct and disciplinary measures will be available. Students in violation of this procedure are subject discipline in accordance with the discipline policy and the following progressive measures may be taken:

1. First offense – The device will be confiscated by school personnel. Lunch detention will be assigned. The student may receive the device back at the end of the day in the school office.

2. Second offense – The device will be confiscated. One day of in-school suspension will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year.

3. Third offense – The device will be confiscated. Two days of in-school suspension

will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the remainder of the school year.

4. Further offenses will be evaluated on a case-by-case basis and include added disciplinary actions.

Student use of a wireless communication device to engage in other gross disobedience or misconduct may be disciplined in accordance with school procedures, including out of school suspensions and expulsions.

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.

Artificial Intelligence (AI) Use
Artificial Intelligence (AI) tools must be used in an appropriate, safe, ethical, and secure manner.

The integration of AI is intended to enhance instructional practices, foster creativity, support personalized learning, and assist staff in professional responsibilities while ensuring student privacy, academic integrity, and compliance with applicable laws.

This policy governs the use of AI tools for educational purposes on and off campus, during school hours, and in the course of school-related activities. This policy applies to both district-issued and personally owned devices when used for district related work.
All AI use must comply with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), the Student Online Personal Protection Act (SOPPA), and all applicable State and Federal privacy laws, and District Policies. Under SOPPA, all educational technology tools, including those that leverage AI, are reviewed, approved, and listed in the District's Ed Technology Catalog. Prior to a student's use of AI tools, their parents and/or guardians must consent for their child to use specific AI tools through individual school opt-out practices.

- Students' personally identifiable information (PII) – including names, ID numbers, email addresses, educational records, or behavioral/medical data – shall not be entered into any AI tool or platform unless explicitly approved for educational use and is SOPPA compliant.
- Staff must NOT submit student PII to AI tools under any circumstances. Staff may submit their own PII at their discretion, but may NOT share others' information.
- When available, staff should disable options that allow AI tools to "learn" from submitted data.

Students and staff can never input confidential, sensitive or legally protected information into AI tools. (i.e. student/employee records; information that identifies students, employees, and other individuals). If available, within the AI tool, staff and students should remove the option for AI to "learn" form the data submitted.

AI tools may be used by staff to enhance instruction, differentiate for student needs, streamline communication, analyze data, generate resources, or support curriculum development. Students may use AI tools only when explicitly directed or approved by a teacher. Use of AI tools must align with instructional goals and be appropriate for the learning activity. AI tools must NOT be used to replace educator expertise, professional judgment, or critical student engagement.

AI shall NOT be used in any manner that violates district technology use policies, including, but not limited to bullying, harassment, discrimination, or the promotion of inappropriate content.

All student work must reflect the individual's own understanding and effort. Misuse of AI in a manner that undermines academic integrity will be considered academic dishonesty and addressed through the District's disciplinary procedure(s). Staff shall model and explicitly teach the ethical use of AI, including respect for intellectual property and the importance of original work. Staff must equitably allow/limit the use of AI tools for students in the classroom.

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.

Staff will integrate AI tools, if used, in ways that support curriculum standards, individualized instruction and district-approved instructional practices. Educators will be responsible for:

- Verifying the accuracy, appropriateness, and bias of AI-generated content before use in instruction
- Teaching students to critically evaluate AI-generated information and to cite appropriately
- Avoiding reliance on AI tools as a substitute for professional responsibilities or instructional planning.

Any AI tool used with students must be reviewed and approved for use by the District administrative team or designee to ensure alignment with SOPPA, FERPA, and other applicable regulations. Tools intended for curriculum or classroom instruction must receive approval from District administration. Use of AI tools that have not been pre-approved may result in revocation of technology privileges and/or further administrative action.

Both students and staff are required to cite the use of Artificial Intelligence in their educational materials including, but limited to, lesson plans, assignments, and papers.
When engaging with AI tools, students and staff must apply critical thinking and information literacy skills. This includes evaluating the credibility of the AI-generated information, validating the source, recognizing bias in AI generated materials, and recognizing the distinction between authentic and fabricated content. Staff should not solely rely on AI checkers when reviewing a student's work, as they can be inaccurate. Staff should get to know the students' work to determine if there is inappropriate use of an AI tool and use AI checkers with caution.

Students and staff must be aware of the ethical implications and copyright issues related to using AI. This includes understanding the boundaries of using AI-generated content, respecting intellectual property rights, and maintaining academic integrity in your work.
Violations of this policy by students shall be addressed as academic dishonesty and may result in, but not limited to: Requirement to revise or resubmit the assignment, academic penalty, disciplinary referral in accordance with the handbook. Violations by staff will be administratively reviewed with necessary due process and may result in loss of access to AI tools or further disciplinary action.

Staff will comply with student IEPs and Section 504 Plans related to the use of AI. This policy may be modified for individual students, and staff as appropriate, with disabilities based on their identified needs in accordance with state and federal law, including the Individuals with Disabilities Education Act, Americans with Disabilities Act, and Section 504 of the Rehabilitation Act.

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.

93. LUNCH RULES

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. Bringing in food from the outside is not permitted as it poses a disruption of the orderliness of the lunch climate and may adversely affect lunch health and safety sanitation. It also decreases the possibility of unwanted pests. Extenuating circumstances related to food allergies, medical situations, and/or special occasions may be presented to the administration for request of a waiver. Medical documentation may be required, and the final determination will be at the discretion of the administration.

During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

CAFETERIA RULES

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

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

94. <u>FIELD TRIPS</u>

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Chaperones: This can provide a valuable service to the class and teacher and is greatly appreciated.

- All chaperones must have completed the Parent Volunteer Training before the field trip or they are ineligible as chaperones.
- No siblings may accompany the adult or class on field trips.
- Chaperones must be properly attired.
- All school rules apply to the chaperones. Any violation of these rules will result in loss of chaperone privileges.

- Chaperones must be a minimum of 21 years of age. No other individuals may attend.
- If chaperones remove their child and /or siblings in attendance before the end of the school day, the child/children may not be given credit for a full day of attendance and will be unexcused. Parents must report to the office and sign the child out.

95. INTERNET ACCEPTABLE USE

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

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

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

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

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

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

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the network in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the network to be private property.

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

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

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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

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

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

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

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

a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered 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.
d. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
f. Use of the School District's email system constitutes consent to these regulations.

96. GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is

required.

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

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

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or

5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

97. SEARCH AND SEIZURE

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

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

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

STUDENTS

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

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.

98. ATTENDANCE AT SCHOOL DANCES

Attendance at school-sponsored dances is a privilege.

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

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

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

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

99. <u>PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES</u>

In order for a student to participate in a scheduled extra-curricular practice or activity on a school day or night he/she must have been in attendance at school for the six periods that day. A medical note or judicial note verifying reason for absence must be presented in order for a student to be eligible to participate in any extra-curricular activity that day. Exceptions are left to the discretion of the administration (i.e. School Business Excusals, student conferences, college tours, etc. Also, prearranged doctor's appointments, funerals, etc. apply here.)

Students who are absent from school are not allowed to attend extra-curricular activities on the day of absence. Students serving out-of-school suspensions, temporary disciplinary placement or expulsions are not allowed to attend or participate in any extra-curricular activities on those days.

Students who have received three or more discipline referrals within 30 school days of the event may be prevented from attending extracurricular activities, which will be determined on a case-by-case basis.

- 3 ISS
- ISS at MSSC (automatically ineligible to participate)
- OSS (automatically ineligible to participate)

100. <u>STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES</u>

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

An athlete must have the following fully executed documents on file with the school's athletic department before the athlete's first participation in any activity: 1) A current physical examination report completed by a licensed medical professional, which finds the athlete is physically able to participate. This exam should be completed on the Illinois Department of Health Child Health Examination form (required for incoming freshman) or the standard IHSA Pre-Participation Physical Examination form; and 2) Athletics form, signed by the athlete & his/her parent or guardian, shows proof of insurance, publicity web release for the District, and the code of conduct. Signing of this form also provides for the consent to treatment by District personnel should an athletic injury occur, consent to random drug testing in accordance with the IHSA & the Madison School District and the recognition of concussion education provided by Madison SD.

101. MADISON CUSD12 ATHLETIC CODE OF CONDUCT

A. Philosophy

This code of conduct is an attempt to state expectations and to influence positive behavior for those students representing Madison CUSD12 in extracurricular athletic participation, including cheerleading and dance team. The MCUSD12 Board of Education, Administration, and Coaching Staff have determined that it is a privilege to participate in such extracurricular activities.

One of the major educational objectives of interscholastic athletics is to promote good citizenship and responsible personal conduct. As representatives of MCUSD12 and the community it serves, students participating in these extracurricular programs will be held to high standards in accordance with this objective.

This athletic code of conduct shall be enforced on a year round basis. Students will be under the auspices of this policy: 1) upon receipt of the MCUSD12 Student/Parent Handbook, or 2) upon signed receipt of this policy.

Disciplinary consequences for violations when a student is "out-of-season" or during the summer will be levied in the student's next period of competition or performance.

This code of conduct is consistent with existing school discipline policies but does not take precedence over school policy and pertains only to members of athletic teams.

B. Consequences

The Board of Education, Administration, and Coaching Staff of MCUSD12 consider the following as violations of the code of conduct that warrant the indicated actions:

1. USE OR POSSESSION OF ANY TOBACCO SUBSTANCE OR E-CIGARETTE

First Offense: Participant will be suspended from participation for a period representing 11% of scheduled competitive contests for that season. If the 11% is not fulfilled in that season, then the suspension would carry over into the next sports season in which the student participates. If the offense occurs while the student is out of season, the suspension would be enforced during the next sports season in which the student participates.

Second Offense (during the same school year): Participants will be suspended from participation for a period representing 50% of scheduled competitive contests for that season. If the 50% is not fulfilled in that season, then the suspension would carry over into the next sports season in which the student participates. If the student provides the athletic director with written verification of counseling, the penalty of the second offense will be reduced to 22% of scheduled competitive contests for that season plus a carry over to the next sports season if the 22% if not fulfilled during that season. If the offense occurs while the student is out of season, the suspension would be enforced during the next sports season in which the student participates.

Third Offense (during the same school year): Participant will be suspended from participation in all contests/competitions for one calendar year from the date of the incident.

2. USE OR POSSESSION OF AN ALCOHOLIC BEVERAGE, A HALLUCINOGENIC OR CONTROLLED SUBSTANCE, OR A LOOK-ALIKE DRUG

First Offense: Participant will be suspended from participation for a period representing 50% of scheduled competitive contests for that season, plus a carry over to the next sports season if the 50% is not fulfilled during that season. If the student provides the athletic director with written verification of counseling by a licensed, drug counseling agency, the penalty for the first offense will be reduced to 22% of

scheduled competitive contests for that season, plus a carry over to the next sports season if the 22% is not fulfilled during that season. If the offense occurs while the student is out of season, the suspension would be enforced during the next sports season in which the student participates.

Second Offense (during the student's high school career): The student, whether in-season or out-of-season, will be suspended from participation in all contests/competitions for one calendar year from the date of the incident.

Third Offense (during the student's high school career): The student, whether in-season or out-of- season, will be suspended from all contests or competitions for the remainder of his/her high school career.

3. CONDUCT DETRIMENTAL TO THE TEAM

Conduct deemed by the coach or the MCUSD12 Administration to be detrimental to the team, including but not limited to any illegal or inappropriate behaviors, according to the stated philosophy and objectives of the MCUSD12 Athletic Code, will be considered on an individual basis and may result in a disciplinary action up to and including removal from the team.

Clarifications

A. The participant must attend all practices and contests during the time he/she is serving the consequence unless the consequence results in removal from the team.
B. The participant must complete the entire sports season for the consequences to be considered served unless the consequence results in removal from the team.
C. For the consequences to be considered served, the student must start the season on the IHSA designated starting dates for that sport's season.
D. "In-season" violations will carry over into the next sports season in which the student participates.
E. "Out-of-season" violations will be enforced in the next sports season in which the student participates.
F. An athlete who quits a team during its season will not be permitted to join another team during that season unless mutually agreed upon by the coaches of both teams involved. A student will not be permitted to participate on an athletic team, cheerleading, or dance team if he/she has any outstanding code of conduct violations.
G. The penalty of a code of conduct violation occurring after school is completed for the second semester and before the IHSA sports seasons begin in August will be assessed during the next sports season in which the student participates.
H. In administrating an athlete's suspension during a sports season, if the athlete is involved in a team sport, each opportunity for the team to compete in a tournament will count as one date. If the athlete is involved in an individual sport (golf, wrestling, track, tennis) each opportunity for the individual to compete will count as one date.

I. The guaranteed minimum number of athletic contests scheduled for a sports season will be used to determine an athlete's suspension.
J. Valid reports will come from police reports, MCUSD12 District faculty/coaches reports, administrator's reports, or reports from members of the Board of Education, IHSA officials, or other credible sources as determined by the MCUSD12.

A student will be advised of alleged behaviors in violation of the MCUSD12 Athletic Code of Conduct and be given the opportunity to respond to the charges. The student and his/her parents or guardians will be notified in writing by the athletic director of any disciplinary action taken as a result of the charges.

The student or his/her parents or guardians may appeal the disciplinary action taken by responding in writing to the athletic director or principal within three days of receiving notice of the disciplinary action taken. The Athletic Code of Conduct team, consisting of the principal, the assistant principals, the athletic director, and the coaches (or any combination appointed by the principal), shall convene at the earliest possible date following the incident to review the case. The student athlete and his/her parents or guardian shall attend the review.

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, Student Behavior.

102. EDUCATION OF CHILDREN WITH DISABILITIES

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office. If necessary, students may be placed in private education facilities if services cannot be provided within the District.

Pursuant to Public Act 100-1112 students with disabilities who do not qualify for an individualized education program (IEP) may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child

(i) has a physical or mental impairment that substantially limits one or more major life activities,
(ii) has a record of a physical or mental impairment, or
(iii) is regarded as having a physical or mental impairment.

Parents and/or guardians may contact [Kimberly J. Moore] via telephone at [618-877-1712 X6550] or at the District office, located at 602 Farrish Street, Madison, IL 62060 for questions regarding the identification, assessment and placement of such children.

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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION

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

For further information, please contact the school principal.

CERTIFICATE OF HIGH SCHOOL COMPLETION

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

103. <u>STUDENT PRIVACY PROTECTIONS</u>

Surveys by Third Parties

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

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

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

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

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

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

104. STUDENT RECORDS

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

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

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.
2. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
3. These rights are denied to any person against whom an order of protection has been entered concerning the student.
4. 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.
5. 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.
6. 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.

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

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

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

1. Name, Address, Grade level, Birth date and place
2. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
3. 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
4. Academic awards, degrees, and honors
5. Information in relation to school-sponsored activities, organizations, and athletics
6. Major field of study
7. Period of attendance in school

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

9. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

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

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

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

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

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

105. STUDENT BIOMETRIC INFORMATION

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

106. TEACHER QUALIFICATIONS

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

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

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

107. STANDARDIZED TESTING

It is imperative that Students and parents/guardians understand the importance of standardized exams, both in terms of their student's own benefit, but also for the benefit of the school community. Students, who intentionally fail to follow directions regarding the completion of the exams or misrepresent the ethical intent of the exams, may be subject to disciplinary action.

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

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

All 3rd - 8th grader students are required to take the Illinois Assessment of Readiness These exams will be administered once a year. The exams are standardized tests that test English Language Arts and Mathematics. Students in grades 5 and 8 will take the Illinois Science Assessment.

High school students in grade 9 are required to take the PSAT 8/9. High school students in grade 10 are required to take the PSAT 10. High school students in grade 11 will be required to take the Scholastic Aptitude Test (SAT). Illinois State Board of Education moved from the American College Testing (ACT) to ensure equity. The SAT is a free test, and includes a writing component for students in grade 11. This move gives every student an opportunity to test, and use results to make great college and careers choices upon high school graduation.

Scores from these standardized tests are mailed to parents with detailed explanations of the results. Questions regarding these exams should be directed to the Guidance Counseling Office and/or Administration. These test results will also serve as assessment data for School Improvement planning.

108. HOMELESS EDUCATION

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

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

109. SEX EDUCATION INSTRUCTION

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

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

110. PARENTAL INVOLVEMENT (TITLE I)

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

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child.

Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

(a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
(b) a description and explanation of the curriculum in use at the school, the

forms of assessment used to measure student progress, and the proficiency
levels students are expected to meet;

(c) opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and

(d) timely responses to suggestions.

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

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

The school endeavors to do its best to provide all information in the language best understood by parents and guardians.

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

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

111. ENGLISH LEARNERS

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

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

112. PUNS DATABASE (PRIORITIZATION OF URGENCY OF NEED FOR

SERVICES)
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.

PUNS Contact:
Prairieland Services Coordination, Inc.
2130 Vadalabene Dr, Suite A
Maryville, IL 62062

113. VOTING
Ill. State Board of Elections *Registering to Vote in Illinois (pamphlet)* is available online explaining voter registration process, available at www.elections.il.gov/ under Information for Voters

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

115. PESTICIDE APPLICATION NOTICE
The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact your student's school secretary. Parents who would like prior notice must notify the office.

116. MANDATED REPORTERS
All school personnel, including teachers, administrators, and Board Menbers 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.

117. SEX OFFENDER NOTIFICATION LAW

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

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

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

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

A violation of this law is a Class 4 felony.

118. SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

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

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

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

129. ASBESTOS

The U.S. Environmental Protection Agency (U.S. EPA) has regulations regarding asbestos–containing materials in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their building, and to implement appropriate response actions as necessary. Also under these regulations, the district annually informs all parents, guardians, faculty and staff of the presence of asbestos-containing building materials (ACBM) at our Facility.

You are hereby notified that the required Asbestos Hazard Emergency Response Act (AHERA) inspection and management plans for Madison Community Unit School District

#12 have been completed and submitted. Asbestos Real Estate Consultants, Chicago, Illinois, conducted the inspections and developed the management plans. That firm has also conducted awareness training for our custodial and maintenance personnel. The findings of the inspection indicate that safe conditions exist in all buildings; however, operation and maintenance programs will maintain and monitor the district continually to sustain this safety standard.

120. 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 the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

PARENT RESOURCES & LOCAL SUPPORT AGENCIES

Madison County Mental Health Board – Resource Directory
Suicide and Depression Awareness and Prevention Resources:
National Suicide Prevention Lifeline: Text 988 or Call 800-273-8255
Crisis Text Line: Text "HOME" to 741741
Safe2Help Illinois Helpline: Text SAFE2 (72332) or Call 844-4-SAFEIL

121. AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The state requires all public indoor athletic facilities with participants of 100 or more to have AEDs. This includes schools with gymnasiums/wrestling rooms/weight training rooms/physical education classes. An AED (Automated External Defibrillator) is a device that is designed to shock a fibrillating heart back into a normal rhythm. These are safe and effective life-saving devices. There is no danger to students, staff, or visitors. No accidental shock can be given. The device will only shock a fibrillation heart.

All school buildings are equipped with AEDs. There are additional AEDs available for athletic practices and events. Several staff members have completed CPR/AED certification training. Please make your child(ren) aware that these units are housed in wall hanging cabinets in each building and should not be tampered with by students.

State law requires the Ill. High School Association to post a hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED) training video on its website. The law also requires the District to notify staff members and parents/guardians about the video. You are encouraged to view the brief video at: www.ihsa.org/health-safety/cpr-training

122. EMPLOYEE CODE OF PROFESSIONAL CONDUCT

All District employees are expected to maintain high standards in their school relationships,

to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated into this Code of Conduct. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in *grooming* as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Standards related to school employee-student conduct shall, at a minimum:

1. Comply with the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education;
2. Prohibited grooming behaviors and sexual misconduct include but are not limited to (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
    a. A sexual or romantic invitation
    b. Dating or soliciting a date
    c. Engaging in sexualized or romantic dialog
    d. Making sexually suggestive comments that are directed toward or with a student
    e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
    f. A sexual, indecent, romantic, or erotic contact with the student
3. Employees are expected to maintain professional relationships with students.
    a. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and inappropriate between an employee and student. This District has a "zero tolerance" for any conduct that crosses over that professional line.
    b. Employees are not permitted to transport District students in the employee's privately owned vehicle, unless the employee has obtained prior permission of the Building Principal and/or Superintendent to do so.
    c. Employees are not permitted to take or possess a photo or video of a student on their private devices. Student pictures for school sponsored activities used in furtherance of the District's educational mission are permitted.
    d. Employees are not permitted to meet with a student or contact a student

outside the employee's professional role. Employees are expected to avoid crossing a line that results in an actual or perceived inappropriate relationship;

4. District employees are mandated reporters and required to comply with all reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
5. Employees, students, parents, and any third party can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*, to a District Complaint Manager, Nondiscrimination Coordinator, Title IX Coordinator, or any other District administrator or staff member the person feels comfortable reporting to; and
6. Employees are required to complete training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)
National Sexual Abuse Chatline at online.rainn.org
Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Illinois State Board of Education Sexual Abuse and Prevention Resource Guide at www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf

123. NOTICE TO PARENTS REQUIRED BY ELEMENTARY AND SECONDARY EDUCATION ACT, McKINNEY-VENTO HOMELESS ASSISTANCE ACT, AND PROTECTION OF PUPIL RIGHTS ACT

The Elementary and Secondary Education Act (ESEA), McKinney-Vento Homeless Assistance Act (McKinney-Vento), and Protection of Pupil Rights Act (PPRA) mandate that schools receiving federal funds provide parents/guardians with information and notices in an understandable and uniform format and, to the extent practicable, in a language that the parents can understand. This procedure contains the key notifications that districts and schools must provide to the parents/guardians of students. The legal references are provided at the end of the procedure. The only notices applying to districts that do not receive Title I funds are those regarding student privacy. In addition, see:

- ISBE's *Frequently Asked Questions regarding the Every Student Succeeds Act (ESSA)*, published 8-12-16, at: www.isbe.net/Documents/ESSA-faq.pdf.
- U.S. Department of Education's *Frequently Asked Questions regarding*

Transitioning to the Every Student Succeeds Act (ESSA), updated 6-29-16, at: www2.ed.gov/policy/elsec/leg/essa/essafaqstransition62916.pdf.

I. Improving Basic Programs Operated by Local Educational Agencies
The following information must be provided to parents in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

1. Annual report cards. Districts must 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:
(a) student achievement on academic assessments (designated by category),
(b) graduation rates, district performance, teacher qualifications, and
(c) other information required by Section 6311(h)(2)(C)).
The District's annual report card shall be concise and accessible to the public, which includes placing it on the District's website or, if the District does not operate a website, providing it in another manner determined by the District.

2. Teacher and paraprofessional qualifications. At the beginning of each school year, a school district that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the district will provide the parents on request in a timely manner, information regarding the professional qualifications of the 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.

3. Student achievement. Districts must provide parents information on the level of academic achievement and growth of the parent's child in each of the State academic assessments.

4. Non-certificated/licensed teachers. Districts must provide parents timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

5. Testing transparency. At the beginning of each school year, a school that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the district will provide the parents on request in a timely manner, information regarding any State or District agency policy regarding student participation in any assessments mandated by Section 6311(b)(2) and by the State or District, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
In addition, the District shall make widely available through public means (including by

posting in a clear and easily accessible manner on the District's website and, where practicable, on each school's website), information on each assessment required by the State to comply with Section 6311, other assessments required by the State, and (where available and feasible to report) assessments required districtwide, including:

a) The subject matter assessed;
b) The purpose for which the assessment is designed and used;
c) The source of the requirement for the assessment; and
d) Where such information is available:
    i) The amount of time students will spend taking the assessment, and the schedule for the assessment; and
    ii) The time and format for disseminating results.

II. English Learners

1. Language instruction educational programs. Districts must inform a parent of an English learner identified for participation, or participating in, such a program of:

a) The reasons for their child being identified as an English learner;
b) Their child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
c) The instructional methods used in their child's program and the instructional methods used in other available programs;
d) How their child's program will meet their child's educational strengths and needs;
e) How the program will help their child to learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
f) Exit requirements for the program, including the expected rate of transition from such program into classrooms not tailored for English learners and the expected rate of high school graduation;
g) In the case of a child with a disability, how the program meets the objects of their child's individualized education program; and
h) Information regarding parental rights that includes written guidance:
    i) Detailing parents' right to immediately remove their child from the program upon their request;
    ii) Detailing parents' options to decline enrollment in the program or to choose another program or instructional method, if available; and
    iii) Assisting parents in selecting among various programs and instruction methods, if more than one program/method is offered.

Parents shall be provided this information no later than 30 days after the beginning of the school year or, for students identified as English learners during the school year, within the first two weeks of the child's placement in a language instruction educational program.

2. Outreach. Each district shall implement an effective means of outreach to parents of English learners to inform the parents regarding how they can be involved in their children's education, and be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet challenging State academic standards expected of all students. In addition, the outreach shall include holding, and

sending notice of opportunities for regular meetings for formulating and responding to parent recommendations.

III. Parent and Family Engagement

1. Parent and family engagement policies. Parents and family members shall be notified of the parent and family engagement policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

2. Meeting and information. Each school shall: a) Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation, and to explain the requirements of this part, and the right of the parents to be involved; b) Offer a flexible number of meetings; c) Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs including the planning, review, and improvements of the school parent and family engagement policy and the joint development of the school wide program plan under §6314(b); d) Provide parents of participating children: a) Timely information about programs under this part; b) A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and c) If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. 1) If the school wide program plan under §6314(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the Board.

IV. Voluntary Public School Choice Program

The district shall provide to parents of students in the area to be served by the Voluntary Public School Choice program with prompt notice of:

a) The existence of the program;
b) The program's availability; and
c) A clear explanation of how the program will operate.

V. Education of Homeless Children and Youths

1. Notice of rights. The district shall provide written notice, at the time any homeless child or youth seeks enrollment in such school, and at least twice annually while the child or youth is enrolled in such school, to the parent/guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that:

a) Shall be signed by the parent/guardian (or, in the case of an unaccompanied youth, the youth);
b) Sets the general rights provided under this subtitle;
c) Specifically states:

i) The choice of schools homeless children and youths are eligible to attend,
ii) That no homeless child or youth is required to attend a separate school for homeless children or youths,
iii) That homeless children and youths shall be provided comparable services including transportation services, educational services, and meals through school meals programs;
iv) That homeless children and youths should not be stigmatized by school personnel; and
v) Includes contact information for the local liaison for homeless children and youths.

2. Assistance to unaccompanied youth. In the case of an unaccompanied homeless youth, the district shall ensure that the homeless liaison assists in placement or enrollment decisions under this subparagraph, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

3. Public notice of rights. Each district shall ensure that public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.

VI. Student Privacy

1. Notice of privacy policy. The student privacy policies developed by a district shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by that district. At a minimum, the district shall: a) Provide such notice at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies; and b) Offer an opportunity for the parent to opt the student out of the activity.

2. Notification of specific events. Each district shall directly notify parents/guardians, at least annually at the beginning of the school year, of the specific or approximate dates when activities described in 20 U.S.C. §1232h(c)(2)(C) are scheduled.

3. Notice of existing policy. All districts shall provide reasonable notice of such existing policies to parents and guardians of students, e.g., "The School Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available upon request."

Please complete the last page of this handbook and return the form to the school

124. EARLY GRADUATION REQUEST FORM

Early Graduation Request Form

Student Information

Date Submitted (must be before October 1 st): _____

Student Name: _____

SIS ID #: _____

Date of Birth: _____

Current Grade Level: _____

Expected Graduation Date (Early): _____

Student Signature: _____

Date: _____

Parent/Guardian Information

Parent/Guardian Name(s): _____

Phone: _____

Email: _____

Parent/Guardian Signature: _____

Date: _____

Request for Early Graduation

I am requesting approval to graduate prior to the end of the traditional senior year. I understand that early graduation approval is contingent upon completion of all Illinois state and district graduation requirements and commitment to one of the reasons below.

Reason for Early Graduation (check all that apply):

☐ **College enrollment**

☐ **Career/employment opportunity**

☐ **Military enlistment**

Brief explanation:

----------For Administrative Use Only----------

Counselor Checklist Completed (attach to request) Name _____

Date_____

Principal Review and Sign-off - Name:_____

Date _____

Board Approval – Date _____

126. PARENT/GUARDIAN ACKNOWLEDGEMENT SIGNATURE PAGE

RETURN TO SCHOOL

STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

Name of Student: _____

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

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

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

Student Signature_____Date_____

Parent/Guardian Acknowledgement

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

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

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

Parent/Guardian Signature _____Date_____