GRHS - Home of the Buffaloes
500 W. Mulberry Street
Georgetown, IL 61846
Telephone: (217) 662-6716
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Kevin Thomas
Principal

Brad Russell
Associate Principal

GENERAL SCHOOL INFORMATION

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The policies and procedures contained in this handbook have been approved by the Board of Education and are subject to change as situations arise. The administration reserves the right to interpret and apply the policies set forth in this handbook as deemed necessary by situations that may arise. The Board's comprehensive policy manual is available for public inspection through the District's website (www.grf.k12.il.us) or at the School Board office, located at:

Georgetown-Ridge Farm CUSD 4 Administration Office
500 W. Mulberry Street
Georgetown, IL 61846

The School Board governs the school district, and is elected by the community.
Current School Board Members are:
Lori Starwalt - President
Mark Learnard – Vice President
Greg Emmert
Betsy Daily– Secretary
Heather Roberts
Eric Flessner
Dennis Smit
Kevin Thomas, District Treasurer
The School Board has hired the following administrative staff to operate the school:
Jean Neal, Superintendent
Kevin Thomas, Georgetown-Ridge Farm High School Principal
Brad Russell, Georgetown-Ridge Farm High School Associate Principal

WELCOME TO GEORGETOWN-RIDGE FARM HIGH SCHOOL

We would like to welcome all students and their families to Georgetown Ridge Farm High School. It is our intent to provide an environment that encourages life-long learning for all students and that prepares them for life after high school.

Students will not only bring honor to Georgetown-Ridge Farm High School, but will also make these years the most memorable of their life if they use the educational facilities and opportunities to the best of their advantage by working diligently, and by cooperating with teachers, coaches, sponsors, and fellow students.

DISTRICT VISION STATEMENT

Success for today: through the active involvement of students, parents, educators, and the community.
Preparation for tomorrow: to obtain critical thinking, reasoning, and problem solving skills to become effective, creative, and caring members of a diverse society.
Learning for a lifetime: assures well-informed, productive citizens for the future. It is the primary mission of Georgetown-Ridge Farm High School to provide a safe environment for each student to reach their fullest potential in personal, professional, and community life.

SCHOOL MISSION STATEMENT

Our mission is to strive for success for today, through cooperative involvement of students, parents, educators, and our community. Prepare our students for tomorrow through creative technology while valuing differences in cultural backgrounds, needs, goals, and learning styles. Equip our students to be life-long learners who are well informed productive members of society.

STUDENT RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior. No person on school property or at a school event shall perform any of the following acts:

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

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

ARRIVAL & DISMISSAL PROCEDURES

Students are to remain in the school building once they arrive at school until they are dismissed from school for the day. Students may arrive at 7:15 a.m. and go to the cafeteria or to a teacher's classroom if previous arrangements have been made. Regular dismissal is 2:25 pm. A student may leave school grounds if the departure has been approved by the parent/guardian and office secretaries, or administration. Parents may grant permission to leave school for illness, appointments, or extreme family emergency by writing a note, by a phone call to the office staff, or in person at the time of check-out using the office kiosk.

Please send a note neatly written in the morning with the student's name, time of check-out, reason for the check-out, and a phone number where the parent/guardian may be reached for the office to confirm the check-out. The note must be given to the office before school to allow time for the staff to verify the check-out and prepare the permission to leave form. Students may pick up the permission to leave slip between first and second periods. Students must write their name, reason for absence, and time they left the building on the Sign-Out sheet located on the counter in the office before leaving the building. ***Students that leave school without following proper checkout procedure will be considered truant.*** Any student that enters the building after the first period has begun must check-in at the office. They must sign in on the Sign-In /Sign-Out Sheet and will be given an admit slip for their current class.

ATTENDANCE

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

STUDENT ABSENCES

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

There are two types of absences: excused and unexcused. Excused absences include: illness (up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's s mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principals. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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

such assignments are completed by the student prior to his or her return to school. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. Parents must complete the request for leave form and return it to the administrators at least two weeks before the absence.
The school will require documentation explaining the reason for the student's absence—a return to school note from the doctor, an appointment card for an appointment or court date.

In the event of any absence, the student's parent or guardian is required to call the school at 217-662-6716 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official may 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, a written notice of an appointment, or a medical excuse **within two (2) days of the absence**. Once a student has reached a total of **9** absences (*excused by parent and unexcused*), any additional absences will require documentation explaining the reason for the student's absence—a note from the doctor, an appointment card, or court appearance letter. Any absence that does not meet these criteria will be considered unexcused. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

UNEXCUSED ABSENCES

A partial unexcused absence is defined as a student signing in after 8:45 a.m. without a valid excusal. A full unexcused absence is defined as a student not attending school at all without a valid excusal, or any absence after 9 total absences without a note from a doctor, an appointment card, or a court appearance letter. Students can receive a 1-hour detention, 2-hour detention, Saturday School, or In-School suspension after their first three full unexcused absences. After their first three full unexcused absences students will receive only up to 50% credit for missing work.

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 complete the Vacation/Leave Request Form and give written notice to the building principal at least 10 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.

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. An assignment given prior to absence will be due upon return to school.

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.
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, willfully permits a child to be truant is in violation of State law.

TARDINESS TO SCHOOL AND CLASSES

Students who are tardy arriving at school must check into the office to receive a pass to classes. The first and second time a student is tardy, he/she will receive a warning. Beginning with the third instance of tardy to school will result in a

30-minute office detention. Upon receiving a sixth tardy to school an office detention will be given and a letter will be mailed home. Beginning with the ninth tardy to school, students can be given an in-school suspension day for every third occurrence in a semester. Skipping or leaving school without permission may result in a one day in-school suspension. Continued offenses will be considered insubordination.

If a student is tardy to any class more than twice after arriving at school, the teacher will issue a behavior incident, and the student will receive an office detention. If the student does not serve the detention other consequences will follow.

EDUCATIONAL & VACATION LEAVE

Georgetown-Ridge Farm High School allows students to make application to an administrator to miss up to five (5) days each year for prior approved educational & vacation leave. Forms are in the office. The forms must be filled out and returned to the administrator prior to the absence. Students will be expected to get assignments before leaving and turn in completed work upon their return to classes. While this absence is excused, it still counts toward the number of days a student misses and may eliminate them from receiving some rewards or attending some school functions.

SEMESTER EXAM WAIVERS

All Waivers Will Be Issued By The Office

- Students that maintain no more than 2 absences and receive no more than two tardies to school will qualify to waive three semester exams if he/she maintains a grade of "B" in the class to be waived.
- Students that are absent no more than 3 days and receives no more than two tardies to school will qualify to waive two semester exams if he/she maintains a grade of "B" in the class to be waived.
- Students that are absent no more than 4 days and receives no more than two tardies to school qualify to waive one semester exam if he/she maintains a grade of "B" in the class to be waived.
- Senior students in their second semester are exempt from taking the final exams. Any senior students that desire to take the final exam to improve their academic status prior to graduation may do so.

Students with an extended absence resulting from serious injury or illness, may be granted a waiver if accompanied by a doctor note and discussion with the principals.

Any out-of-school suspension eliminates a student from receiving waivers. Each number of days of in-school suspension count as an absence. Any student with 1 or more unexcused absences is immediately disqualified from receiving any semester exam waivers.

COLLEGE VISITS

Juniors and Seniors are allowed two (2) college visits during the year. College visits must be pre-approved by the building principal and students must return with documentation, proving their participation in a college visit. These days will not count against student exam waivers. Additional days may be requested, but must be approved by the building principal.

LEARNING AND ASSESSMENT

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 9-11 will take standardized tests. 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:

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

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. Thus, homework will be given on a regular basis for the purpose of reinforcing and enriching concepts introduced in the classroom. It should

be relevant to the subject matter and not assigned for punitive measures. The teacher should also assign homework in the form of projects that require research and a longer period of time for completion, to further aid the student in his/her development. The amount and time of homework assigned and the method of evaluation should be left to the discretion of the classroom teacher.

GRADING & PROMOTION

School report cards are issued to students on a semester basis. Semester grades are calculated on 80% of work done in the semester combined with 20% for the final exam for the course. High School grades are not permanent until entered on their transcripts at the end of the second quarter (Fall Semester) and the fourth quarter (Spring Semester). Report cards and progress reports will be available on the Teacher Ease System for each quarter. Parents may pick up a copy of the report cards for 1st and 3rd quarters at the parent teacher conferences. If parents are unable to access grades for their student on the computer, they may pick up a copy of the grade report in the high school office. 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.

High school students are classified according to the number of credits they have earned.

The grade level classifications are as follows:

- Freshmen—Students who have earned less than 6 credits in core courses required for graduation.
- Sophomores—Students who have earned 6 or more credits in core courses required for graduation and less than 12 credits and have attended at least 2 semesters of high school attendance
- Juniors—Students who have earned 12 or more credits and less than 18 credits and have at least four semesters of high school attendance
- Seniors—Students who have earned 18 credits and have at least six semesters of high school attendance

GRADING SCALE

Regular Grades	Weighted Grades
A-4 B-3 C-2 D-1 F-0	A-5 B-4 C-3 D-2 F-0

The following classes will be considered weighted classes.

Math – Pre Calculus & Statistics	Foreign Language – Spanish III (24-25) & Spanish IV (25-26)
English – Honors & Literature	Dual Enrollment – All Classes
History – Psychology	CTE – Accounting II

COURSE REGISTRATION REQUIREMENTS

1. Each student is required to select seven courses each year
2. Students earn ½ credit per course per semester
3. Students must pass eight semesters of academic courses (including 2 Physical Education, 2 math, and 2 English) to take Driver's Education. If a student has reached the age of 14½, and is enrolling in Driver's Education during the second semester of their freshman year, he/she must have passed four semesters of academic courses (including 1 Physical Education, 1 math, and 1 English).
4. Class rankings will be calculated by credited course grades.
5. A student must have 6 course grades to qualify for the honor roll. No grade can be below a C.

High Honors 4.0 or higher Honors 3.5-3.99

GUIDANCE & COUNSELING

The school provides a guidance and counseling program for students. The school's counselors are 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.

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, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

a. Four years of language arts.
b. Two years of writing intensive courses, one of which must be English and the other of which may be Engli sh or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
c. Three years of mathematics, one of which must be Algebra I and one of which must include geometry cont ent and one of which may be an Advanced Placement computer science course.
d. For students entering high school through the 2023-24 school year, two years of science. For students entering high school beginning with the 2024-25 school year, two years of laboratory science.
e. Two years of social studies, of which at least one year must be history of the United States or a combinati on of history of the United States and American government. Within the two years of social studies require ment, one semester of civics is required.
f. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include America n Sign Language, (D) career and technical education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).
g. One semester of health education.
h. Physical education classes.[3]
i. A course covering American patriotism and the principles of representative government, as enunciated in t he American Declaration of Independence, the Constitution of the United States of America and the Consti tution of the State of Illinois, and the proper use and display of the American flag.
j. Nine weeks of consumer education.
k. For students entering high school in the 2022-23 school year, 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.

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

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

(1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.

(2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district must award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

ATTENDANCE REQUIRED FOR GRADUATION CEREMONY

1. Completing eight (8) semesters of attendance or seven (7) semesters of attendance for early graduation.

- Any student that has met graduation requirements but has 10 or more unexcused absences and/or has failed more than two courses in the final semester may not be allowed to participate in the graduation ceremony. He/She may pick up his/her diploma in the GRHS office after the spring semester has ended.

2. Students that do not meet the requirements for graduation at the time of the graduation ceremony are required to still attend school until the completion of the school year.

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.

EARLY GRADUATION

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. They also must be enrolled in college courses or be entering the military during what would be their eighth semester. Applications must be submitted to the guidance counselor by November 15 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 complete the application for early graduation and return it to their guidance counselor prior to November 15 of the student's seventh semester.

CREDIT FOR PROFICIENCY, NON-DISTRICT EXPERIENCES AND COURSE SUBSTITUTIONS

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 or high school courses offering dual credit at both the college and high school level. [2]
5. Foreign language 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 Tech Prep Program.
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.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit. [3]

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Each student who meets or exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects. b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

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. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.
A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

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;
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).

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.

Exemption From Physical Education Requirement For Students Who Are Eligible For Special Education

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.

GENERAL BUILDING CONDUCT

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

- Sunglasses, safety glasses, hats, hoods of sweatshirts, blankets, and bandanas shall not be worn in the building. Any item brought or worn to school shall be removed before entering the building and immediately placed in the student's locker.
- Students shall walk & talk quietly in the hallways, and respect each other's space without making physical contact.
- Students should respect individual and school property. Do not write on walls, desks, deface, place stickers, or destroy property of the school or classmates.
- Skateboards, skates, and heelies are not permitted on buses or school property at any time.
- Water guns, play guns, and/or real guns or knives are not permitted at school.
- Profanity, name calling, and defiant language are not permitted.

- Bullying, aggressive behaviors or the encouraging of these behaviors are unacceptable.
- Teachers are in charge of their classrooms; Students should act and speak in a manner that follows classroom rules and is respectful.

STUDENT USE OF ELECTRONIC DEVICES

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

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

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.

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, nor the information sent to or received from a device.

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

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. 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.

BUS TRANSPORTATION

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

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

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

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

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

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
12. Never run back to the bus, even if you dropped or forgot something.

For questions regarding school transportation issues, contact Jean Neal, Superintendent of Georgetown-Ridge Farm CUSD #4 at 217-662-8488.

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. Other behavior as deemed 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.

COLLEGE EXPRESS TRANSPORTATION & TRANSPORTATION FOR OTHER CLASSES AND ORGANIZATIONS

Students have the responsibility of providing their own transportation to the College Express Program. If a student plans to ride with another student to or from DACC, written permission from both student's families must be provided to the high school office prior to transporting.

STUDENT DRIVING GUIDELINES

Students must obtain permission to drive to and from school. Parents and students must agree to follow these driving guidelines:

- The student must provide a valid driver's license and adequate personal liability and property damage insurance. We will copy both documents.
- The student will observe state and local traffic laws including restrictions placed on drivers who are under 18 years old, speed limits, and safe driving procedures;
- Parents of the driver and passenger must grant permission in writing for those students to transport and be transported to and from school or school related events;
- Permission to operate a vehicle may be withdrawn if the student fails to observe driving or parking regulations as stated on the Parking Permit.

PARKING

Students may park their vehicles in the lot designated for students and located behind the gymnasium and around the circle driveway between the hours of 7 AM and 2:30 PM. Vehicles must display the purchased parking tag. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 15 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or assigned 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 lot beside the gymnasium is for school staff, personnel, and others designated by administration. This lot may not be used by students during school hours. Student vehicles parked in this lot may be ticketed or towed at the discretion of administration.

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 property at 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 view 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. Only vehicles displaying a sticker or hangtag for a disabled driver may park in the designated handicapped parking spots. 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.

STUDENT BEHAVIOR

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions

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

Discipline of Special Education Students

The district shall comply with the individuals with disabilities education improvement act of 2004 and the Illinois State Board of Education's *special education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling or offering for sale:

a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).

b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building

principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

16. Being absent without a recognized excuse.

17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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

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.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as

discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Corporal Punishment

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

Weapons Prohibition

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

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

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

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.

BULLYING, INTIMIDATION, AND (SEXUAL) HARASSMENT

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

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

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

4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

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

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

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

Complaint Managers:

Brad Russell, Associate Principal
(217)-662-6716
brussell@gobuffaloes.org

Kevin Thomas, Principal
(217)-662-6716
kthomas@gobuffaloes.org

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.[4]

Harassment Prohibited

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement

in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

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

Examples of Prohibited Conduct

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

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

Making a Report or Complaint; Investigation Process

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

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

Federal and State Agencies

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

Prevention and Response Program

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

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

Enforcement

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

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will

be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

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

Retaliation Prohibited

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

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

Harassment Prohibited

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity[1]; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IX)

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

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

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

Teen Dating Violence Prohibited

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

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. Complaint Managers: Brad Russell- 217-662-6716-brussell@gobuffaloes.org and Kevin Thomas- 217-662-6716- kthomas@gobuffaloes.org

SCHOOL DRESS CODE / STUDENT APPEARANCE

Students are expected to wear clothing in a neat, clean, and well-fitting manner (pants and shorts worn above the hip) while on school property and/or in attendance at school sponsored activities. Students are not permitted to wear apparel that causes a substantial disruption in the school environment. Students will be asked to change inappropriate clothing. Repeated offenses will be considered insubordination and dealt with under the disciplinary sequence. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

- Student dress (including accessories and tattoos) may not advertise, promote, depict, or picture alcoholic beverages, tobacco/e-cigarette products, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images. No clothing/accessories shall display the Confederate Flag, German Swastika or other symbols that are associated with hate.
- Student dress (including accessories and tattoos) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols or racist symbols related to hate crimes such as swastikas or confederate flags.
- Hats, bandannas, pajamas sweat bands, backpacks, dog collars, costumes, unusual makeup, and sun glasses may not be worn in the building during the school day unless approved by the administration.
- Ear-buds/headphones are acceptable during lunch or with classroom permission. One ear must be exposed at all times for safety purposes.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, etc. must not be worn if holes, rips, tears, etc. above mid-thigh. Shorts and skirts must cover buttocks and undergarments while in the sitting positions.
- Yoga pants, leggings, and extreme form-fitting pants must be 100% opaque.
- No off-the-shoulder tops (both shoulders), crop tops, cut-off/altered shirts will be worn. There shall be no low cut or plunging neck/collar lines.
- Appropriate footwear must be worn at all times—No house slippers.
- If there is any doubt about dress and appearance, the building principal or assistant principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline such as being provided with appropriate dress, office detention, or in school suspension.

DISCIPLINE REFERRAL PROCEDURES

The classroom teacher will handle incidents of classroom misbehavior. The disruptive behavior of one student will not be allowed to prevent the rest of the class from learning. The classroom teacher is the first to intervene in correction of student behavior. Teachers are expected to make significant attempts to improve the behavior of students who deviate from expected behavior standards. Teachers will verbally inform and post their policies in their individual classrooms. Good discipline is essential to a strong instructional program.

- Classroom Detention Policy – Disciplinary measures may include: written warning, detention, parent contact, teacher/student/administrator conference, written referral to the office for further disciplinary action. By the end of the 1st nine weeks, students should be familiar with the classroom and school rules; thus, a written warning will no longer be necessary. Students will have three days to serve a detention. If a student is absent on the day he/she is required to serve a detention, the detention will be served upon his/her return to school. Should a student not serve his/her detention, further disciplinary action will be taken.
- Serious Rule Infractions – Aggressive behavior, fighting/punches thrown, insubordination/defiance of authority, pushing/shoving/wrestling, bullying/threatening/harassment, destruction of property, theft, gross misconduct, or any behavior that could lead to an injury to self or others.

- Suspensions – Serious or habitual infractions may result in a suspension at the discretion of the assistant principal or principal.
- Expulsions – Students may be expelled for threatening, striking, or otherwise intending to do bodily harm to the person or property of a teacher, administrator or other school employee, or for possession of firearms, knives, brass knuckles and other objects. Gross misconduct and repeated behaviors may also result in a recommendation for expulsion to the GRF School Board.

GRIEVANCE PROCEDURE

When you have concerns, questions and/or complaints:

Please follow this Chain of Command so that differences may be resolved quickly and fairly:

1. Please call the appropriate staff member who was directly involved to make an appointment to discuss your concern. This may be the classroom teacher or another staff member.
2. If there are still concerns, contact the principal.
3. If the problem is still not resolved, contact the superintendent to discuss the problem.
4. Finally if there is still no resolution, contact the school board.

ATTENDANCE AT SCHOOL DANCES AND ACTIVITIES

Attendance at school-sponsored dances is a privilege. Students must maintain passing grades in five out of seven classes for the semester, and receive no more than two day in-school suspension and no out-of-school suspensions during the semester of the dance/activity.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as 9th Grade and attending high school but under 21 years old. Students must complete the Guest Request Form and return it to the sponsor for approval.

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

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

STUDENT FEES

SCHOOL BREAKFAST & LUNCH PROGRAM

Lunch is served every school day from 11:18 a.m. to 11:48 p.m. or from 12:07 p.m. to 12:37 p.m. except when there is an earlier dismissal. No lunch is served when students are dismissed at 11:15 a.m. Food from outside vendors cannot be delivered to the students unless pre-approved by an administrator.

A student may bring a sack lunch from home or may purchase a school lunch. Also available at the high school is our ala carte menu and salad bar. Each item on the ala carte menu is individually priced and must be paid for with cash on the day it is served. The ala carte and salad bar are not part of the National School Lunch Program. GRF has been approved for the Community Eligibility Program. This program provides healthy meals at no cost for ALL students enrolled in our district.

Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. 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;

- Stay seated unless you are getting food or returning your tray.
- Use the vending machines before sitting down, or you may ask permission from the monitor.
- Everyone at the table is responsible for cleaning up the mess.
- No Locker trips out of the cafeteria during lunch.
- Keep your voice at a conversational level and discuss appropriate topics.
- Follow all school rules.

If you violate any rules, you will be sent immediately to the office for disciplinary measures as outlined in this policy and/or to the

alternative lunchroom.

FINES, FEES, AND CHARGES: WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular or extracurricular programs of the school district due to the inability of their guardian or parent to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, equipment and/or fines. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

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

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

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

Parent/guardians will be notified promptly as to whether the request has been granted or denied. Questions regarding the fee waiver process should be addressed to the building principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack. Fines for loss or damage to school property are waived for students who meet certain eligibility requirements.

BOOK RENTAL AND FEES:

- Basic Textbook Fees are $35 per student; Technology Fees are $30 per student per year;
- Vocational and Art Education Materials Fees are $25 for each vocational department class in which they enroll;
- Driver's Education course fee is $100 and there is an additional $20 fee to the Secretary of State for the Driving Permit and vision exam;
- Extra-Curricular Activity Fees are $25 for the first activity, $20 for the second, $15 for the third, $10 for the fourth, and $5 for the fifth, free for the sixth. Participation in additional activities is at no cost to the student. **At the completion of a student's senior year, if the student still owes a fee (books, athletic, etc.) he/she will not receive his or her diploma until all fees are paid in full.

PHYSICAL EDUCATION UNIFORMS

Students are required to purchase a uniform Physical Education t-shirt and shorts for class. The cost of the uniform is $20.

HEALTH AND SAFETY REQUIREMENTS AND INFORMATION

REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS

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

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

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

Failure to comply with the above requirements by registration of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization, 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.

Eye Examination

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

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

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. 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.

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. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse at Pine Crest Elementary and the child is determined to be free of the head lice. Infested children are prohibited from riding the bus to school to be checked for head lice.

STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a

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

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

Self-Administration of Medication

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

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

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

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

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

Administration of Medical Cannabis

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

Undesignated Medications

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

Emergency Aid to Students

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

Forms can be accessed in the main office.

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, urine sample, blood sample, or retinal scan.

SOCIAL & EMOTIONAL WELLNESS

Student social and emotional development shall be incorporated in the District's educational program and shall be consistent with the social and emotional development standards contained in the Illinois Learning Standards. The

objectives for addressing the needs of students for social and emotional development through the educational programs are to:

1. Enhance students' school readiness, academic success, and use of good citizenship skills;
2. Foster a safe, supportive learning environment where students feel respected and valued;
3. Teach social and emotional skills to all students.
4. Partner with families and the community to promote students' social and emotional development.

WELLNESS

The Board of Education is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

CARE OF STUDENTS WITH DIABETES

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

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

"For more information on Type 1 Diabetes including a description, risk factors, warning signs, and recommendations please visit the American Diabetes Association's website at the following link: https://diabetes.org/about-diabetes/type-1"

STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 662-6716.

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.

TECHNOLOGY

TECHNOLOGY, ACCEPTABLE USE POLICY:

All students will have access to the Internet and are required to sign the Technology Acceptable Use Policy. Parents must countersign all agreements. This policy is documented below and a sample copy of the agreement follows:

The governing board is charged with the establishment and administration of acceptable use policy and implementation guidelines in regard to the use of technology by staff, students and other users. These technology resources include but are not limited to: telephone, television monitors, various computers, servers, local and wide area networks, and the connection to the Internet and stored electronic data. The intent of this statement is to give an overview of user responsibility, acceptable and unacceptable use of these resources without exhaustively enumerating all such responsibilities, uses and misuses.

User Responsibilities:

- Comply with all existing school board policies as they may be interpreted to apply to technology resources.
- Respect the privacy of other users, and not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users without permission.
- Comply with legal protection provided by copyright and license to programs. Data and documents.
- Help maintain the security of the district technology resources by adhering to all security rules developed by the Technology Committee and/or the user's buildings
- Comply with the acceptable use policies of all technology resources to which the district has access.
- Georgetown-Ridge Farm High School will not host student websites, electronic mail, chat rooms or other forms of direct electronic communications.

Acceptable Use

- Use consistent with the mission of the Georgetown-Ridge Farm School District
- Use that encourages efficient, cooperative, and creative methods to perform the user's job duties, or educational tasks.
- Use related to instructional, administrative and other support activities considered consistent with the mission of the district.
- Use of district technology resources for authorized and appropriate access to voice, video and data systems, software or data both locally and at other sites.

Unacceptable Use

- Providing, assisting in, or gaining unauthorized or inappropriate access to the district technology resources, including any type of voice, video, or data information server.
- Activities that interfere with the ability of student/staff members to use the district's technology resources or other network connected services effectively.
- Activities that result in the loss of another student/staff member's work or unauthorized access to another student/staff member's work.
- Distribution of any material in such a manner that might cause congestion of the voice, video, and data networks.
- Distribution or collection of obscene, abusive or threatening material via telephone, video, electronic mail, internet or the means, telephone, video, electronic mail , Internet, other means.
- Use of technology resources for a commercial, political, or profit-making enterprise, except as specifically agreed to with the district.
- Use of proxy-servers to access sites blocked by the school.

NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES

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; or

d. Is reasonably viewed as promoting illegal drug use.

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.

Filtering, Monitoring, and Review:

G-RF Unit District #4, in order to comply with local, state, and federal laws an standards, filters Internet content on systems to which students have access. This filtering removes access to websites and Internet servers that have been deemed obscene, pornographic, harmful to minors, or harmful to computers and equipment and otherwise have inappropriate content not of an educational value. The district will monitor online activities of minors that include:

- Access by minors to inappropriate materials
- Unauthorized access, including so-called "hacking"
- Unauthorized disclosure, use and dissemination of person information regarding minors
- Materials harmful to minors

Report any errors found regarding what sites are not being filtered immediately to an administrator or the technology supervisor. Please sign the technology access form and return it to the office within ten (10) days of receipt of the Student Handbook.

Consequences:

Students who do not have a Technology Use Contract on file will not be allowed to utilize the technology at GRHS. Students who violate the above rules and regulations will lose access to any technology at Georgetown-Ridge Farm High School for one (1) year.

ATHLETIC AND EXTRACURRICULAR RULES AND CODE OF CONDUCT

Responsibilities of the Athlete

The athlete represents the school, and therefore is expected to represent the school in a manner that is acceptable to the students, staff, administration, and the community. Athletes should be dressed appropriately for games and meets. Personal grooming shall conform to standards acceptable to the IHSA, the community, and the Community Unit District #4 School and may be more stringent than those set for the student body.

All athletes must submit a signed statement by a physician stating that the athlete is able to participate in athletic activities before he/she will be allowed to participate in any practice sessions or competitions. This must be done on a yearly basis. All athletes must carry school insurance or have a waiver signed by their parents stating that they are covered through a family insurance plan. It should be understood that the school insurance policy does have limits and that additional injury costs are the responsibility of the athlete's parents.

This policy will be in effect 24 hours a day, 7 days a week, 365 days a year. Upon entering the 9th grade, a student will have his/her slate of athletic policy violations wiped clean. Entering the 9th grade will be defined as beginning immediately after 8th grade graduation. High School athletes must participate in the drug education and testing program. Any violation that occurs as a result of the drug testing program will initiate this policy.

The athlete should make certain that he/she is aware of the rules and policies applying to particular sports and be prepared to adhere to them. All athletes are expected to know and abide by the RULES OF CONDUCT FOR ATHLETES as stated below:

Any athlete not in attendance at least a half day will be ineligible to participate. A half day is defined as all morning until 11:15 or from 11:15 to the end of the school day. Exceptions may be made by the administration: 1) for a medical absence pre-arranged with the administration or 2) for a death in the athlete's family. An athlete who has one or more truancies or who has been suspended from school may be suspended form participation in athletic activities by the administration.

Student Athlete Concussions and Head Injuries

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

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

Violations and Penalties

Violations and number of offenses of all offenses will be cumulative throughout the High School career of an athlete. Suspensions involving percentages of seasons may have to be served over two separate athletic seasons. For example, if a student athlete receives a suspension removing them from competition for 50% of the season, but only 25% of that season remains, the remaining 25% of their suspension will be served in that student athlete's next athletic season.

CLASS A

A violation of the Georgetown-Ridge Farm athletic policy has occurred when an athlete has displayed behavior unbecoming on a GRHS student athlete.

First Offense

Coaches Discretion

Second Offense

Suspension will occur for 40% of a season. Credit will be given for performing 10 hours of community service work and restitution reducing the penalty to 20% of a season.

Third Offense

Suspension will occur for 60% of a season. Credit will be given for performing 10 hours of community service work and restitution reducing the penalty to 40% of a season.

Fourth Offense

Suspension will occur for the remainder of the school year.

CLASS B

A violation of this policy occurs when a student uses or possesses tobacco or tobacco products.

First Offense

Suspension will occur for 25% of a season.

Second Offense

Suspension will occur for 50% of a season.

Third Offense (and subsequent offenses)

Suspension will occur for 365 calendar days.

CLASS C

A violation of this policy occurs when property of others is damaged or property rights of others are violated.

First Offense

Suspension will occur for 40% of a season. Credit will be given for performing 20 hours of public service work and restitution reducing the penalty to 20% of a season.

Second Offense

Suspension will occur for 365 calendar days. For second or subsequent offenses there will be no option to reduce the suspension.

Third Offense

Suspension will occur for 365 calendar days.

Fourth Offense

Suspension will occur for the remainder of the student athlete's high school career.

CLASS D

A violation of this policy occurs when the student possesses, actively seeks, solicits, supplies, uses, or is under the influence of alcohol, steroids, or other illegal drugs, or possesses drug-related paraphernalia. This violation can be the result of testing positive to the Georgetown-Ridge Farm Unit #4 random drug test.

First Offense

Suspension from athletic participation for 100% of a season from the date of determination that a violation of the athletic policy has occurred. A first time offender may have his/her suspension reduced to 50% of a season by agreeing to undergo a Substance Abuse Assessment at an assessment facility acceptable to the school district and following through with any recommendations coming out of that assessment. Any expense involved will be the responsibility of the student and his/her family. In addition, the student will be required to perform 20 hours of public service work. The principal and athletic director will determine if the criteria for reduction have been met. If a recommendation coming out of the Substance Abuse Assessment causes a student to be involved past the 50% of a season suspension, he/she will be allowed to participate as long as all other criteria have been met. At any time a student is found not following through with a recommendation, the reduction to 50% of a season will be negated and the 100% of a season suspension will be reinstated. If the suspension ends after a sport season has begun, it will be up to the discretion of the coach of that sport if a student is allowed to join the team.

Second Offense

Suspension will occur for 365 calendar days. For second or subsequent offenses there will be no option to reduce the suspension.

Third Offense

Suspension will occur for the remainder of a student's high school career.

CLASS E

A violation of this policy occurs when a student is accused of a serious infraction of the law, resulting in police arrest. Examples include, but are not limited to, armed assault, robbery, rape, the dealing of drugs, arson, serious physical harm to others, etc.

Violations of this nature lead to automatic suspension from athletic participation for up to 365 calendar days, depending on the severity of the violation. Extenuating circumstances may cause this penalty to be lengthened beyond 365 calendar days. The decision will be made by the Superintendent of Schools and the Board of Education.

DUE PROCESS PROCEDURES

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

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

ELIGIBILITY

To retain athletic eligibility, an athlete must have passed 25 semester hours of academic course work in the semester preceding his or her athletic eligibility and must have passed 25 semester hours of academic course work in the week preceding his or her athletic eligibility. If a student receives failing grades in three or more courses during the same week the student becomes ineligible to participate in any competition for the week but remains eligible to practice with the team the first and second times. However, if a student is failing three or more courses in a week for a third time, he/she is no longer eligible to participate in that sport. Eligibility for the week runs from Monday to the following Sunday. Students can regain semester eligibility by taking that course or an equivalent during summer school or an on-line course with administrator's approval if they are offered to the general population. On-line courses will be offered if the seats are available at the end of each semester and during the summer.

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

REQUIREMENTS FOR PARTICIPATION

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
5. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
6. A signed agreement by the student's parent or guardian authorizing random school drug testing and performance-enhancing substance testing and recognizing the dangers of drug use.

TRAVEL

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. No student will be released to another student or person not related to the student under the age of 21 years. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

MODIFICATION OF ATHLETIC OR TEAM UNIFORM

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

SPECIAL PROGRAMS

RESPONSE TO INTERVENTION:

Through RtI, we provide high-quality classroom instruction to all of our students. We assess all of our students and provide tiered instruction/intervention matched to individual student needs. Through ongoing assessment, student progress is continually monitored.

Family involvement in this process helps to enhance student outcomes. RTI is an opportunity to bring about meaningful change in family-school relationships, allowing for engaged partnerships between educators and families through collaborative, structured problem-solving.

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.

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

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the special education teacher.

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.

RELATED SERVICE LOG

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

TITLE I PROGRAM:

The Title I program is a federally funded program that provides additional support to the educational process. Through our funds we are able to offer students an opportunity to gain the much-needed technological skills to become successful students, professionals and community members. In addition, the program provides support help for students who demonstrate an academic need.

The Georgetown-Ridge Farm Board of Education believes that parent and family involvement must be aggressively pursued and supported by homes, schools/colleges/universities, communities, businesses, faith congregations, and government entities by working together in a mutually collaborative effort. As the nation focuses on educational excellence, the Board realizes that a child's education begins at birth. Parents and family members, as their primary teachers, play a vital role in the intellectual, social and emotional growth of their children. Thus, the Board of Education will commit to seeing that each Title I school establishes a comprehensive parent involvement program. The foundation for a successful home-school partnership is effective communication, which encourages the development of mutual support between home and school. Parents/families and educators must effectively communicate and join forces to make sure children are successful learners. Thus, the Board of Education commits to the establishment of effective two-way communication between all parents/families and schools, respecting the diversity and differing needs of families.

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 Language programs.

For questions related to this program or to express input in the school's English Learners Program, contact Jean Neal, Superintendent at Georgetown-Ridge Farm Unit Office, 502 Mulberry Street, Georgetown, telephone 217-662-8488.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction contact the building principal.

HOMELESS CHILDREN'S RIGHT TO EDUCATION

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

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

Contact Person: Josh Cavanaugh CUSD #4 Homeless Liaison 217-662-6981

Educational Organizations and Schools:

Georgetown-Ridge Farm Education Association

Georgetown-Ridge Farm High School, Mary Miller Junior High School, and Pine Crest Elementary

Food bank and meal & clothing programs:

Georgetown-Ridge Farm Ministerial Association

Georgetown Township Food Bank

Local service organizations:

Salvation Army in Danville

Georgetown-Ridge Farm Ministerial Association

Family shelters:

Your Family Resource Connection (YFRC) in Danville

Medical services:

Aunt Martha's Youth Service 614 N. Vermilion Street, Danville 217-442-8564

Other support:

Crosspoint Human Services 210 Avenue C, Danville 217-442-3200

GENERAL INFORMATION

STUDENT INFORMATION SHEET

At the beginning of each school year, all parents/guardians must fill out a Student Information sheet for each of their children enrolled in school. Situations may arise that make it necessary for the school to contact a student's parent(s) or guardian(s), i.e. illness, injury, special recognition, or other problems that may arise. Please contact the office with any changes in telephone numbers (both home and work), addresses, emergency contact, and other similar information.

STUDENT RECORDS

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

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

1.The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

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

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript. [1]

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

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,[2] any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

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

7.The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.3

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

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

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

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

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

SEARCH AND SEIZURE

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

School Property and Equipment as well as Personal Effects Left There by Students

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

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

Students Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

INSTRUCTIONAL MATERIALS

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.

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.

FIELD TRIPS

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. Students who fail to abide by school rules and/or location rules during a field trip may be subject 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 must also get written permission from each of his/her teachers in order to be considered for the trip. Students are responsible for collecting any and all assigned work for the day they will miss, and any assigned work for that day will be due the next day the student is present in class. 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 obtain appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

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 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.

LAWS, NOTICES, POLICIES AND FORMS

ASBESTOS MANAGEMENT

The E.P.A. is conducting inspections in school districts statewide to determine if they are in compliance with the federal rules and regulations promulgated under the Asbestos Hazard Emergency Response Act. Georgetown-Ridge Farm Unit #4 has a management plan in place. The plan is available for inspection at any time by contacting the Superintendent of Schools.

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 principal.

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

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to local radio stations or view local television channels to be advised of school closings or early dismissals. We will also contact you by phone through our Alert Now Notification System. Make sure you keep your contact information current with the school office to receive these messages. School closings for any reason will be announced by 6:30 a.m. if school will be closed all day. Listen to local stations and for the Alert Now message for possible early dismissal information if bad weather or other emergency situation should occur during the day.

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

VIDEO AND AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

MANDATED REPORTERS AND RECIPROCAL REPORTING OF CRIMINAL ACTIVITY

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

Also, Georgetown-Ridge Farm CUSD 4 has an agreement with the local Police Departments and Juvenile Officers of the Courts to provide reciprocal reporting of criminal activity of any students from the Georgetown-Ridge Farm School District. The Police Department Officer and the School Principal or Assistant Principal will report to each other activities committed by students of the district that involve illegal or controlled substances, weapons of any type, gang activities, a serious crime or felony or any other case for which the reporting may be beneficial to the safety, security and mental well-being of all students.

STUDENT PRIVACY

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

upon request.

UNSAFE SCHOOL CHOICE OPTION

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

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 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.*

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/

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

The National Suicide Prevention Lifeline number is 988. It can be called or texted.

EQUAL EDUCATIONAL OPPORTUNITIES 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, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:
Dr. Jean Neal, Superintendent of Schools, 500 W. Mulberry St., Georgetown 61846 217-662-8488

ACCOMMODATING INDIVIDUALS WITH DISABILITIES:

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

SCHOOL VISITATION RIGHTS

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

SEX DISCRIMINATION:

It is the policy of the Georgetown-Ridge Farm Unit #4 School District not to discriminate on the basis of sex in its educational and extra-curricular programs and activities or its employment policies, as required by Illinois PA 79-597 and Title IX of the 1972 Education Amendments. Inquiries regarding compliance with the Illinois sex equity rules and the Title IX regulation may be directed to Dr. Jean Neal, Superintendent, 500 W. Mulberry, Georgetown, IL 61846 telephone (217) 662-8488.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weathers (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to the students.

SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

For information regarding the GRF Pandemic Plan, see the GRF website.

STUDENT ONLINE PERSONAL PROTECTION ACT (SOPPA)

For information regarding SOPPA, visit the GRF website.

FAITH'S LAW NOTIFICATIONS – EMPLOYEE CONDUCT STANDARDS

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

PREVENTION OF ANAPHYLAXIS

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

STUDENTS WITH DISABILITIES: RECORDING OF MEETINGS

It shall be the policy of Georgetown-Ridge Farm School District No. 4 to prohibit the audio-or video-recording of meetings conducted pursuant to the Individuals with Disabilities Education Improvement Act ("IDEIA"), 20 U.S.C. §1401 et seq., or Article 14 of the Illinois School Code, 105 ILCS 5/14, and the implementing regulations thereto, including but not limited to Individualized Education Program ("IEP") meetings, domain meetings, eligibility determination meetings, manifestation determination meetings, or other special education meetings. The purpose of this policy is to ensure the uninhibited and free exchange of information regarding students, which the District believes would be hindered and quashed by the audio- or video-recording of meetings. Without a free exchange of information, the decision-making of parents and the IEP team may be obstructed. The Superintendent of Schools shall develop administrative procedures to ensure that this policy is uniformly applied. This policy shall further provide for limited exceptions to this prohibition if recording of a meeting is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed under the IDEIA. If a parent can demonstrate a bone fide requirement to record a meeting, the parent must provide the District prior notice of their intent to record a particular meeting in order to ensure that the District will also have the opportunity to record the meeting. Failure of a parent to provide this notice may result in a rescheduling of the meeting. Any recording of an IEP meeting that is maintained by the public agency is an "education record," within the meaning of the Family Educational Rights and Privacy Act("FERPA"; 20 U.S.C. 1232g) and the Illinois School Student Records Act ("ISSRA"; 105 ILCS 10/1 et seq.), and would, therefore, be subject to the requirements of the regulations under FERPA (34 CFR Part 99), IDEIA (§§300.560-300.575), and the Illinois School

Student Records Act ("ISSRA"; 105 ILCS 10/1 et seq.).

STUDENTS AND PARENTS: RECORDING OF MEETINGS

It shall be the policy of Georgetown-Ridge Farm School District No. 4 to prohibit the audio- or video-recording of meetings conducted with any student or parent with any school staff member, except as otherwise provided in "Students with Disabilities: Recording of Meetings". The purpose of this policy is to ensure the uninhibited and free exchange of information regarding students, which the District believes would be hindered and quashed by the audio- or video-recording of meetings. The policy shall not apply in certain limited circumstances when a recording is specifically required by law or district policy, including student disciplinary hearings conducted before the Board of Education. The Superintendent of Schools shall develop administrative procedures consistent with this policy to ensure that this policy is uniformly applied.

COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS, AND PROGRAMS

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

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

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

SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE

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

PARENT NOTICES REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT

I. Teacher Qualifications

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

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.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook section entitled "Standardized Testing".

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

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.grf.k12.il.us.

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For more information, see handbook section entitled "Unsafe School Choice Option".

VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook section entitled "Student Privacy".

VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook section entitled "English Learners"

VIII. Homeless Students

For information on supports and services available to homeless students, see handbook section entitled "Homeless Children's Right to Education

PUNS (Prioritization of Urgency of Need for Services)

Database Information for Students and Parents or Guardians

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

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

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

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=4113